



**NETWORK REPORT ON THE BOARD GOVERNANCE REPORT ON  
VOA-MN AUTHORIZED CHARTER SCHOOLS**

January 2024

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## **VOA-MN SCHOOL BOARD GOVERNANCE STANDARDS FY 2023**

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, 2022 – June 30, 2023. 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 FY23.

- Birch Grove Community School
- Bluffview Montessori
- FIT Academy
- Lakes International Language Academy
- New Century School
- TrekNorth High School
- Woodbury Leadership Academy

Many additional schools achieved 90% of all standards. These include.

- Athlos Leadership Academy
- Green Isle Community School
- Harbor City International School
- Kaleidoscope Charter School
- Naytahwaush Community Charter School
- PACT
- Schoolcraft Learning Community
- Spectrum High School

SCHOOL NAME	VOAMN PERCENT of GOVERNANCE STANDARDS MET		
Athlos Academy of St. Cloud	25	34	73.5%
Athlos Leadership Academy	31	34	91.2%
Bluffview Montessori	34	34	100%
Birch Grove Community School	34	34	100%
FIT Academy	34	34	100%
Green Isle Community School	32	34	94.1%
Harbor City International School	32	34	94.1%
Kaleidoscope Charter School	33	34	97.1%
KIPP: North Star Academy	29	34	85.2%
Lakes International Language Academy	34	34	100%
Naytahwaush Community Charter School	31	34	91.2%
New Century School	34	34	100%
PACT	33	34	97.1%
Schoolcraft Learning Community	31	34	91.2%
Southside Family Charter School	25	34	73%
Spectrum High School	32	34	94.1%
Twin Lakes Stem Academy	29	34	85.3%
TrekNorth High School	34	34	100%

Woodbury Leadership Academy	34	34	100%
Cumulative	601	646	93%
<b>Did each school meet the majority of standards?</b>	Yes		
<b>Did each school achieve at least a “Satisfactory” rating in ? (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. 4 schools met all the standards. 14/19 schools met over 90% of the standards. 18/19 met over 80% of the standards. Cumulatively, VOA-MN Schools met 97.7% of all standards. When boards meet these standards, it means that they:

1. pay attention to the development and training of their board members,
2. are attentive to the important work required of charter boards,
2. provide oversight of the academics and employees,
3. are following statutory responsibilities, and
4. 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 provide the Standards and a training video 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. VOA-MN also 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. This year the schools are also being provided with 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 FY24.

*Athlos Academy of St. Cloud*

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>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. There was a period of time where the board was missing a fifth member.	
<p><b>Evidence:</b>  <b>The board started FY23 with 4 board members.</b></p> <ul style="list-style-type: none"> <li>● In August the board consisted of 5 members, as Ember Reichgott-Jung joined the board.</li> <li>● One board member (Aaron Schwenzfeier) resigned in the October meeting.</li> <li>● The November meeting only had 4 members.</li> <li>● By the January meeting they had 5 members, as Steve Burch joined the board. The board was then compliant. The board has 4 community members, 1 parent member, and 1 teacher member.</li> <li>● Steve Burch completed his term. An election was held in June, Steve did not run. The board once again had 5 board members.</li> </ul>	
<p><b>Board Structure and Development</b>  Athlos Academy of St. Cloud Board of Directors 2022-2023 Information provided from the school:  Pat King  Position-Board Chair Community Member Finance Committee Development Committee Personal Committee  Term Start -May 2021 Term End -April 2024  Email: pking@athlosstcloud.org Kerin Helmke  Position- Board Treasurer Parent Member  Finance Committee Development Committee Term Start -May 2020 Term End -May 2024  Email: khelmke@athlosstcloud.org  Catherine Georgewill Position- Board Member Teacher Member  Executive Committee Member Term Start -May 2022  Term End -April 2025  Email: cgeorgewill@athlosstcloud.org Ember Reichgott-Junge  Position- Board Member Community Member  Term Start Date- June 5, 2023  Term End Date- June 5, 2026</p>	

Email: ereichgottjunge@athlosstcloud.org  
 Kim Anderson  
 Position- Board Member  
 Parent Member  
 Term Start Date- June 5, 2023  
 Term End Date- June 5, 2026  
 Email: kanderson@athlosstcloud.org

**Governance Standard 2** - 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.

**Data Source:** Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website

**Analysis:** The school met this standard. The board created a list of training sessions for its members to complete during FY23.

