



REPORT ON THE GOVERNANCE STATUS OF VOA-MN  
AUTHORIZED CHARTER SCHOOLS

**January 2025**



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#### VOA-MN SCHOOL BOARD GOVERNANCE STANDARDS FY 2024

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board, and faculty; and the review of school policies, reports, and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The report gives a single annual source on the board operations and compliance of the fifteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of one school board meeting annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards shall be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations. The authorizer reserves the right to have flexibility to amend these standards /expectations as needed.

VOA-MN's school board governance standards / expectations include the following:

Governance Standard 1. The Board of Directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute\*.

Governance Standard 2. The Board of Directors has the necessary knowledge to carry out the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.

Governance Standard 3. The board adheres to an orientation process for bringing on new members.

Governance Standard 4. The Board of Directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.

Governance Standard 5. The Board of Directors completes a self-evaluation each year.

Governance Standard 6. The Board of Directors will comply with MN Open Meeting Law, Chapter 13D, and maintains a quorum for all board meetings.



Governance Standard 7. The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law. Governance Standard 8. The Board of Directors adheres to board member election requirements set forth by state statute\*.

Governance Standard 9. The Board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.

Governance Standard 10. The Board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2\*).

Governance Standard 11. The Board of Directors monitors the organization's adherence to school board policies.

Governance Standard 12. The Board of Directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13) \*.

Governance Standard 13. The Board of Directors provides ongoing oversight of school academic performance.

Governance Standard 14. The school maintains a high level of parent, teacher and student satisfaction rates based on school surveys conducted and student/faculty retention rates.

Governance Standard 15. Board documents are distributed to all board members at least 3 days prior to a board meeting.

Governance Standard 16. The Board of Directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website\*.

Governance Standard 17. The board has a policy review calendar and reviews and updates its policies as needed or required by state law.

The following list of VOA-MN schools were determined to have met all the VOA-MN Board Governance standards from July 1, 2023 – June 30, 2024. The VOA-MN Governance Award for FY23 goes to schools that met ALL standards. Schools that achieve this award demonstrate that they are attentive to meeting all VOA-MN Governance Standards and provide evidence of accomplishing the important work of the board that these Standards represent. The following list of VOA-MN schools were determined to have met the requirements and have been awarded the Governance Award for FY24: Bluffview Montessori, Birch Grove Community School, FIT Academy, Lakes International Language Academy, PACT, Schoolcraft Learning Community, and TrekNorth High School.

Many additional schools achieved 90% of all standards, including: Athlos Leadership Academy, Harbor City International School, Kaleidoscope Charter School, KIPP: North Star Academy, Naytahwaush Community Charter School, New Century School, and Twin Lakes Stem Academy.



SCHOOL NAME	VOAMN PERCENT of GOVERNANCE STANDARDS MET		
Athlos Academy of St. Cloud	27	34	79.4%
Athlos Leadership Academy	31	34	91.1%
Bluffview Montessori	34	34	100.0%
Birch Grove Community School	34	34	100.0%
FIT Academy	34	34	100.0%
Harbor City International School	32	34	94.1%
Kaleidoscope Charter School	33	34	97.1%
KIPP: North Star Academy	33	34	97.1%
Lakes International Language Academy	34	34	100.0%
Naytahwaush Community Charter School	32	34	94.1%
New Century School	33	34	97.1%
PACT	34	34	100.0%
Schoolcraft Learning Community	34	34	100.0%
Southside Family Charter School	28	34	82.4%
Spectrum High School	29	34	85.3%
Twin Lakes Stem Academy	32	34	94.1%
TrekNorth High School	34	34	100.0%
Woodbury Leadership Academy	30	34	88.2%
Cumulative	578	612	94.4%
<b>Did each school meet the majority of [INSERT] standards?</b>	Yes		
<b>Did each school achieve at least a “Satisfactory” rating in [INSERT]? (at least 70% of points possible)</b>	Yes		

**ANALYSIS:** Overall, VOA-MN Schools use highly effective governance practices as demonstrated by meeting most or all of the 17 standards. 7 schools met all the standards. An additional 7 met over 90% of the standards. So, 14 or 78% met over 90% of the standards. 17 out of 18 schools met over 80% of the standards. Cumulatively, VOA-MN Schools met 94.4% of all standards. When boards meet most or all these standards, it means that they:

- pay attention to the development and training of their board members,
- are attentive to the important work required of charter boards,
- provide oversight of the academics and employees,
- are following statutory responsibilities, and
- are committed to continuous improvement.

**STRATEGY FOR IMPROVEMENT MEETING / MAINTAINING GOAL:** The main strategies for



increasing the number of schools demonstrate full compliance with the VOA-MN Governance Standards and win the Governance Award involve education, training, and communications. VOA-MN will review the FY24 evaluations with school boards and leaders to make sure they know exactly what they need to do and document to win the award and meet all the standards. The VOA-MN Governance Analyst provides training on the VOA-MN standards during the year as requested and provides a training video on how to meet the 17 standards. VOA-MN provides an annual report template to schools to help them know what standards can be addressed in their annual report in the fall of the year. VOA-MN Governance Analyst also keeps a running record of compliance regularly throughout the year and provides friendly reminders through regular contact with school leaders/board chairs throughout the year. VOA-MN uses a board observation rubric aligned to the Governance Standards as another opportunity to provide feedback on meeting standards. They are also provided a midyear Dashboard that is an opportunity for them to self-evaluate what standards are met midyear and what standards still need to be met for FY25.





**MINNESOTA  
CHARTER SCHOOL AUTHORIZING PROGRAM**

*Athlos Academy of St. Cloud*

**ANNUAL GOVERNANCE REPORT FY24**

**Board Chair: Patricia King**  
**School Director: Bill Bressler**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.

<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
	<b>2: Meets</b> - The board structure meets bylaws and state statute.
X	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.



	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school partially met this standard. The Board partially met requirements for the entire fiscal year. The AASC Board had only 4 board members for a portion of the year.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
X	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. The board development plan was submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
X	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adhered to a thorough process for the orientation of new board members. The school leader confirmed that all new board members received orientation.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
X	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school's Annual Report documented required training completed by board members in FY24.	



<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
X	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> - The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The Board completed a formal self-evaluation at the September 7, 2023, board meeting.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
X	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board was compliant with MN Open Meeting Law.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
X	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school partially met this standard. Bylaws are consistent with state law, but the school director confirmed the Board did not review the bylaws in FY24.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
X	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
X	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job



	description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The Board conducted an evaluation of the school leader for FY24 in June and reviewed it at the August board meeting.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
X	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The School Director, Jennifer Geraghty, holds an administrative license so a professional development plan was not required.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
X	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes documented three or more examples of the Board monitoring the organization's adherence to school board policies.	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
X	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have



	been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	
<b>Analysis:</b> The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned.	

<b>Governance Standard 13</b> - The board of directors provides ongoing oversight of school academic performance.	
	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
X	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.
<b>Data Source:</b> Board Meeting Minutes	
<b>Analysis:</b> The school partially met this standard. Board meeting minutes document the school reviewed academic performance in half of the regular board meetings.	

<b>Governance Standard 14</b> - The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.	
	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
X	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<b>Analysis:</b> The school partially met this standard. The school met two of the three criteria. <ul style="list-style-type: none"> <li>• Teacher retention rate was 100%.</li> <li>• Student retention rate was 82.9%.</li> <li>• Parent satisfaction survey results were below 80%.</li> </ul>	

<b>Governance Standard 15</b> - Board documents are distributed to all board members at least 3 days prior to a board meeting.	
X	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The school met this standard. VOA-MN records showed that the school did not submit board materials	



to VOA-MN three days in advance for the August, December, and February meetings. However, the school leader confirmed board documents were placed into the online board folder prior and sent to all board members the Friday prior to the Wednesday Board meeting.

**Governance Standard 16** - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website\*.

	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
X	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.

**Data Source:** School Website

**Analysis:** The school partially met this standard. The school confirmed that the Board Documents Binder is kept electronically which includes meeting minutes, bylaws and articles of incorporation and financial statements and that hard copies can be printed and distributed by request. A recent review of the school's website demonstrated that the statutory requirements for posting board-related information was present. However, in August of 2023 board minutes were incomplete, and the board roster was missing.

**Governance Standard 17** - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.

	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
X	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.

**Data Source:** School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview

**Analysis:** The school does not meet this standard. Board minutes do not document that policies were reviewed during FY24.



**SECTION TOTAL:**

11/17 Standards Met

5/17 Standards Partially Met

1/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Partially Meets	1	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Partially Meets	1	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Partially Meets	1	2
14	Partially Meets	1	2
15	Meets	2	2
16	Partially Meets	1	2
17	Does Not Meet	0	2
Total	11/17	27/34	34





**MINNESOTA  
CHARTER SCHOOL AUTHORIZING PROGRAM**

*Athlos Leadership Academy (ALA)*

**ANNUAL GOVERNANCE REPORT for FY24**

**Board Chair: Ann DeGroot**

**School Director: Jennifer Geraghty**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

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VOA-MN's school board governance standards are scored below.

<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws
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and membership requirements as required by Minnesota Statute*.	
	<b>2: Meets</b> - The board structure meets bylaws and state statute.
<b>X</b>	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school partially met this standard. The board was short one parent member in July, August, and September. A board member was appointed and seated on October 31, 2023.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. A board development plan was submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adhered to a thorough process for the orientation of new board members. The school leader confirmed that all new board members received orientation.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.



<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school provided evidence that all ongoing and new board members received required training on page 4 of the school's Annual Report.	

<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board competes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> - The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The Board completed a formal self-evaluation and discussed the results at the May 28, 2024, board meeting.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board was compliant with MN Open Meeting Law. The date, time, and location of all meetings are listed on the website. Links for agendas and up-to-date minutes are on the school's website. An opportunity for the public to address the Board is provided during all Board meetings. Meetings are held in person.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law, and the Board reviewed them at the October 28, 2024, board meeting.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was scheduled for more than 30 days after the election was announced.	



However, it was postponed until the fall when school was back in session.

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader at the June 7, 2024, board meeting.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The School Director, Jennifer Geraghty, is a licensed administrator, and as of FY24, a professional development plan was not required.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes documented more than three examples of the Board monitoring the organization's adherence to school board policies. The following policies have been referred to in the board minutes: <ul style="list-style-type: none"> <li>• Monitoring Board Membership</li> <li>• Conflict of Interest</li> <li>• Monitoring Board Training Requirements.</li> <li>• Finance policies</li> <li>• Director Evaluation</li> <li>• Election requirements</li> </ul>	



<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	
<b>Analysis:</b> The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned. The following roles have been designated and trained: Responsible Authority: Jen Geraghty Data Practice Designee: Jen Geraghty and Julie Brown Data Practices Compliance Official: Julie Brown Both have attended data practices training through MDE.	