**Evidence:**

The school board chair stated that the board had a Board Development Plan for FY23.



<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. All new members receive orientation within 30 days of being seated.	
<b>Evidence:</b> According to the school leader, “All new members received orientation within 30 days of being seated.”	

<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 a table clearly documenting that all board members met annual training requirements in the annual report.	

**2022-2023 Board Member Training**

<b>Board Member</b>	<b>Training</b>
Pat King	Training: Charter School Board Training- MSBA Board's Role and Responsibilities  Financial Management Employment Policies and Practices Training Completion Date- by June 2023
Ember Reichgott-Junge	Training: Charter School Board Training- MSBA Board's Role and Responsibilities  Financial Management Employment Policies and Practices Training Completion Date- by June 2023
Kim Anderson	Training: Charter School Board Training- MSBA Board's Role and Responsibilities  Financial Management Employment Policies and Practices Training Completion Date- by June 2023

**Evidence:**

Kerin Helmke	Training: Charter School Board Training- MSBA Board's Role and Responsibilities  Financial Management Employment Policies and Practices Training Completion Date- by June 2023
Catherine Georgewill	Training: Charter School Board Training- MSBA Board's Role and Responsibilities  Financial Management Employment Policies and Practices Training Completion Date- by June 2023

**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 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.

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

**Analysis:** The school met this standard. The self-evaluation was completed in July of 2023.

**Evidence:** The school director stated that the board completed a self-evaluation at the July 26, 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.**

<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 complied with MN Open Meeting Law and maintained a quorum for all meetings.

**Evidence:** Meetings are open to the public, there is quorum at each meeting, meeting minutes are published on the school's website, and meetings are announced via the board meeting calendar which is posted on the school's website.

**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. The board reviewed bylaws at the October meeting.

**Evidence:** Bylaws were last reviewed at the October 2022 meeting.

**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.

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

**Analysis:** The school met this standard. Elections were announced at least 30 days prior to the election, they were held on a day school was in session, and all eligible voters were encouraged to vote.

**Evidence:** It was documented in the March Minutes that the board elections would occur June 1, 2023. On April 26, 2023, the board announced the election date. On June 1, 2023, a day school was in session, the election occurred.

**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.
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	<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 chair and school director confirmed that an evaluation for FY23 occurred in the summer of 2023.

**Evidence:** Per the annual report, the governing board oversees and consults on Athlos Academies’ evaluation of the school leader of Athlos Academy of St. Cloud. This evaluation process includes a self-assessment utilizing a rubric aligned to Minnesota’s core competencies for school principals. This self-assessment informs a conference and goal-setting process between the school leader and his/her manager at Athlos Academies. These goals form the basis of future evaluations. The evaluation process includes formal and informal observations and the gathering of artifacts and other evidence to support progress toward the school leader’s identified goals. The governing board chair participates in mid-year and end-of-year evaluation conferences between the school leader and his/her manager at Athlos Academies and reports the results of the evaluation to the governing board.  
The Annual report described a process for evaluating the school leader. However evidence of the evaluation occurring was not found in the board minutes.

**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 meets this standard. Jennifer Geraghty is a licensed administrator and therefore is not required to have a professional development plan.

**Evidence:** Jennifer Geraghty is a licensed administrator. (License #373563).

<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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.	
<b>Evidence:</b> The board has referenced many policies during the year in decision making. Some examples include: <ul style="list-style-type: none"> <li>● 313 - Disposition of Fixed Assets Policy</li> <li>● 703 - Crisis Management Policy</li> <li>● 715 - Volunteer Policy</li> <li>● 201 - Election Policy &amp; Procedures for Elected Committees</li> <li>● 702 - Animals in the School Policy</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)*.	
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 school has the required data practice policies, has designated data practice officials, and ensured all were trained.