<b>Governance Standard 13</b> - The board of directors provides ongoing oversight of school academic performance.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.
<b>Data Source:</b> Board Meeting Minutes	
<b>Analysis:</b> The school met this standard. The school had 9 regular board meetings on the calendar for 23-24 and the school reviewed academic performance at 5 demonstrating regular oversight of academic performance. Topics included: September 2023 -K-3 Literacy Plan 23-24 Development Plan for Increased Academic Proficiency 23-24 WBW Plan 23-24 Assessment Plan and Assessment Calendar 23-24 Q-Comp Site Goals 2023 MCA Scores October 2023 Meeting 2022-2023 ALA Annual Report November 2023 Meeting Words Best Workforce Report presented to the board. January 2024	



*Reported out on the spelling bee.*

*June 2024*

*PreK Data,*

*Fountas and Pinnell Data*

*Q-Comp Report*

*Read Act Plan*

**Governance Standard 14** - The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.

	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
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	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
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<b>X</b>	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
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**Data Source:** School Annual Report, Board Minutes, School Data, Interview

**Analysis:** The school does not meet this standard. The school met one of the three criteria.

- The teacher retention rate was 70%.
- The student retention rate was 87.9%.
- The parent survey satisfaction rate was 74.5%.

**Governance Standard 15** - Board documents are distributed to all board members at least 3 days prior to a board meeting.

<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
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	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
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	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
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**Data Source:** Monthly Board Minute Review Logs, Board Chair Statement

**Analysis:** The school met this standard. VOA records show Board documents were distributed to all Board members at least 3 days prior to each board meeting.

**Governance Standard 16** - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website\*.

<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements
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	for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school leader confirmed that the Board Documents Binder is kept electronically, which includes meeting minutes, bylaws, articles of incorporation, and financial statements. Hard copies can be printed and distributed by request. A review of the school's website demonstrated that the statutory requirements for posting board-related information were present.	

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan but policies were not regularly reviewed.
	<b>0: Does Not Meet</b> - The board did not have a calendar/plan for policy review and/or reviewed just a few policies during the year.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board had a policy review calendar and formally reviewed 34 policies at board meetings in 23-24. Policies reviewed include: Policy 5.5.8- Student Medicine in School Admissions Policy- Policy 5.1.1 Revised Policy 7.24- Capital Assets Capitalization Policy Policy 8.9- Wellness Policy 5.4.4 Student Discipline Policy 7.22 Credit Card Processing and Handling Security Policy 7.1- Segregation of Duties Policy 7.2.1-Board Approval of Vendor Contracts Policy 7.2.2- Bidding for Services from Authorizer Policy 7.2.3-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Policy 7.3.1- Electronic Transfer of Funds Policy 7.3.2- Expense and Reimbursement for Board and Employees Policy 7.3.3- Fundraising Policy 7.3.4- Student Fee Requirements and Prohibitions Policy 7.4-Data Access Policy for Members of the Public Policy 7.5-Annual Audit Policy 7.6-Prompt Payment of Bills Policy 7.7- Sale or Purchase of State Property Policy 7.8- Designation of Depositories Policy 7.9- Collateral Requirements for Depositories Policy 7.10-Investments Policy 7.11-Safekeeping of Investments, Contracts and Agreements Policy 7.12 Athlos School Meal and Payments Policy	



Policy 7.13- Budget Process  
 Policy 7.14- Loans  
 Policy 7.15- Financial Reporting as an Internal Control  
 Policy 7.16- Fiscal Management-Income  
 Policy 7.17- Guidelines for Use of Finance Policies  
 Policy 7.18- Credit Cards  
 Policy 7.19- Fund Balance Policy  
 Policy 7.20- Disposition of Obsolete Equipment and Materials  
 Policy 7.21-Extended Day Programming Cost and Use for Employees  
 Policy 7.23 -Acceptance and Administration of Gifts  
 Policy 5.4.4 Student Discipline

**SECTION TOTAL:**

15/17 Standards Met

1/17 Standards Partially Met

1/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Partially Meets	1	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Does Not Meet	0	2
15	Meets	2	2
16	Meets	2	2
17	Meets	2	2
Total	15/17	31/34	34





**MINNESOTA  
CHARTER SCHOOL AUTHORIZING PROGRAM**

***Birch Grove Community School (BGCS)***

**ANNUAL GOVERNANCE REPORT for FY24**

**Board Chair: Judy Motschenbacher  
School Director: Diane Blanchette**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.

<b>Governance Standard 1 - The board of directors met its governance model requirements laid out in its bylaws</b>
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and membership requirements as required by Minnesota Statute*.	
<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.
	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. The board structure meets both bylaws and state statute.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with it to ensure members have the necessary knowledge in finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. A Board development plan/training plan has been submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adheres to a thorough process for the orientation of new board members. There were no new board members in FY24.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school provided evidence that all ongoing and new board members received required training on page 11 of the school's Annual Report.	



Board minutes have documented the following board training in board minutes:

- Safeguard Personnel Data by MN Charterboard, July 18, 2023
- Conduct a Board Election by MN Charterboard, September 19, 2023
- Abide by the Bylaws by MN Charterboard, January 16, 2024

**Governance Standard 5** - The board of directors completes a self-evaluation each year.

<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> - The board did not complete a self-evaluation.

**Data Source:** Board Minutes, Board Development Committee Minutes

**Analysis:** The school met this standard. The Board completed a formal self-evaluation and reviewed the results at the July 16, 2024, board meeting. Board self-reflection is also a regular component of board agendas and is documented on page 14 of the Annual Report, "The school board completes a self-evaluation annually and discusses results at a board meeting or retreat. The 23-24 board self-evaluation results were discussed at a board meeting on July 16, 2024. The board discussed how there is room for improvement on attendance and that an additional board member would be advantageous. The board is doing well overall, and received the VOA-MN award for Board Governance at the annual VOA Charter School Leadership Conference in June of 2024."

**Governance Standard 6** - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.

<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.

**Data Source:** Monthly Logs of Meeting Minutes, Meeting Minutes, Interview

**Analysis:** The school met this standard. The Board was compliant with MN Open Meeting Law. The date, time, and location of all meetings are listed on the website. Links for agendas and up-to-date minutes are on the school's website. An opportunity for the public to address the Board is provided during all Board meetings. Meetings are held in-person.

**Governance Standard 7** - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.

<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.

**Data Source:** School Website, Board Minutes, Bylaws, Interview

**Analysis:** The school met this standard. Bylaws are consistent with state law, and the Board reviewed them at the Annual Meeting held October 17, 2023.

**Governance Standard 8** - The board of directors adheres to board member election requirements set forth by state statute\*.



<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board notified VOA-MN on June 3, 2024, that there would be no elections during FY24.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader at the June 18, 2024, board meeting and documented the evaluation in the Annual Report.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the School's Annual Report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the School's Annual Report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The School Director, Diane Blanchette, is not a licensed administrator. The Board had a board-approved professional development plan for the school director and documented this in the Annual Report.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes documented more than three examples of the Board monitoring the organization's adherence to school board policies. The following policies have been referred to in board minutes: <ul style="list-style-type: none"> <li>• Establishing Quorum</li> </ul>	



- Conflict of Interest
- Monitoring Board Training Requirements
- Election requirements
- Financial policies including the approval of purchase orders.

**Governance Standard 12** - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)\*.

<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.

**Data Source:** Board Minutes, VOA-MN Visit Review

**Analysis:** The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned.

Responsible Authority: BGCS School Board Secretary Sarena Crowley

Data Practices Compliance Official: BGCS School Board Chair Judy Motschenbacher

Data Practices Designee(s): School Director Diane Blanchette

**Governance Standard 13** - The board of directors provides ongoing oversight of school academic performance.

<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.

**Data Source:** Board Meeting Minutes

**Analysis:** The school met this standard. The Board of Directors provided ongoing oversight of the school's academic performance at 10 of the regular board meetings during the year. The Board of Directors provided ongoing oversight of the school's academic performance at the July, September, October, November, December, January, February, April, May, and June board meetings.

Some of the academics reviewed include:

- NWEA data,
- Lexia program
- World's Best Workforce report
- Q-comp teacher evaluations
- student work samples
- review of classroom newsletters.



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<b>Governance Standard 14</b> - The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.	
<b>X</b>	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<b>Analysis:</b> The school met this standard. The school met all three criteria. <ul style="list-style-type: none"> <li>• Staff retention rate was 84.6%.</li> <li>• Student retention rate was 88%.</li> <li>• Parent survey satisfaction rate was 97.62%.</li> </ul>	

<b>Governance Standard 15</b> - Board documents are distributed to all board members at least 3 days prior to a board meeting.	
<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The school met this standard. VOA records show Board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.	

<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school leader confirmed the Board Documents Binder is kept in the office. A review of the school's website demonstrated that the statutory requirements for posting board-related	



information was present.

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board had a thorough policy review calendar and reviewed policies as a regular component at 8 of the regular board meetings.	

**SECTION TOTAL:**

17/17 Standards Met

0/17 Standards Partially Met

0/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Meets	2	2
15	Meets	2	2
16	Meets	2	2
17	Meets	2	2
<b>Total</b>	<b>17/17</b>	<b>34/34</b>	<b>34</b>





**MINNESOTA  
CHARTER SCHOOL AUTHORIZING PROGRAM**

***Bluffview Montessori School (BMS)***

**ANNUAL GOVERNANCE REPORT for FY24**

**Board Chair: Meghan Booth**

**School Director: Henry Schantzen**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.



<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
<b>2: Meets</b>	- The board structure meets bylaws and state statute.
<b>1: Partially Meets</b>	- The board did not meet requirements for the entire fiscal year.
<b>0: Does Not Meet</b>	- The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. The Board structure meets bylaws and state statute.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. A board development plan/training plan has been submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adheres to a thorough process for the orientation of new board members. The school leader confirmed new board members, Kim Bell and Stephanie Dunn, participated in board orientation July 9, 2024.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.



<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school provided evidence that all ongoing and new board members received required training on page 3 of the school's Annual Report.	

<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> - The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The Board completed a formal self-evaluation and published the results in the Annual Report.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board was compliant with MN Open Meeting Law. The date, time, and location of all meetings are listed on the website. Links for agendas and up-to-date minutes are on the school's website. An opportunity for the public to address the Board is provided during all Board meetings. Meetings are held in person.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law and the board reviewed them at the July 15, 2023, and October 25, 2023, board meetings.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred	



on a day when the school was in session.

- Election Date: April 15, 2024-May 3, 2024
- Date of Election Announcement: March 1, 2024
- Was the election held on a day school was in session? Yes

**Governance Standard 9** - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.

<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.

**Data Source:** Annual Report, Board Minutes, Committee Minutes, Board Documentation

**Analysis:** The school met this standard. The Board conducted an evaluation of the school leader at the June board meeting and published the results in the Annual Report.

**Governance Standard 10** - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2\*).

<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.

**Data Source:** Annual Report, Board Minutes, Board Chair Communication.

**Analysis:** The school met this standard. The School Director, Henry Schantzen, holds an administrative license so a professional development plan was not required. The Board had a board-approved professional development plan for the School Director and documented it in the Annual Report.

**Governance Standard 11** - The board of directors monitors the organization's adherence to school board policies.

<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.

**Data Source:** Board Meeting Minutes, Interview

**Analysis:** The school met this standard. Meeting minutes include more than three examples of the Board monitoring the organization's adherence to school board policies. Policies that were referred to include:

1. Conflict of Interest
2. Board Member Roles
3. Establishing Quorum
4. Calendar Approval



## 5. Lottery Policy

**Governance Standard 12** - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)\*.

<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.

**Data Source:** Board Minutes, VOA-MN Visit Review

**Analysis:** The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned.

Responsible Authority: Renee Knutson

Data Practice Designee: Henry Schantzen

Data Practices Compliance Official: Mariah White

**Governance Standard 13** - The board of directors provides ongoing oversight of school academic performance.

<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.

**Data Source:** Board Meeting Minutes

**Analysis:** The school met this standard. The Board of Directors provided ongoing oversight of the school's academic performance at 10 of the regular board meetings. Academics and academic data have been reviewed or discussed at the following board meetings: July, August, September, October, November, February, March, April, May, and June.

Some academic oversight topics included:

1. MCA data
2. FastBridge data
3. World's Best Workforce Annual Report
4. Montessori Philosophy
5. MTSS process
6. Additional support for students.



<b>Governance Standard 14</b> - The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.	
<b>X</b>	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<b>Analysis:</b> The school met this standard. The school met all three criteria. <ol style="list-style-type: none"> <li>1. Staff retention rate was 87%.</li> <li>2. Student retention rate was 93%.</li> <li>3. Parent survey satisfaction rate was 94%.</li> </ol>	

<b>Governance Standard 15</b> - Board documents are distributed to all board members at least 3 days prior to a board meeting.	
<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The school met this standard. The school leader confirmed all Board members had access to packets at least 3 days prior to all board meetings.	

<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school leader confirmed the Board Documents Binder is kept on the office copy room shelf. It is brought to each board meeting. A review of the school's website demonstrated that the statutory requirements for posting board-related information was present.	



<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board had a thorough policy review calendar and reviewed policies as a regular component of regular board meetings. Policies have been reviewed at the following meetings: July, August, September, October, November, December, January, February, March, and April. Some of the policies reviewed include: <ul style="list-style-type: none"> <li>• Public Data Request Policy</li> <li>• Fair and Equitable Funding Policy</li> <li>• Lottery Policy</li> <li>• Lead in Drinking Water Policy</li> <li>• Drug-Free Workplace Policy</li> <li>• Policy 513</li> <li>• Policy 416</li> </ul>	

**SECTION TOTAL:**

17/17 Standards Met

0/17 Standards Partially Met

0/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Does Not Meet	2	2
14	Meets	2	2
15	Does Not Meet	2	2
16	Meets	2	2
17	Meets	2	2
Total	17/17	34/34	34





**MINNESOTA  
CHARTER SCHOOL AUTHORIZING PROGRAM**

***FIT Academy (FIT)***

**ANNUAL GOVERNANCE REPORT for FY24**

**Board Chair: Bill Schneider**

**School Director: Claud Allaire**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.

<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.
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<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.
	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. The Board structure meets bylaws and state statute.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. A Board development plan/training plan was submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adheres to a thorough process for the orientation of new board members. New board orientation was provided at the July board meeting.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school documented board training compliance in its Annual Report.	



<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> - The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The Board completed a formal self-evaluation during their quarterly review and reflections, which occurred on September 20, 2023, and January 17, 2024.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board was compliant with MN Open Meeting Law.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law, and the board reviews them regularly. A review of bylaws was recorded in the minutes of July 2023 as it related to changes in board member status. Approval of bylaws related to changes in board member status was voted on during the August 2023 board meeting.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors held an election on a day school was in session and the election was announced more than 30 days prior.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.



	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board completed a formal evaluation of the school leader at the May 15, 2024, board meeting.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. A professional development plan is not required as the school director is a licensed administrator.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes document three or more examples of the Board monitoring the organization's adherence to school board policies.	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	



**Analysis:** The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned.

**Governance Standard 13 -** The board of directors provides ongoing oversight of school academic performance.

<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.

**Data Source:** Board Meeting Minutes

**Analysis:** The school met this standard. The Board of Directors provided ongoing oversight of the school's academic performance at 11 board meetings during the year.

**Governance Standard 14 -** The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.

<b>X</b>	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.

**Data Source:** School Annual Report, Board Minutes, School Data, Interview

**Analysis:** The school met this standard. The school met all three criteria.

- Teacher retention rate was 89%
- Student retention rate was 83.25%
- Parent Survey Satisfaction rate was 88.5%

**Governance Standard 15 -** Board documents are distributed to all board members at least 3 days prior to a board meeting.

<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.

**Data Source:** Monthly Board Minute Review Logs, Board Chair Statement

**Analysis:** The school met this standard. VOA-MN records document board packets were distributed to all Board members at least 3 days prior to each board meeting.

**Governance Standard 16 -** The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board



related information on the school's website*.	
<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school leader confirmed the Board Documents Binder is kept in the school office which includes meeting minutes, bylaws and articles of incorporation and financial statements. A review of the school's website demonstrated that the statutory requirements for posting board-related information was present.	

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The School met this standard. The Board had a thorough policy review calendar and reviewed policies as a regular component at the majority of regular board meetings.	



**SECTION TOTAL:**

17/17 Standards Met

0/17 Standards Partially Met

0/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Meets	2	2
15	Meets	2	2
16	Meets	2	2
17	Meets	2	2
Total	17/17	34	34





## **CHARTER SCHOOL AUTHORIZING PROGRAM**

*Harbor City International School (HCIS)*

### **ANNUAL GOVERNANCE REPORT for FY24**

**Board Chair: Brian Scott**

**School Director: Aryn Bergsven**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.



<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
X	<b>2: Meets</b> - The board structure meets bylaws and state statute.
	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. Board structure meets bylaws and state statute.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
X	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education and documented this in the Annual Report. The school leader confirmed the Board had a board development plan. "Yes, trainings are integrated into meetings throughout the year and the training requirements are reviewed each month with access to required trainings in the board agenda."	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
X	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The Board adheres to a thorough process for the orientation of new board members. Board Orientation Training was documented in the April 25, 2024, board minutes. New member orientation documents are included in the agendas. At the April 25, 2024, board meeting, 2 board orientation sessions were announced.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
X	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.



	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school documented board training in the Annual Report. Starting on page 4 of the Annual Report, they lay out the training their board members have taken in the areas of government, finance, employment, and ongoing.	

<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
X	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> - The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The Board completed a formal self-evaluation and shared the results in the Annual Report. The results of the FY24 self-evaluation can be found on page 8 of the Annual Report and in the March 21, 2024, board agenda.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
X	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board was compliant with MN Open Meeting Law. Date, time, and location of all meetings are listed on the website. Links for agendas and up-to-date minutes are on the school's website. An opportunity for the public to address the Board is provided during all Board meetings. Meetings are held in-person.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
X	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law, and the Board reviewed them at the July, August, September, October, November, January, April, and May board meetings.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
X	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> - N/A



	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session. <ul style="list-style-type: none"> <li>• Election Date: February 1-18, 2024</li> <li>• Date of Election Announcement: October 2023</li> <li>• Was the election held on a day school was in session? Yes</li> </ul>	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
X	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader in May of 2024.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
X	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The Board has an approved professional development plan for the School Director that can be found on page 12 of the Annual Report.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
X	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b>	
<b>Analysis:</b> The school met this standard. Meeting minutes documented more than three examples of the Board monitoring the organization's adherence to school board policies. Some of the following policies have been referred to in board minutes: <ul style="list-style-type: none"> <li>• Conflict of Interest</li> </ul>	



- Establishing Quorum
- Open Meeting Law
- Regular review of bylaws
- Board Training Requirements

**Governance Standard 12** - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)\*.

X	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.

**Data Source:** Board Minutes, VOA-MN Visit Review

**Analysis:** The school leader confirmed data practice officials were named and at least 2 of them were trained. Responsibilities outlined in Policy 7.4 were reviewed on 9/21/23, and the data practices were assigned as below.

- A. Responsible Authority: Director, Aryn Bergsven
- B. Designated Authority: Administrative Assistant, Krissa Boman
- C. Data Practices Compliance Official: Brian Scott

**Governance Standard 13** - The board of directors provides ongoing oversight of school academic performance.

X	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.

**Data Source:** Board Meeting Minutes

**Analysis:** The school met this standard. The Board of Directors provided ongoing oversight of the school's academic performance at 8 of the regular board meetings during the year. The Board of Directors provided ongoing oversight of the school's academic performance at the August, September, October, November, December, January, February, and March meetings. Some of the academics reviewed include:

- SPED updates
- Teacher coaching
- New student support process
- Child Find process
- Student Achievement
- State of the School
- MCA, ACT, and AP testing



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<b>Governance Standard 14</b> - The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.	
	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
X	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<b>Analysis:</b> The school does not meet this standard. The school met 1 of the 3 criteria. <ul style="list-style-type: none"> <li>• Staff retention rate was 73%.</li> <li>• The student retention rate was 85.7%.</li> <li>• The parent survey satisfaction rates were not provided to VOA-MN.</li> </ul>	

<b>Governance Standard 15</b> - Board documents are distributed to all board members at least 3 days prior to a board meeting.	
X	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The school met this standard. VOA records show Board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.	

<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
X	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school leader confirmed the Board Documents Binder is kept on the school's website. A review of the school's website demonstrated that the statutory requirements for posting board-related information was present.	