**Evidence:** The school has adopted the following data practice policies:

- Public Access to Government Data Policy
- Access to Private Data Policy

The school identified the following people as their Data Practice Officials and ensured they were trained:

- Responsible Authority: Jennifer Geraghty
- Data Practice Designee: Kate Hill
- Data Practices Compliance Official: Kate Hill

**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 school leader confirmed that academics are discussed in one way or another at every meeting.

**Evidence:** In addition to the school leader stating that academics were discussed at every board meeting, Minutes documented academic review being done in September, October, and November.

**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.
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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 requirements. Student retention rates were over 80%. However, both parent satisfaction and teacher retention rates were below 80%.

**Evidence:**

Student Retention: -17.21% (82.79%)

Teacher Retention Rates;

School Year	# Teachers Employed at End of School Year (FY23)	# Teachers Returning at Start of Next School Year (FY24)	Retention Rates
FY23	33	26	78.8%

Parent Satisfaction Survey:

Number of Parents who took the Survey	Number of Parents who were satisfied or very satisfied with the school	Percent Satisfaction Rate
30	23	76.7%

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

**2: Meets** - Board documents were distributed to all board members at least 3 days prior to each board meeting.

**1: Partially Meets** - Board documents were not distributed to all board members one or two times.

**X 0: Does Not Meet** - 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 does not meet this standard. According to VOA-MN records, March, April, June (June 5, 2023) packets received 2 days prior to meeting. August, October, November, January, May, June (June 28, 2023) packets received 1 day prior to meeting. September packet was never received, requested twice (agenda from website filed in school folder).



**Evidence:** According to VOA-MN records, March, April, June (June 5, 2023) packets received 2 days prior to meeting. August, October, November, January, May, June (June 28, 2023) packets received 1 day prior to meeting. September packet was not received although requested twice.

**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.
	<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.

**Data Source:** School Website

**Analysis:** The school does not meet this standard. The school board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all board members have digital access to it. board documents can also be found at the school’s website. The school’s website is in compliance with all required documents except the group insurance policy which is scheduled to be approved at the January 2024 board meeting.

**Evidence:**

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	<a href="http://athlosstcloud.org">Governing Board - Athlos Academy of St. Cloud (athlosstcloud.org)</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	<a href="http://athlosstcloud.org">New Visions Academy Board of Directors (athlosstcloud.org)</a>

<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (3) identifying and contact information for the school's authorizer.</p>	<p><u><a href="http://athlosstcloud.org">Athlos Academy of St. Cloud: A tuition-free, public charter school (athlosstcloud.org)</a></u></p>
<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i>, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p><u><a href="http://athlosstcloud.org">5102-AASC-Admissions-Policy-Updated-9.22.23.pdf (athlosstcloud.org)</a></u></p>
<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board</p>	
<p>meetings, and names of the current board of directors of the affiliated nonprofit building corporation</p>	
<p>124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Website</i>.</p>	<p><u><a href="http://athlosstcloud.org">SC-2022-2023-Annual-Report-AASC.pdf (athlosstcloud.org)</a></u></p>
<p>World's Best Workforce Report</p>	<p><u><a href="http://athlosstcloud.org">2021-22 Combined World's Best Workforce (WBWF) Summary and Achievement and Integration (A&amp;I) Progress Report (athlosstcloud.org)</a></u></p>
<p>124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p>The school does provide group health insurance coverage but as of December 2023 the school did not have a policy nor was it published it on the school's website. According to the school leader, this will be approved at the January 2024 board meeting.</p>

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

**2: Meets** - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.

**1: Partially Meets** - The board has a policy review calendar/plan and reviews policies at half or fewer of the regular board meetings.

**X 0: Does Not Meet** - 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. Policies were reviewed at less than half the board meetings.