<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
X	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<p><b>Analysis:</b> The school met this standard. The Board had a thorough policy review calendar and reviewed policies as a regular component of regular board meetings. Policies have been reviewed at the following meetings: August, September, October, November, December, January, February, April, May, and June.</p> <p>Some of the policies reviewed include:</p> <ul style="list-style-type: none"> <li>• Tort Liability</li> <li>• Nepotism</li> <li>• Director Succession</li> <li>• Dress Code</li> <li>• Release Time for Religious Events</li> <li>• Board Election</li> <li>• Maltreatment of Minors</li> <li>• Students' Free Speech</li> <li>• Use of Electronic Systems</li> <li>• Student Educational Data</li> <li>• Tuition Reimbursement</li> </ul>	



**SECTION TOTAL:**

16/17 Standards Met

0/17 Standards Partially Met

1/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Does Not Meet	0	2
15	Meets	2	2
16	Meets	2	2
17	Meets	2	2
Total	33/34	32	34





MINNESOTA

## CHARTER SCHOOL AUTHORIZING PROGRAM

### *Kaleidoscope Charter School (KCS)* ANNUAL GOVERNANCE REPORT for FY24

**Board Chair: Jason Banick**  
**School Director: Brad Sellner**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below

<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.
	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.



<b>Data Source:</b> School Annual Report, School Website, Bylaws
<b>Analysis:</b> The school met this standard. The board structure meets bylaws and state statute.

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. A Board development plan/training plan has been submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adheres to a thorough process for orientation of new board members and documented this training in board minutes.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The board maintains a log indicating the training completed by each board member.	

<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.
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<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> – The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school meets this standard. The Board completed a self-evaluation at the May 23, 2024, board meeting.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board complied with MN Open Meeting Law.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law and the Board reviewed them at the February 22, 2024, board meeting.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session. <ul style="list-style-type: none"> <li>• Date of Election: May 13-167, 2024</li> <li>• Date Election Announced: February 22, 2024</li> <li>• Did the election occur on a day school was in session?: Yes</li> </ul>	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
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<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader in February and shared the results March 19, 2024. The evaluation form was distributed to all board members February 1, 2024. Results of the evaluation were shared with the school leader in a closed session March 19, 2024.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The School Director, Brad Sellner, holds an administrative license so a professional development plan was not required.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes document more than three examples of the Board monitoring the organization's adherence to school board policies. Some of the following policies have been referred to in board minutes: <ul style="list-style-type: none"> <li>● Conflict of Interest</li> <li>● Establishing Quorum</li> <li>● Board Membership</li> <li>● Required Membership Training</li> </ul>	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.



	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	
<b>Analysis:</b> The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned. Responsible Authority: Director of Business Operations (2023-24 was Wendi Foss) Data Practice Designee: Executive Director Data Practices Compliance Official: School Board Chair In addition, the board had data practices training at the 9/28/24 board meeting.	

<b>Governance Standard 13</b> - The board of directors provides ongoing oversight of school academic performance.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.
<b>Data Source:</b> Board Meeting Minutes	
<b>Analysis:</b> The school met this standard. The Board of Directors provided ongoing oversight of the school's academic performance at 8 of the regular board meetings during the year. Academics and academic data have been reviewed or discussed at the following board meetings: August, September, October, November, January, February, April, and May. Some academic discussions include: <ul style="list-style-type: none"> <li>Reviewed future programming for secondary level.</li> <li>Reviewed data and results from MCA and NWEA.</li> <li>Reviewed academic goals.</li> <li>Reviewed the school's Literacy Plan.</li> <li>Viewed a presentation on math and reading interventions, and reviewed WBWF plan.</li> </ul>	

<b>Governance Standard 14</b> - The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.	
	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>X</b>	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.



	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<b>Analysis:</b> The school partially met this standard. The school met 2 of the 3 criteria. <ul style="list-style-type: none"> <li>• Staff retention rate was 84%.</li> <li>• Student retention rate was 83.92%.</li> <li>• The parent survey satisfaction rate was 75.3%. The Annual Report documented the results of the Parent Satisfaction Survey. 76% of students &amp; parents felt KCS promoted quality family engagement in their child's learning. 76% of students &amp; parents felt KCS promoted positive well-being. 74% of students &amp; parents felt KCS promoted student personal development and self-advocacy. On average, the school had a satisfaction rate of 75.3%.</li> </ul>	

<b>Governance Standard 15</b> - Board documents are distributed to all board members at least 3 days prior to a board meeting.	
<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The school met this standard. Board documents were distributed to VOA-MN less than 3 days in advance on 3 occasions: August, November, and December. <ul style="list-style-type: none"> <li>• The packet for August 2023 was received by VOA-MN two days prior.</li> <li>• The packet for November 2023 was received by VOA-MN one day after the meeting.</li> <li>• The packet for December 2023 was received by VOA-MN one day after the meeting.</li> </ul> However, the School Director confirmed that board members did receive the documents for those meetings 3 days in advance.	

<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school leader confirmed that a copy of the entire board packet for each month and all other supporting documents are printed and kept in a binder in the front office with the head secretary. A review of the school's website demonstrated that the statutory requirements for posting board-related information was present.	



<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The School met this standard. The Board had a thorough policy review calendar and reviewed policies as a regular component at 10 of the regular board meetings. Policies have been reviewed at the following meetings: July, August, September, October, November, December, January, February, April, and May. Some of the policies reviewed include: <ul style="list-style-type: none"> <li>• Employee Use of Social Media in the Classroom Policy,</li> <li>• Violence Prevention Policy,</li> <li>• Student Medication Policy,</li> <li>• Public Data Requests Policy,</li> <li>• Transportation of Public School Students Policy,</li> <li>• Disposition of Obsolete Equipment.</li> </ul>	

**SECTION TOTAL:**

16/17 Standards Met

1/17 Standards Partially Met

0/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Partially Meets	1	2
15	Meets	2	2
16	Meets	2	2
17	Meets	2	2
Total	16/17	33/34	34





MINNESOTA  
**CHARTER SCHOOL AUTHORIZING PROGRAM**

*KIPP North Star Academy (KIPP)*

**ANNUAL SCORECARD REPORT FOR FY24**

**Board Chair: Nicole Danielsen**  
**School Director: Shana Ford**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.

**Governance Standard 1** - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute\*.



<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.
	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. The Board structure meets bylaws and state statute.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. A Board development plan/training plan has been submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. There were no new board members in FY24.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school documented board training in the Annual Report.	



<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> - The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The Board completed a formal self-evaluation at the May 29, 2024, board meeting, and published the results in the school's Annual Report.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board was compliant with MN Open Meeting Law.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law, and the Board reviewed them at the June 26, 2024, board meeting.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.



	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader on June 27, 2024.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The Board had a board-approved professional development plan for the School Director and documented it in the Annual Report.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes documented more than three examples of the Board monitoring the organization's adherence to school board policies.	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	



**Analysis:** The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned.

**Governance Standard 13 - The board of directors provides ongoing oversight of school academic performance.**

<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.

**Data Source:** Board Meeting Minutes

**Analysis:** The school met this standard. The Board of Directors provided ongoing oversight of the school's academic performance, and the Board has an academic committee that regularly reviews academic data for the Board. Academic data is often included in the director's report.

**Governance Standard 14 - The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.**

	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>X</b>	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.

**Data Source:** School Annual Report, Board Minutes, School Data, Interview

**Analysis:** The school partially met this standard. The school met two of the three criteria.

- Teacher retention rate was 91.4%.
- Student retention rate was 82.74%.
- Parent survey satisfaction rate was 53.84%.

**Governance Standard 15 - Board documents are distributed to all board members at least 3 days prior to a board meeting.**

<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.

**Data Source:** Monthly Board Minute Review Logs, Board Chair Statement

**Analysis:** The school met this standard. VOA records show Board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.



<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school leader confirmed that the Board Documents Binder is kept electronically which includes meeting minutes, bylaws and articles of incorporation and financial statements and that hard copies can be printed and distributed by request. A review of the school's website demonstrated that the statutory requirements for posting board-related information was present.	

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The School met this standard. The Board had a thorough policy review calendar and reviewed policies as a regular component of regular board meetings.	



**SECTION TOTAL:** 16/17 Standards Met      1/17 Standards Partially Met      0/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Partially Meets	1	2
15	Meets	2	2
16	Meets	2	2
17	Meets	2	2
Total	16/17	33/34	34





**MINNESOTA  
CHARTER SCHOOL AUTHORIZING PROGRAM**

***Lakes International Language Academy (LILA)*  
ANNUAL GOVERNANCE REPORT for FY24**

**Board Chair: Renee Feagan**  
**School Director: Shannon Peterson**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.

<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.



	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. The Board structure meets bylaws and state statutes.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. A Board development plan/training plan has been submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adhered to a thorough process for the orientation of new board members and documented the training in the Annual Report.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school documented board training in the Annual Report. The board governance section of the Annual Report, beginning on page 7, shows training requirements that each board member attended.	



<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> - The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The Board completed a formal self-evaluation at the June 18, 2024, board meeting. The results were published in the school's Annual Report.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board was compliant with MN Open Meeting Law.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law and the board reviewed them at the February 13, 2024, board meeting.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.



	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader on May 2, 2024.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The School Director, Shannon Peterson, is a licensed administrator so a professional development plan was not required.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes include more than three examples of the Board monitoring the organization's adherence to school board policies. The following policies have been referred to in board minutes: <ul style="list-style-type: none"> <li>● Reviewing and monitoring board member training requirements</li> <li>● Board member roles.</li> <li>● Grant and financial policies</li> <li>● Election policies</li> <li>● Open meeting laws</li> </ul>	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act.



	There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	
<b>Analysis:</b> The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned. On September 12, 2023, the Board approved three data practices policies. Policy 134 included the assigning of the three roles. The School Leader confirmed the data practice officials and their training. Responsible Authority - Tiffany Kurpiel Data Practices Designee(s) - Board Chair, Renee Feagan Data Practices Compliance Official - Shannon Peterson	

<b>Governance Standard 13</b> - The board of directors provides ongoing oversight of school academic performance.	
X	2: Meets - Meeting minutes include evidence of regular oversight of school academic performance.
	1: Partially Meets - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	0: Does Not Meet - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.
<b>Data Source:</b> Board Meeting Minutes	
<b>Analysis:</b> The school met the standard. Board minutes documented by the Board of Directors provided oversight of the school's academic performance at all board meetings. The Board of Directors provided ongoing oversight of the school's academic performance at the October, February, and May board meetings. Some academic oversight topics included: <ol style="list-style-type: none"> <li>1. Annual report</li> <li>2. strategic plan related to four pillars</li> <li>3. academic trips</li> <li>4. PYP</li> </ol> In addition, at each regular board meeting the School Director reports on all four pillars of their strategic plan. The four pillars are: <ul style="list-style-type: none"> <li>• Dynamic Learning Experience</li> <li>• Collaborative Community</li> <li>• Professional Excellence</li> <li>• Advancing LILA's Future</li> </ul> Under the first pillar she reports on academics, testing, student progress, curriculum changes, and other aspects of the student experience.	

<b>Governance Standard 14</b> - The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.	
X	2: Meets - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80%



	retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	1: Partially Meets - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	0: Does Not Meet - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<b>Analysis:</b> The school met this standard. The school met all three criteria. <ul style="list-style-type: none"> <li>• The staff retention rate was 81%.</li> <li>• The student retention rate was 97.6%.</li> <li>• The parent survey satisfaction rate was 90%.</li> </ul>	

<b>Governance Standard 15</b> - Board documents are distributed to all board members at least 3 days prior to a board meeting.	
<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The school met this standard. While VOA-MN records show board packets were not distributed 3 days prior on 3 occasions to VOA-MN, the board has ongoing access to the Google Drive folder containing the board packet. Each month the secretary asks for agenda items to be added so that the agenda can be posted a week ahead of the meeting, both physically, at the lower school, and online. The posting at the lower school is printed from the agenda in the shared board folder, so all board members have access to it 7 days in advance of the meetings.	

<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school maintains all paper documents in the CFO's office and all meeting minutes and bylaws are kept in an online folder. The school follows the statutory requirements related to posting board-related information.	



<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan but policies were not regularly reviewed.
	<b>0: Does Not Meet</b> - The board did not have a calendar/plan for policy review and/or reviewed just a few policies during the year.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board has a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes. Policies have been reviewed at the following meetings: July, August, September, October, November, December, February, March, April, May, and June. Some of the policies reviewed include: <ul style="list-style-type: none"> <li>• Internal Controls Policy</li> <li>• Document Retention and Destruction Policy</li> <li>• Drug-Free Workplace Policy</li> <li>• Harassment and Violence Policy</li> <li>• Student Dress Code</li> <li>• Student Discipline</li> </ul>	

**SECTION TOTAL:**

17/17 Standards Met      0/17 Standards Partially Met      0/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Meets	2	2
15	Meets	2	2
16	Meets	2	2
17	Meets	2	2
Total	17/17	34/34	34





MINNESOTA

## CHARTER SCHOOL AUTHORIZING PROGRAM

*Naytahwaush Community Charter School (NCCS)*

### ANNUAL GOVERNANCE REPORT for FY24

**Board Chair: Ann Meyer**  
**School Director: Beth Zietz**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.



<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.
	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. The Board structure meets bylaws and state statute.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. The school documented the Board Development Plan in the school's Annual Report.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adheres to a thorough process for the orientation of new board members and documents this training in the Annual Report. The Annual Report also documents board members that participated in orientation.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	



**Analysis:** The school met this standard. The school documented that all board members met training requirements in the Annual Report on page 8.

**Governance Standard 5** - The board of directors completes a self-evaluation each year.

**X**    **2: Meets** - The board completes a formal self-evaluation each year.

**1: Partially Meets** - The board completes informal self-evaluations during one or more board meeting(s).

**0: Does Not Meet** – The board did not complete a self-evaluation.

**Data Source:** Board Minutes, Board Development Committee Minutes

**Analysis:** The school met this standard. The Board completed a formal self-evaluation and reviewed the results at the June 13, 2024, board meeting.

**Governance Standard 6** - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.

**X**    **2: Meets** - The board has no infractions of MN Open Meeting Law.

**1: Partially Meets** - The board has 1 infraction of MN Open Meeting Law.

**0: Does Not Meet** - The board has 2 or more infractions of MN Open Meeting Law.

**Data Source:** Monthly Logs of Meeting Minutes, Meeting Minutes, Interview

**Analysis:** The school met this standard. The Board was compliant with MN Open Meeting Law. The date, time, and location of all meetings are listed on the website. Links for agendas are on the school's website. An opportunity for the public to address the Board is provided during all Board meetings. Meetings are held in person.

**Governance Standard 7** - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.

**2: Meets** - Bylaws are consistent with state law and the board reviews them regularly.

**X**    **1: Partially Meets** - Bylaws are consistent with state statute but are not reviewed regularly.

**0: Does Not Meet** - Bylaws are inconsistent with state statute.

**Data Source:** School Website, Board Minutes, Bylaws, Interview

**Analysis:** The school partially meets this standard. The bylaws are consistent with state statute; however, evidence of the bylaws being reviewed during FY24 was not found.

**Governance Standard 8** - The board of directors adheres to board member election requirements set forth by state statute\*.

**X**    **2: Meets** - All requirements were met.

**1: Partially Meets** – N/A

**0: Does Not Meet** - Election requirements were not met.

**Data Source:** Board Minutes, Bylaws, Board Policies, Interview

**Analysis:** The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session.

- Election Date: April 12-May 8, 2024.



- Date of Election Announcement: March 15, 2024
- Was the election held on a day school was in session? Yes

**Governance Standard 9** - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.

<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.

**Data Source:** Annual Report, Board Minutes, Committee Minutes, Board Documentation

**Analysis:** The school met this standard. The Board conducted an evaluation of the school leader at the March 22, 2024, board meeting.

**Governance Standard 10** - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2\*).

<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.

**Data Source:** Annual Report, Board Minutes, Board Chair Communication.

**Analysis:** The school met this standard. The School Director, Beth Zietz, holds an administrative license so a professional development plan was not required.

**Governance Standard 11** - The board of directors monitors the organization's adherence to school board policies.

<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.

**Data Source:** Board Meeting Minutes, Interview

**Analysis:** The school met this standard. Meeting minutes documented more than three examples of the Board monitoring the organization's adherence to school board policies. Some of the following policies have been referred to in board minutes:

- Conflict of Interest
- Establishing Quorum
- Open Meeting Law
- Election Requirements

**Governance Standard 12** - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)\*.



<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that the board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that the board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	
<b>Analysis:</b> The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned. The following roles have been designated and trained: <ul style="list-style-type: none"> <li>• Responsible Authority: Nicole Jesness, School Secretary</li> <li>• Data Practice Designee: Beth Zietz, School Director</li> <li>• Data Practices Compliance Official: Ann Briggs, Board Chair</li> </ul>	

<b>Governance Standard 13</b> - The board of directors provides ongoing oversight of school academic performance.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.
<b>Data Source:</b> Board Meeting Minutes	
<b>Analysis:</b> The school met this standard. The Board of Directors provided ongoing oversight of the school's academic performance at the July, August, September, October, November, December, January, February, March, April, May, and June meetings. Academics and academic data have been reviewed or discussed at all board meetings. Some of the academics reviewed include: <ul style="list-style-type: none"> <li>• MCA</li> <li>• Professional Development</li> <li>• FastBridge</li> <li>• Behavior Data</li> <li>• Grade level teachers presented</li> <li>• Academic Goals</li> </ul>	

<b>Governance Standard 14</b> - The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.	
<b>X</b>	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.



	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<b>Analysis:</b> The school met this standard. The school met all three criteria. <ul style="list-style-type: none"> <li>• The staff retention rate was 86.3%.</li> <li>• The student retention rate was 96.4%.</li> <li>• The parent survey satisfaction rate was 100%.</li> </ul>	

<b>Governance Standard 15</b> - Board documents are distributed to all board members at least 3 days prior to a board meeting.	
<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The school met this standard. VOA records show Board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.	

<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The Board Documents Binder is available on the school's website. A review of the school's website demonstrated that the statutory requirements for posting board-related information was present.	

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	<b>2: Meets</b> - The Board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
<b>X</b>	<b>1: Partially Meets</b> - The Board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The Board does not have a calendar/plan for policy review and/or reviews policies at



	half or fewer of the regular meetings.
<b>Data Source:</b> Board Minutes, Policy Review Calendar, Interview	
<b>Analysis:</b> The School partially met this standard. The Board had a policy review calendar and reviewed policies at 3 of the regular board meetings (August, October, and February).	

**SECTION TOTAL:**

15/17 Standards Met

2/17 Standards Partially Met

0/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Partially Meets	1	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Meets	2	2
15	Meets	2	2
16	Meets	2	2
17	Partially Meets	1	2
Total	15/17	32/34	34





**MINNESOTA  
CHARTER SCHOOL AUTHORIZING PROGRAM**

***New Century School (NCS)*  
ANNUAL GOVERNANCE REPORT for FY24**

**Board Chair: Jessica Tallman**  
**School Director: Ahmed Ali**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.

<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.



	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. Board structure meets bylaws and state statute.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. A Board development plan/training plan has been submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The school leader confirmed the Board adheres to a thorough process for the orientation of new board members.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school documented board training in the Annual Report.	



<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board competes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> - The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. A self-evaluation was completed at the March meeting.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board was compliant with MN Open Meeting Law.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law, and the Board reviewed them at the January 23, 2024, board meeting.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.



	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader and shared results at the May 28, 2024, board meeting.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
X	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's school or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's school.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The School Director holds an administrative license, so a professional development plan was not required.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
X	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes documented more than three examples of the Board monitoring the organization's adherence to school board policies.	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
X	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	



**Analysis:** The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned.

**Governance Standard 13** - The board of directors provides ongoing oversight of school academic performance.

<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.

**Data Source:** Board Meeting Minutes

**Analysis:** The school met this standard. The Board of Directors provided regular oversight of the school's academic performance at the regular board meetings during the year.

**Governance Standard 14** - The school maintains a high level of parent, teacher and student satisfaction rates based on school-conducted surveys and student/faculty retention rates.

<b>X</b>	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.

**Data Source:** School Annual Report, Board Minutes, School Data, Interview

**Analysis:** The school met this standard. The school met all three criteria.

- Staff retention rate was 90%.
- Student retention rate was 89%.
- Parent survey satisfaction rate was 85%.

**Governance Standard 15** - Board documents are distributed to all board members at least 3 days prior to a board meeting.

<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.

**Data Source:** Monthly Board Minute Review Logs, Board Chair Statement

**Analysis:** The school met this standard. VOA records show Board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.



<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school leader confirmed the School Board has a Documents Binder which include documents such as meeting minutes, bylaws, articles of incorporation, and financial statements and is located in the Official Records Room for public access. All Board members also have digital access to these documents. Board members can also be found on the school's website. A review of the school's website demonstrated that the statutory requirements for posting board-related information was present.	

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
<b>X</b>	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The School partially met this standard. The Board had a policy review calendar and reviewed policies at 3 of the regular board meetings (August, October, and February).	



**SECTION TOTAL:**

16/17 Standards Met

1/17 Standards Partially Met

0/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Meets	2	2
15	Meets	2	2
16	Meets	2	2
17	Partially Meets	1	2
Total	16/17	33/34	34





MINNESOTA

## CHARTER SCHOOL AUTHORIZING PROGRAM

*PACT Charter School*

### ANNUAL SCORECARD REPORT FY24

**Board Chair: Ryan Heineman**

**School Director: Dr. Nathan Flansburg**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.

<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.
	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.