**Evidence:** Board minutes documented show that policies were only reviewed at the November board meeting. The school leader confirmed this and said, “Policies were not reviewed at any other board meeting.” Policies that were reviewed include:

- 313 - Disposition of Fixed Assets Policy
- 703 - Crisis Management Policy
- 715 - Volunteer Policy
- 201 - Election Policy & Procedures for Elected Committees
- 702 - Animals in the School Policy

### *Athlos Leadership Academy (ALA)*

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>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> While the board officially had 5 members, but essentially the board was lacking a functioning parent member due to a 0% attendance rate. (As of July 1, 2023 the board officially had only four members. A parent member was added in the fall of 2023.)	
<b>Evidence:</b> The board will be composed of at least five non-related members and include: (1) at least one licensed teacher employed as a teacher at the school or providing instruction under a contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school; and (3) at least one interested community member who resides in Minnesota and is not employed by the charter school and does not have a child enrolled in the school.	
Board member According to VOA-MN records and the school’s annual report, Farxiyo Olow attended 0 meetings. The annual report included a list of board members, seat type, and term start and end dates.	
<b>Board Structure and Development</b>	

<b>Board Member Name</b>	<b>Seat Type</b> teacher/community/parent	<b>Officer / Member</b>	<b>Month Seated</b>	<b>Term Expiration</b>
<b>Ann DeGroot</b>	<b>Community</b>	<b>Chair</b>	<b>11.17.20</b>	<b>6.30.23</b>
<b>Joy Blanchard</b>	<b>Community</b>	<b>Treasurer</b>	<b>7.1.22</b>	<b>6.30.25</b>
<b>Ryan Nelson</b>	<b>Teacher</b>	Member	<b>3.22.22</b>	<b>6.30.23</b>
<b>Farxiyo Olow</b>	<b>Parent</b>	Member	<b>11.17.20</b>	<b>6.30.23</b>
<b>Caroline Walker</b>	<b>Teacher</b>	<b>Secretary</b>	<b>10.5.21</b>	<b>6.30.23</b>

Joy Blanchard  
 Position- Board Treasurer  
 Community Member  
 Term Start Date- July 1, 2022  
 Term End Date- June 30, 2025  
 (763) 777-8942  
 Email:  
[jblanchard@alabpmn.org](mailto:jblanchard@alabpmn.org)  
 Meeting Attendance Rate:  
 89%  
 Skill Sets- Education & Administration

Ann DeGroot  
 Position-Board  
 Chair Community  
 Member  
 Term Start Date:-November 17, 2020  
 Term End Date- June 30, 2023  
 (763)-777-8942  
 Email:  
[ann.marie.degroot@gmail.com](mailto:ann.marie.degroot@gmail.com)  
 Meeting Attendance Rate: 100%  
 Skill Sets-Business, Finance, Public Relations

<p>Ryan Nelson  Position- Board Member  Teacher (License #455989)  Term Start Date- March 22, 2022  Term End- June 30, 2023  (763)-777-8942  Email:  <a href="mailto:ryan_nelson@alabpmn.org">ryan_nelson@alabpmn.org</a>  Meeting Attendance Rate:  100% Skill Sets- Education</p> <p>Farhiyo Olow  Position- Board Member  Parent  Term Start Date- November 17, 2020  Term End Date-June 30, 2023  (763)-777-8942  <a href="mailto:farhiyo.olow@gmail.com">farhiyo.olow@gmail.com</a>  Meeting Attendance Rate:  0%  Skill Sets- Family Involvement, English Learner Support</p> <p>Caroline Walker  Position- Board Secretary  Teacher (License #493909)  Term Start Date- October 5, 2021  Term End- June 30, 2023  (763)-777-8942  <a href="mailto:caroline_walker@alabpmn.o">caroline_walker@alabpmn.o</a>  rg Meeting Attendance Rate:  89% Skill Sets- Education</p>
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**Governance Standard 2** - 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.

**Data Source:** Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website

**Analysis:** The school met this standard. The board approved a training plan for FY23.

**Evidence:** According to the school leader, there is a board development committee that plans and tracks the training for board members. The school leader provided a document outlining the training sessions both new and on-going members were expected to complete during FY23.

**Governance Standard 3 -** 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.

**Data Source:** Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview

**Analysis:** The school met this standard. The board has a process for the orientation of new members. An orientation was not required in FY23 as there were no new members.

**Evidence:** This standard does not apply as the board did not have new members starting this year.

**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.

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.