	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. The Board structure meets bylaws and state statute.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. A Board development plan/training plan has been submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adheres to a thorough process for the orientation of new board members and documents this training in the Annual Report.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school documented board training in the Annual Report.	



<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> - The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The Board completed a formal self-evaluation and reviewed the results at the February 1, 2024, board meeting.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board was compliant with MN Open Meeting Law.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law, and the Board reviewed them at the January 11, 2024, board meeting.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.



	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader at the May 2, 2024, board meeting.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The School Director, Joshua Nyquist, holds an administrative license so a professional development plan was not required.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes documented more than three examples of the Board monitoring the organization's adherence to school board policies.	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	



**Analysis:** The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned.

**Governance Standard 13** - The board of directors provides ongoing oversight of school academic performance.

<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.

**Data Source:** Board Meeting Minutes

**Analysis:** The school met this standard. The Board of Directors provided regular oversight of the school's academic performance at all regular board meetings during the year.

**Governance Standard 14** - The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.

<b>X</b>	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.

**Data Source:** School Annual Report, Board Minutes, School Data, Interview

**Analysis:** The school met this standard. The school met all three criteria.

- Staff retention rate was 82.9%.
- Student retention rate was 93%.
- Parent survey satisfaction rate was 81.5%.

**Governance Standard 15** - Board documents are distributed to all board members at least 3 days prior to a board meeting.

<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.

**Data Source:** Monthly Board Minute Review Logs, Board Chair Statement

**Analysis:** The school met this standard. VOA records show Board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.



<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school leader confirmed the Board Documents Binder is kept electronically which includes meeting minutes, bylaws and articles of incorporation and financial statements and that hard copies can be printed and distributed by request. A review of the school's website demonstrated that the statutory requirements for posting board-related information was present.	

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board had a thorough policy review calendar and reviewed policies as a regular component of regular board meetings.	



**SECTION TOTAL:**

17/17 Standards Met

0/17 Standards Partially Met

0/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Meets	2	2
15	Meets	1	2
16	Meets	2	2
17	Meets	2	2
Total	17/17	34/34	34





**MINNESOTA  
CHARTER SCHOOL AUTHORIZING PROGRAM**

***Schoolcraft Learning Community (SLC)*  
ANNUAL SCORECARD REPORT FY24**

**Board Chair: Jake Anderson**  
**School Director: Mark Bjornrud**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.

<b>Governance Standard 1 - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.</b>	
<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.
	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.



	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. Board structure meets bylaws and state statute.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adheres to a thorough process for the orientation of new board members. The orientation process and the initial training completed by new board members is documented in the Annual Report.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school documented board training in the Annual Report and in board meeting minutes.	

<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
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<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> – The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The board completed a formal self-evaluation at the May 14, 2024, board meeting.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board was compliant with MN Open Meeting Law.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law and the board reviewed them at the October 10, 2023, board meeting.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.



	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leaders at the April 9, 2024, board meeting.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The School Directors, Alyssa Kruger and Mark Bjornrud, are not licensed administrators. A professional development plan for the School Directors was approved at the November 14, 2023, board meeting.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes include more than three examples of the Board monitoring the organization's adherence to school board policies.	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	



**Analysis:** The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned.

**Governance Standard 13 - The board of directors provides ongoing oversight of school academic performance.**

<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.
<b>Data Source:</b> Board Meeting Minutes	
<b>Analysis:</b> The school met this standard. The Board of Directors provided ongoing oversight of the school's academic performance at all regular board meetings during the year.	

**Governance Standard 14 - The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.**

<b>X</b>	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<b>Analysis:</b> The school met two of the three criteria. The school's Annual Report provided evidence that the teacher retention rate was 76% and the student retention rate was 89%. Parent survey results were also published in the school's Annual Report with 91% of parents satisfied.	

**Governance Standard 15 - Board documents are distributed to all board members at least 3 days prior to a board meeting.**

<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The school met this standard. VOA records show Board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.	

**Governance Standard 16 - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website\*.**



<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school does not meet this standard. The school leader confirmed the Board Documents Binder is kept in the office. A review of the school's website demonstrated that statutory requirements for posting board-related information were present.	

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board had a thorough policy review calendar and reviewed policies as a regular component of regular board meetings.	



**SECTION TOTAL:**

17/17 Standards Met

0/17 Standards Partially Met

0/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Meets	2	2
15	Meets	1	2
16	Meets	2	2
17	Meets	2	2
Total	17/17	34/34	34





**MINNESOTA  
CHARTER SCHOOL AUTHORIZING PROGRAM**

***Southside Family Charter School (SFCS)*  
ANNUAL GOVERNANCE REPORT for FY24**

**Board Chair: Manny Duerson**  
**School Director: Dr. Alissa Case**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN’s school board governance standards are scored below.

<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.
	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
	<b>0: Does Not Meet</b> - The board’s structure does not meet bylaws and/or state statute.



<b>Data Source:</b> School Annual Report, School Website, Bylaws
<b>Analysis:</b> The school met this standard. The Board structure meets bylaws and state statute.

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. The board development plan was shared with VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The board adhered to a thorough process for the orientation of new board members and documented the training in board minutes.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school documented board training compliance in its Annual Report.	

<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).



	<b>0: Does Not Meet</b> – The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The board completed a formal self-evaluation June 27, 2024.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board has no infractions of MN Open Meeting Law.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state statute and the Board Chair confirmed bylaws were reviewed.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	



**Analysis:** The school met this standard. The School Board conducted the evaluation of School Director, Alissa Case, at the December 18, 2023, board meeting.

**Governance Standard 10** - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2\*).

**X** **2: Meets** - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.

**1: Partially Meets** – N/A

**0: Does Not Meet** - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.

**Data Source:** Annual Report, Board Minutes, Board Chair Communication.

**Analysis:** The school met this standard. The School Director, Alissa Case, had a board-approved professional development plan. The professional development plan was submitted to VOA-MN.

**Governance Standard 11** - The board of directors monitors the organization's adherence to school board policies.

**X** **2: Meets** - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.

**1: Partially Meets** - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.

**0: Does Not Meet** - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.

**Data Source:** Board Meeting Minutes, Interview

**Analysis:** The school met this standard. Meeting minutes document more than three examples of the Board monitoring the organization's adherence to school board policies.

**Governance Standard 12** - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)\*.

**2: Meets** - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.

**X** **1: Partially Meets** -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act

**0: Does Not Meet** - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.

**Data Source:** Board Minutes, VOA-MN Visit Review

**Analysis:** The school partially met this standard. The school assigned data practice officials in FY24, but training was not provided.



<b>Governance Standard 13</b> - The board of directors provides ongoing oversight of school academic performance.	
	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
<b>X</b>	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.
<b>Data Source:</b> Board Meeting Minutes	
<b>Analysis:</b> The school does not meet this standard. Board minutes documented review of academic performance at 2 meetings.	

<b>Governance Standard 14</b> - The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
<b>X</b>	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<b>Analysis:</b> The school met this standard. The school met all 3 criteria. <ul style="list-style-type: none"> <li>• The student retention rate was 100%.</li> <li>• The staff retention rate was 80% (79.5%).</li> <li>• The parent satisfaction survey results were over 80%.</li> </ul>	

<b>Governance Standard 15</b> - Board documents are distributed to all board members at least 3 days prior to a board meeting.	
<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The school met this standard. The Board Chair confirmed board members had access to board packets at least 3 days prior to all board meetings.	

<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.



<b>X</b>	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school partially met this standard. A recent website review showed the school's website is missing the Group Health Insurance Coverage Policy. The Board Chair confirmed there is a Documents Binder that is kept in the office. Documents can also be found on the public Google Drive located on the school's website.	

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan but policies were reviewed at fewer than half of the regular board meetings.
<b>X</b>	<b>0: Does Not Meet</b> - The board did not have a calendar/plan for policy review and/or reviewed few policies during the year.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The school does not meet this standard. Board minutes show that policies were reviewed at 2 regular meetings.	

#### SECTION TOTAL:

13/17 Standards Met    2/17 Standards Partially Met    2/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Partially Meets	1	2
13	Does not Meet	0	2
14	Meets	2	2
15	Meets	2	2
16	Partially Meets	1	2
17	Does not Meet	0	2
Total	13/17	28/34	34





## **CHARTER SCHOOL AUTHORIZING PROGRAM**

*Spectrum High School (SHS)*

### **ANNUAL SCORECARD REPORT FY24**

**Board Chair: Dave Lucas**

**School Director: Dan Debruyn**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.



<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.
	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. The Board structure meets bylaws and state statute.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. A Board development plan/training plan has been submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. There were no new board members in FY24.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	



**Analysis:** The school met this standard. All Board members comply with Minnesota law regarding board training requirements.

**Governance Standard 5** - The board of directors completes a self-evaluation each year.

**X**    **2: Meets** - The board completes a formal self-evaluation each year.

**1: Partially Meets** - The board completes informal self-evaluations during one or more board meeting(s).

**0: Does Not Meet** - The board did not complete a self-evaluation.

**Data Source:** Board Minutes, Board Development Committee Minutes

**Analysis:** The school met this standard. The Board completed a formal self-evaluation at the July 20, 2023, board meeting.

**Governance Standard 6** - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.

**X**    **2: Meets** - The board has no infractions of MN Open Meeting Law.

**1: Partially Meets** - The board has 1 infraction of MN Open Meeting Law.

**0: Does Not Meet** - The board has 2 or more infractions of MN Open Meeting Law.

**Data Source:** Monthly Logs of Meeting Minutes, Meeting Minutes, Interview

**Analysis:** The school met this standard. The Board was compliant with MN Open Meeting Law. The date, time, and location of all meetings are listed on the website. Links for agendas and up-to-date minutes are on the school's website. An opportunity for the public to address the Board is provided during all Board meetings. Meetings are held in person.

**Governance Standard 7** - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.

**X**    **2: Meets** - Bylaws are consistent with state law and the board reviews them regularly.

**1: Partially Meets** - Bylaws are consistent with state statute but are not reviewed regularly.

**0: Does Not Meet** - Bylaws are inconsistent with state statute.

**Data Source:** School Website, Board Minutes, Bylaws, Interview

**Analysis:** The school met this standard. Bylaws are consistent with state law and were reviewed in the fall of 2024.

**Governance Standard 8** - The board of directors adheres to board member election requirements set forth by state statute\*.

**X**    **2: Meets** - All requirements were met.

**1: Partially Meets** - N/A

**0: Does Not Meet** - Election requirements were not met.

**Data Source:** Board Minutes, Bylaws, Board Policies, Interview

**Analysis:** The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session.



<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader at the April 25, 2024, board meeting.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The School Director, Dan DeBruyn, holds an administrative license so a professional development plan was not required.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes included three or more examples of the Board monitoring the organization's adherence to school board policies.	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data



	practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	
<b>Analysis:</b> The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned.	

<b>Governance Standard 13</b> - The board of directors provides ongoing oversight of school academic performance.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.
<b>Data Source:</b> Board Meeting Minutes	
<b>Analysis:</b> The school met this standard. The Board of Directors provided ongoing oversight of the school's academic performance at 8 of the board meetings during the year.	

<b>Governance Standard 14</b> - The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.	
<b>X</b>	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<b>Analysis:</b> The school met this standard. The school met all three criteria. <ul style="list-style-type: none"> <li>• Staff retention rate was 85.2%.</li> <li>• Student retention rate was 92%.</li> <li>• Parent survey satisfaction rate was 94.52%.</li> </ul>	

<b>Governance Standard 15</b> - Board documents are distributed to all board members at least 3 days prior to a board meeting.	
	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
<b>X</b>	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.



<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The school does not meet this standard. VOA-MN records showed that the school did not submit board materials to VOA-MN three days in advance for the July, August, September, October, November, and May meetings.	

<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
<b>X</b>	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school does not meet this standard. The school confirmed that the Board Documents Binder is kept in a file cabinet in the Executive Administrative Assistant's office. In addition, they are also kept electronically. These files include meeting minutes, bylaws, articles of incorporation, and financial statements. A review of the school's website showed that the FY24 Annual Report was missing.	

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
<b>X</b>	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The school partially met this standard. The Board had a policy review calendar and reviewed policies at 4 of the regular board meetings.	



**SECTION TOTAL:**

14/17 Standards Met

1/17 Standards Partially Met

2/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Meets	2	2
15	Does Not Meet	0	2
16	Does Not Meet	0	2
17	Partially Meets	1	2
Total	14/17	29/34	34





MINNESOTA

## CHARTER SCHOOL AUTHORIZING PROGRAM

*Twin Lakes STEM Academy*

### ANNUAL GOVERNANCE REPORT FY24

**Board Chair: Jeremy Gharineh**  
**School Director: Jason Stockwell**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.

<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.	
<b>X</b>	<b>2: Meets</b> - The board structure meets bylaws and state statute.
	<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.



	<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws	
<b>Analysis:</b> The school met this standard. Board structure meets bylaws and state statute.	

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The school submitted a board development plan to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The Board adheres to a process for the orientation of new board members. The Annual Report documented the completion of the required initial training for new board members.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. VOA-MN confirmed that all board members received mandatory training through communications with the school and review of board minutes.	

<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.	
<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.



	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> – The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The board completed a formal self-evaluation at their August 26, 2024, board meeting to review FY24 board performance and needs.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board was compliant with MN Open Meeting Law.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law, and the Board reviewed them at the December 18, 2023, board meeting.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held 30 days after the election was announced and occurred on a day when the school was in session.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.
	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.



<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader and shared the results at the October 23, 2023, board meeting.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The School Director, Jonas Beugen, holds an administrative license so a professional development plan was not required.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes documented more than three examples of the Board monitoring the organization's adherence to school board policies.	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
<b>X</b>	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	
<b>Analysis:</b> The school met this standard. The School Director confirmed that these data practice officials were identified and trained for these roles:	



Responsible Authority: Jonas Beugen  
 Data Practice Designee: Jonas Beugen  
 Data Practices Compliance Official: Patrick Exner

**Governance Standard 13** - The board of directors provides ongoing oversight of school academic performance.

X	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.
<b>Data Source:</b> Board Meeting Minutes	
<b>Analysis:</b> The school met this standard. Board minutes documented regular oversight of academic performance.	

**Governance Standard 14** - The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.

X	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<b>Analysis:</b> The school met this standard. The school met all three criteria. <ul style="list-style-type: none"> <li>• Staff retention rate was 82.6%.</li> <li>• Student retention rate was 86%.</li> <li>• Parent survey satisfaction rate was 97.8%.</li> </ul>	

**Governance Standard 15** - Board documents are distributed to all board members at least 3 days prior to a board meeting.

	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
X	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The board packets were not distributed to VOA-MN 3 days prior for 5 months. VOA records show: <ul style="list-style-type: none"> <li>• The packet for September 5, 2023, was received by VOA-MN two days prior.</li> <li>• The packet for October 2, 2023, was received by VOA-MN on the day of the meeting.</li> </ul>	



- The packet for October 23, 2023, was received by VOA-MN on the day of the meeting.
- The packet for November 2023 was received by VOA-MN on the day of the meeting.
- The packet for December 2023 was received by VOA-MN one day prior.
- The packet for May 2024 was received by VOA-MN two days prior.

**Governance Standard 16** - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website\*.

<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.

**Data Source:** School Website

**Analysis:** The school met this standard. A review of the school's website demonstrated that the statutory requirements for posting board-related information were present.

**Governance Standard 17** - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.

<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan but policies were reviewed at fewer than half of the regular board meetings.
	<b>0: Does Not Meet</b> - The board did not have a calendar/plan for policy review and/or reviewed few policies during the year.

**Data Source:** School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview

**Analysis:** The School met this standard. The Board had a policy review calendar. Board minutes from November 22, 2023, documented a committee meets regularly to review policies.



**SECTION TOTAL:**

16/17 Standards Met

0/17 Standards Partially Met

1/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Meets	2	2
15	Does not Meet	0	2
16	Meets	2	2
17	Meets	2	2
Total	16/17	32/34	34





MINNESOTA

## CHARTER SCHOOL AUTHORIZING PROGRAM

### *TrekNorth Junior & Senior High School (TN)* ANNUAL GOVERNANCE REPORT FY24

**Board Chair: Dave Vanengelenhoven**  
**School Director: Erica Harmsen**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.

<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.
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<b>2: Meets</b> - The board structure meets bylaws and state statute.
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<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
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<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws
<b>Analysis:</b> The school met this standard. Board structure meets bylaws and state statute.

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. The Board had a training plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education. A Board development plan/training plan has been submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adheres to a thorough process for the orientation of new board members. There were no new board members in FY24.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school documented board training in the Annual Report.	

<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.
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<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> – The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. The Board completed a formal self-evaluation and reviewed the results at the May 23, 2024, board meeting.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The date, time, and location of all meetings are listed on the website. Links for agendas and up-to-date minutes are on the school's website. An opportunity for the public to address the Board is provided during all Board meetings. Meetings are held in-person.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law, and the Board reviewed them at the June 18, 2024, board meeting.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The Board of Directors adhered to board member election requirements set forth by state statute. Elections were not held in FY24 as no seats were vacant.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.



	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader at the June 18, 2024, board meeting.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
X	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. A professional development plan is not required as the school director, Erica Harmsen, is a licensed administrator.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
X	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes document that the Board regularly monitors the organization's adherence to school board policies.	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
X	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> -The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	



**Analysis:** The school met this standard. The Board of Directors complied with Federal data practices law and the Minnesota Data Practices Act. They have been trained, and the appropriate roles have been assigned.

**Governance Standard 13 - The board of directors provides ongoing oversight of school academic performance.**

<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.

**Data Source:** Board Meeting Minutes

**Analysis:** The school met this standard. The Board of Directors provided ongoing oversight of the school's academic performance at 9 of the regular board meetings.

**Governance Standard 14 - The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.**

<b>X</b>	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.

**Data Source:** School Annual Report, Board Minutes, School Data, Interview

**Analysis:** The school met this standard. The school met all three criteria.

- Staff retention rate was 85%.
- Student retention rate was 99.6%.
- Parent survey satisfaction rate was 80.8%.

**Governance Standard 15 - Board documents are distributed to all board members at least 3 days prior to a board meeting.**

<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.

**Data Source:** Monthly Board Minute Review Logs, Board Chair Statement

**Analysis:** The school met this standard. VOA records show Board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.

**Governance Standard 16 - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website\*.**



<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school leader confirmed the Board Documents Binder is kept in the business office as well as online. A review of the school's website demonstrated that the statutory requirements for posting board-related information was present.	

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The school met this standard. The Board had a thorough policy review calendar and reviewed policies as a regular component at 6 of the regular board meetings.	



**SECTION TOTAL:**

17/17 Standards Met

0/17 Standards Partially Met

0/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Meets	2	2
13	Meets	2	2
14	Meets	2	2
15	Meets	2	2
16	Meets	2	2
17	Meets	2	2
Total	17/17	34/34	34





MINNESOTA

## CHARTER SCHOOL AUTHORIZING PROGRAM

*Woodbury Leadership Academy (WLA)*

### ANNUAL SCORECARD REPORT FY24

**Board Chair: Shelbi Pool**

**School Director: Jonas Beugen**

Effective board governance is essential to the successful start-up and operation of a public charter school. The diversity of charter school board memberships – teachers, parents, community leaders, and volunteers – heightens the importance of consistent expectations and development activities.

The authorizer regularly monitors the performance quality of the school board based on authorizer observations; interviews with the director, board and faculty; and the review of school policies, reports and board meeting minutes. A school must have a governance model that provides quality oversight by ensuring that there are checks and balances between the board and the school administrators.

A school board is responsible for developing, implementing, and assessing policy; defining sound employee relations; conducting open meetings; recognizing and conforming to the legal mandates imposed by state and federal laws; and governing within the limits of a delegation of state authority – as a nonprofit and public-school board. Additionally, the board has an obligation to assess its successes and failures; inform the public of all deliberations and decisions; promote accountability; enhance public understanding of its mission; conform to standards of ethical behavior; provide a framework for setting goals; and develop strategic plans for the accomplishment of those goals.

The VOA-MN Charter School Authorizing Program publishes annually a School Board Governance Report on their network of authorized charter schools. The purpose of this report is to be a single annual source on the board operations and compliance of the eighteen VOA-MN- authorized charter schools. Authorizer VOA-MN also observes a minimum of two school board meetings annually.

The VOA-MN determined school board governance standards contained below are uniform for all VOA-MN charter schools. The standards are contained in VOA-MN Charter Contract Addendum B (School Accountability and Authorizer Oversight System) and serve as the basis for both annual authorizer monitoring of school board performance and contract renewal determinations. The authorizer will monitor school performance meeting these standards on an ongoing basis and the standards will be evaluated in the annual VOA-MN Network Governance Report. The standards also serve as the criteria for contract renewal determinations.

VOA-MN's school board governance standards are scored below.