**Data Source:** Annual Report, School Website, Board Minutes and Documents

**Analysis:** The school met this standard. All board members completed the required annual training.

**Evidence:** The annual report included a table documenting the training that all board members completed during FY23.

**2022-2023 Board Member Training**

Board Member	Training
Joy Blanchard	Training: Maintain Authorizer Relations Minnesota Charter Board Training and Development Grant Project Training Completion Date: 4-15-23  Training: Hold a Public World’s Best Workforce Meeting Minnesota Charter Board Training and Development Grant Project Training Completion Date: 4-15-23  Training: Retain and Maintain Records Minnesota Charter Board Training and Development Grant Project Training Completion Date: 4-15-23

Ann DeGroot	<p>Training: Maintain Authorizer Relations Minnesota Charter Board Training and Development Grant Project Training Completion Date: 6-8-23</p> <p>Training: Hold a Public World's Best Workforce Meeting Minnesota Charter Board Training and Development Grant Project Training Completion Date: 6-8-23</p>	
	<p>Training: Retain and Maintain Records Minnesota Charter Board Training and Development Grant Project Training Completion Date: 6-8-23</p>	
Ryan Nelson	<p>Training: Maintain Authorizer Relations Minnesota Charter Board Training and Development Grant Project Training Completion Date: 11-15-22</p> <p>Training: Hold a Public World's Best Workforce Meeting Minnesota Charter Board Training and Development Grant Project Training Completion Date: 11-27-22</p> <p>Training: Retain and Maintain Records Minnesota Charter Board Training and Development Grant Project Training Completion Date: 11-27-22</p> <p>Training: Oversight of Financial Matters- BerganKDV Training Completion Date: 9-21-22</p> <p>Training: Charter School Board Training- MSBA Board's Role and Responsibilities Financial Management Employment Policies and Practices Training Completion Date: 1-11-23</p>	



Farhiyo Olow	<p>Training: Maintain Authorizer Relations Minnesota Charter Board Training and Development Grant Project Training Completion Date: 11-3-22</p> <p>Training: Hold a Public World’s Best Workforce Meeting Minnesota Charter Board Training and Development Grant Project Training Completion Date:11-3-22</p> <p>Training: Retain and Maintain Records Minnesota Charter Board Training and Development Grant Project Training Completion Date: 11-3-22</p>
Caroline Walker	<p>Training: Maintain Authorizer Relations Minnesota Charter Board Training and Development Grant Project Training Completion Date: 11-3-22</p> <p>Training: Hold a Public World’s Best Workforce Meeting Minnesota Charter Board Training and Development Grant Project Training Completion Date: 11-3-22</p> <p>Training: Retain and Maintain Records Minnesota Charter Board Training and Development Grant Project Training Completion Date: 11-4-22</p>

<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 the self-evaluation at the May 2023 meeting.	
<b>Evidence:</b> The school met this standard. The board completed the self-evaluation at the May 3, 2023 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. board meetings are posted on the school website and it is noted on the website that all board meetings are conducted in accordance with Open Meeting Laws. Location, date, and times are	

posted on the website, as well as meeting agendas and minutes.

**Evidence:** The school met this standard. Board meetings are posted on the school website and it is noted on the website that all board meetings are conducted in accordance with Open Meeting Laws. Location, date, and times are posted on the website, as well as meeting agendas and minutes.

**Governance Standard 7 -** 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.

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

**Analysis:** The school met this standard. The board reviewed bylaws October 25, 2023.

**Evidence:** The school met this standard. The board reviewed bylaws at the October board meeting.

**Governance Standard 8 -** 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.

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

**Analysis:** The school met this standard. Board elections were announced at least 30 days prior to the election, the election was held on a school day, and all eligible voters were notified of the election.

**Evidence:** The board minutes documented the dates elections were announced and held. The information below is evidence of the election being announced at least 30 days prior to the election date, and the election being held on a day school was in session.

Date Board Issued Election Announcement:

4/25/23 Date Election was Held: 6/8/2023

Was school in session on Election Date: 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.

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.

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

**Analysis:** The school met this standard. On April 25, 2023, a closed board session was held to report the results of the annual principal evaluation. No concerns were noted.