<b>Governance Standard 1</b> - The board of directors met its governance model requirements laid out in its bylaws and membership requirements as required by Minnesota Statute*.
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<b>2: Meets</b> - The board structure meets bylaws and state statute.
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<b>1: Partially Meets</b> - The board did not meet requirements for the entire fiscal year.
<b>0: Does Not Meet</b> - The board's structure does not meet bylaws and/or state statute.
<b>Data Source:</b> School Annual Report, School Website, Bylaws
<b>Analysis:</b> The school met this standard. The Board structure meets bylaws and state statute.

<b>Governance Standard 2</b> - The board of directors has the necessary knowledge to fulfill the responsibilities contained in Minn Stat 124E.07, Subd. 6. (Duties), including knowledge in finance/budget, policy/legal, personnel/employment, and education.	
<b>X</b>	<b>2: Meets</b> - The board has a plan with evidence of training consistent with the plan to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>1: Partially Meets</b> - The board has a plan but is unable to provide evidence of completion of board member training to ensure members have the necessary knowledge in the areas of finance/budget, policy/legal, personnel/employment, and education.
	<b>0: Does Not Meet</b> - The board does not implement a plan to ensure board members have the necessary knowledge.
<b>Data Source:</b> Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website	
<b>Analysis:</b> The school met this standard. A Board development plan/training plan was submitted to VOA-MN.	

<b>Governance Standard 3</b> - The board adheres to an orientation process for bringing on new members.	
<b>X</b>	<b>2: Meets</b> - The board adheres to a thorough process for the orientation of new board members.
	<b>1: Partially Meets</b> - The board has a process for the orientation of new board members, but it is not consistently followed.
	<b>0: Does Not Meet</b> - The board does not have a membership orientation process for new board members.
<b>Data Source:</b> Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview	
<b>Analysis:</b> The school met this standard. The Board adheres to a thorough process for the orientation of new board members and documented the training in the Annual Report.	

<b>Governance Standard 4</b> - The board of directors complies with initial and ongoing training requirements set forth in Minn. Stat 124E.07, Subd 7 (Training): governance, financial, and employment policies and practices.	
<b>X</b>	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
	<b>1: Partially Meets</b> - One board member did not fully comply with Minnesota law regarding board training requirements and was removed.
	<b>0: Does Not Meet</b> - More than one board member did not fully comply with Minnesota law regarding board training requirements.
<b>Data Source:</b> Annual Report, School Website, Board Minutes and Documents	
<b>Analysis:</b> The school met this standard. The school documented board training in the Annual Report and in board minutes.	

<b>Governance Standard 5</b> - The board of directors completes a self-evaluation each year.
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<b>X</b>	<b>2: Meets</b> - The board completes a formal self-evaluation each year.
	<b>1: Partially Meets</b> - The board completes informal self-evaluations during one or more board meeting(s).
	<b>0: Does Not Meet</b> – The board did not complete a self-evaluation.
<b>Data Source:</b> Board Minutes, Board Development Committee Minutes	
<b>Analysis:</b> The school met this standard. A board self-evaluation was conducted at the July board meeting for FY24.	

<b>Governance Standard 6</b> - The board of directors will comply with MN Open Meeting Law, Chapter 13D, and maintain a quorum for all board meetings.	
<b>X</b>	<b>2: Meets</b> - The board has no infractions of MN Open Meeting Law.
	<b>1: Partially Meets</b> - The board has 1 infraction of MN Open Meeting Law.
	<b>0: Does Not Meet</b> - The board has 2 or more infractions of MN Open Meeting Law.
<b>Data Source:</b> Monthly Logs of Meeting Minutes, Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. The date, time, and location of all meetings are listed on the website. Links for agendas and up-to-date minutes are on the school's website. An opportunity for the public to address the Board is provided during all board meetings. Meetings are held in person.	

<b>Governance Standard 7</b> - The board regularly reviews, updates, and approves its bylaws. The bylaws are consistent with state law.	
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the board reviews them regularly.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.
	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. Bylaws are consistent with state law, and the Board reviewed bylaws at the January 25, 2024, board meeting.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
<b>X</b>	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> – N/A
	<b>0: Does Not Meet</b> - Election requirements were not met.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	
<b>Analysis:</b> The school met this standard. The Board of Directors adhered to board member election requirements set forth by state statute. The election was held more than 30 days after the election was announced and occurred on a day when the school was in session.	

<b>Governance Standard 9</b> - The board conducts an annual evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process.	
<b>X</b>	<b>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.



	<b>1: Partially Meets</b> - The board completed an evaluation of the school leader but not on all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Board Documentation	
<b>Analysis:</b> The school met this standard. The Board conducted an evaluation of the school leader in October of 2023.	

<b>Governance Standard 10</b> - The board has a board-approved professional development plan for the school director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*).	
<b>X</b>	<b>2: Meets</b> - A professional development plan for the non-licensed individual(s) was documented in the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> - N/A
	<b>0: Does Not Meet</b> - A professional development plan for the non-licensed individual(s) was not documented in the school's annual report.
<b>Data Source:</b> Annual Report, Board Minutes, Board Chair Communication.	
<b>Analysis:</b> The school met this standard. The school director, Kathleen Mortensen, held an administrative license so a professional development plan was not required.	

<b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.	
<b>X</b>	<b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.
<b>Data Source:</b> Board Meeting Minutes, Interview	
<b>Analysis:</b> The school met this standard. Meeting minutes document more than three examples of the Board monitoring the organization's adherence to school board policies.	

<b>Governance Standard 12</b> - The board of directors complies with Federal data practices law and the Minnesota Data Practices Act (Minn. Stat. Chapter 13)*.	
	<b>2: Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that the board and faculty are trained in Data Practices. There were zero incidents of not following data practice policies.
	<b>1: Partially Meets</b> - The board has required Data Practice policies with evidence that they are implemented in accordance with federal data practices law and the Minnesota Data Practices Act. There is evidence that board and faculty are trained in Data Practices. There was one incident of noncompliance with federal data practices law and the Minnesota Data Practices Act
<b>X</b>	<b>0: Does Not Meet</b> - The board does not have one or more required Data Practice policies in place and/or there was insufficient evidence that board and faculty are trained in Data Practices. There have been two or more incidences of noncompliance with federal data practices law and the Minnesota Data Practices Act.
<b>Data Source:</b> Board Minutes, VOA-MN Visit Review	



**Analysis:** The school does not meet this standard. Data practice officials in FY24 were not named and/or trained.

**Governance Standard 13 - The board of directors provides ongoing oversight of school academic performance.**

<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.
	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.
<b>Data Source:</b> Board Meeting Minutes	
<p><b>Analysis:</b> The school met this standard. Board minutes have documented that academics and academic data have been reviewed or discussed at the following board meetings: August, September, October, November, January, February, March, April, and May.</p> <p>Some academic oversight topics included:</p> <ul style="list-style-type: none"> <li>• MCA data</li> <li>• WBWF summary</li> <li>• Annual report</li> <li>• iReady</li> <li>• PLCs</li> <li>• Professional development</li> </ul>	

**Governance Standard 14 - The school maintains a high level of parent, teacher and student satisfaction rates based on school conducted surveys and student/faculty retention rates.**

	<b>2: Meets</b> - All of the following criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
	<b>1: Partially Meets</b> - Two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>X</b>	<b>0: Does Not Meet</b> - Less than two of three criteria are met: high levels of satisfaction of parent satisfaction is based on survey results of over 80%; high levels of student satisfaction based on achieving over 80% retention rates; and high levels of teacher satisfaction based on achieving over 80% staff retention rates.
<b>Data Source:</b> School Annual Report, Board Minutes, School Data, Interview	
<p><b>Analysis:</b> The school does not meet this standard. The school met 1 out of the 3 criteria:</p> <ul style="list-style-type: none"> <li>• The Annual Report documented the staff retention rate was 78%.</li> <li>• The school's student retention rate was 83%.</li> <li>• The School Director confirmed a parent survey was completed in FY24 but results were not reported to VOA-MN.</li> </ul>	

**Governance Standard 15 - Board documents are distributed to all board members at least 3 days prior to a board meeting.**

<b>X</b>	<b>2: Meets</b> - Board documents were distributed to all board members at least 3 days prior to each board meeting.
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	<b>1: Partially Meets</b> - Board documents were not distributed to all board members one or two times.
	<b>0: Does Not Meet</b> - Board documents were not distributed to all board members three or more times.
<b>Data Source:</b> Monthly Board Minute Review Logs, Board Chair Statement	
<b>Analysis:</b> The school met this standard. VOA records indicate board documents were distributed to all Board members and VOA-MN at least 3 days prior to each board meeting.	

<b>Governance Standard 16</b> - The board of directors maintains a Board Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements; and statutory requirements for posting board related information on the school's website*.	
<b>X</b>	<b>2: Meets</b> - A complete Board Documents Binder is kept includes meeting minutes, bylaws and articles of incorporation and financial statements; and the school's website includes the statutory requirements for posting board-related information.
	<b>1: Partially Meets</b> - Complete information is available both in a binder and on the school's website; but there are 1-2 incidents of minutes not being posted after board approval.
	<b>0: Does Not Meet</b> - Information is incomplete in the binder or on the school's website.
<b>Data Source:</b> School Website	
<b>Analysis:</b> The school met this standard. The school's website includes all statutory requirements for posting board-related information. The school leader confirmed the Board Documents Binder is kept online and also in the board filing cabinet in the boardroom. A review of the school's website demonstrated that the statutory requirements for posting board-related information were present.	

<b>Governance Standard 17</b> - The board has a policy review calendar and reviews and updates its policies as needed or required by state law.	
<b>X</b>	<b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.
	<b>1: Partially Meets</b> - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.
	<b>0: Does Not Meet</b> - The board does not have a calendar/plan for policy review and/or reviews policies at half or fewer of the regular meetings.
<b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview	
<b>Analysis:</b> The School met this standard. The Board reviews policies as evidenced by policy reviews and revisions noted in meeting minutes. Policies have been reviewed at the following meetings: August, September, October, November, December, January, February, March, and April. Some of the policies reviewed include: 902, 208, 418, 522, 526, 538, 41, 418, and the 700 series.	



**SECTION TOTAL:**

15/17 Standards Met

0/17 Standards Partially Met

2/17 Standards Not Met

Standard	Performance Level	Points Received	Possible Points
1	Meets	2	2
2	Meets	2	2
3	Meets	2	2
4	Meets	2	2
5	Meets	2	2
6	Meets	2	2
7	Meets	2	2
8	Meets	2	2
9	Meets	2	2
10	Meets	2	2
11	Meets	2	2
12	Does not Meet	0	2
13	Meets	2	2
14	Does not Meet	0	2
15	Meets	2	2
16	Meets	2	2
17	Meets	2	2
Total	15/17	30/34	34