**Evidence:** The school met this standard. On April 25, 2023 a closed board session was held to report the results of the annual principal evaluation. No concerns were noted.

**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 as the school leader is a licensed administrator.

**Evidence:** The school met this standard as the school leader is a licensed administrator.

**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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.

**Evidence:** The school met this standard. The school board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining board policy related to board membership and committees.
- Reviewing board member training requirements and board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring the World’s Best Workforce compliance.
- Planning and organizing elections.
- Monitoring board training.
- Policy 4.1.2 At-Will Employment
- Policy 4.1.3 Criminal Background Checks
- Policy 4.11 Teacher Evaluations
- Policy 5.2.1 Attendance and Absences
- Policy 5.2.2 Compulsory Attendance
- Policy 5.3.2 Records Retention
- Policy 5.4.6 Dress Code/Religiously Neutral
- Policy 5.5.4 Concussion Management
- Policy 5.7.1 Tennessean Warning
- Policy 5.7.2 School Lockers 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.
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**Data Source:** Board Minutes, VOA-MN Visit Review

**Analysis:** The school met this standard. Data practice officials were identified and received training. Policies are in place.

**Evidence:** The school leader reported that the following people were identified and trained as Data Practice officials:  
 -Responsible Authority: Jennifer Geraghty  
 -Data Practice Designee: Jennifer Geraghty  
 -Data Practices Compliance Official: Julie Brown

Data Practice policies were submitted to VOA-MN.

**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. Documentation from board minutes and the school leader indicate that the board regularly reviewed academic progress.

**Evidence:** Board minutes show that academics were reviewed in September, October, and November board meetings. According to the school leader, “Between committee reports, documents for board review/approval, and the monthly board reports from the principal, academics were addressed at all board meetings held during the 22-23 school 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>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. There is a parent satisfaction rate of over 80% and a student retention rate of 81.25%. However, the teacher retention rate was 65.08%

**Evidence:** The annual report included the following information.

Student Retention:

**Retention**

School Year	Total # of K-8 Students Eligible at End of the 22-23 School Year to Return in Fall 2023	Total # of those Students who Returned at Start of 2023	Retention Rate (%)
2022-2023	704	572	81.25%

Each spring, Athlos Leadership Academy conducts family satisfaction surveys. In 2022-2023, forty-three families completed surveys.

- 90.8% of respondents were extremely confident or quite confident that the school has high standards for their student’s academic achievement.
- 81.4% of respondents were extremely confident or quite confident that their child’s teacher encourages their child to develop to their potential.
- 83.7% of respondents feel that school staff members care about their child and provide a positive learning environment.

# Teachers Employed at End of School Year: 63

# Teachers Returning at Start of Next School Year:

41 Retention Rates: 65.08%

<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 as VOA-MN records show that board members always had access to packets 3 days prior to all board meetings	
<b>Evidence:</b> The school met this standard as VOA-MN records show that board members always had access to packets 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 board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all board members have digital access to it. In addition, the school's website is in compliance with all statutory requirements.	
<b>Evidence:</b> The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all board members have digital access to it. Board documents can also be found at the School's Web site at: <a href="https://athlosstcloud.org/about-athlos/governing-Board">https://athlosstcloud.org/about-athlos/governing- Board</a>	
Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official	During routine checks minutes were not up to date. However, as of January 9, 2023, minutes
Website: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	were up to date: <a href="https://athlosstcloud.org/about-athlos/governing-Board/#authorizer-charter">https://athlosstcloud.org/about-athlos/governing-Board/#authorizer-charter</a>

<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official Website: (2) directory information for the board of directors and for the members of committees having board-delegated authority;</p>	<p>During routine checks, incorrect, incomplete, or outdated information was found on the website. As of January 9, 2023, board roster information was incorrect. Board chair information is incorrect and directory information is not listed.</p> <p><a href="https://athlosstcloud.org/about-athlos/governing-Board/#authorizer-charter">https://athlosstcloud.org/about-athlos/governing-Board/#authorizer-charter</a></p>
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official Website: (3) identifying and contact information for the school's authorizer.</p>	<p><a href="https://athlosstcloud.org/about-athlos/governing-Board/#1642019569817-ac6285ae-2dfd">https://athlosstcloud.org/about-athlos/governing-Board/#1642019569817-ac6285ae-2dfd</a></p>
<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its Website, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p><a href="https://athlosstcloud.org/wp-content/uploads/bsk-pdf-manager/2018/12/5102-Enrollment-and-Lottery-Policy.pdf">https://athlosstcloud.org/wp-content/uploads/bsk-pdf-manager/2018/12/5102-Enrollment-and-Lottery-Policy.pdf</a></p>
<p>124E.13 Subd. 3. (b) (3) post on the school Website the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation</p>	<p>The school does not have an affiliated building company.</p>
<p>124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official Website.</p>	<p><a href="#">2021-2022-Annual-Report-AASC-12.pdf (athlosstcloud.org)</a></p>
<p>124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its Website the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p><a href="#">ALA Policy 8 11 Health Insurance Policy 05-30-23.pdf (athlosbrooklynpark.org)</a></p>



<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 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 partially met this standard. The school has a plan for reviewing policies. However, policies were reviewed at only 1 regular board meeting during FY23.	
<b>Evidence:</b> The board has a process for regularly reviewing policies as evidenced by the school leader. Evidence of board reviewing and approving policies occurred in May. The board reviewed and approved the following policies: Policy 4.1.2 At-Will Employment Policy 4.1.3 Criminal Background Checks Policy 4.11 Teacher Evaluations Policy 5.2.1 Attendance and Absences Policy 5.2.2 Compulsory Attendance Policy 5.3.2 Records Retention Policy 5.4.6 Dress Code/Religiously Neutral Policy 5.5.4 Concussion Management Policy 5.7.1 Tennessee Warning Policy 5.7.2 School Lockers Policy	
According to the school leader, “The board reviewed 51 policies at the May 30, 2023 board meeting which was part of FY23. Policies were not reviewed at any other board meeting that year aside from the board reviewing the conflicts of interest policies when signing their annual conflicts of interest statements. Committee members, principal and board clerk reviewed policies during the year to propose policy updates for the May board meeting.”	

*Birch Grove Community School (BGCS)*

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

**Board Structure and Development**

**BIRCH GROVE COMMUNITY SCHOOL BOARD ROSTER**  
2022-2023 Election date: October 17, 2022



Board Member Name	Seat Type teacher/com munity/ parent	Officer / Memb er	Area(s) of Expertise	Elected (E) or Appointed (A) & Date	Month Seated	Term Expiration	Completed Required Training Y/N
Judy Motschenbacher	Community	Chair			10/22	10/25	
Sara Knottski	Teacher/Community	Vice Pres			1/21	1/23	
Sarena Crowley	Parent/community	Secretary			10/21	10/24	
Skip Lamb	Community	Treasurer			10/21	10/24	
Mary VanDoren	Community	Member			10/22	10/25	

**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\*.

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.

**Data Source:** School Annual Report, School Website, Bylaws

**Analysis:** The school met this standard. The board structure meets both bylaws and state statute.

**Evidence:** The school met this standard. The board structure meets bylaws and state statute. School bylaws state: The board consists of no less than 5 members and no more than 7, with the school director as an advisory, non-voting position on the board. One licensed teacher serves on the board with an optional rotating term. The board has 5 members: 3 community members, 1 teacher member, and 1 parent member.

The annual report provided the following information that includes the board members for FY23, their seat type, role, date elected or appointed, date seated and the training completed.

**Judy Motschenbacher – Founder, Community Member** Board

President Re-elected: October 17, 2022

Seat A - Election date: October, 2025

[motsch@boreal.org](mailto:motsch@boreal.org)

532 Caribou Trail

Lutsen, MN 55612

218-663-0017

**Initial Training:** Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. Renewed: June 18 & 19, 2010, *School Business Solutions, Inc.* **2022-2023 Ongoing Training:**

August 15, 2022: *Maintain Authorizer Relations:* MN Charter School Training and

Development December 19, 2022: *Develop and Use Policies:* MN Charter School

Training and Development February 21, 2023: School audit presentation by Miller

*McDonald, LLC. March 21, 2023: Safeguard Student Data: MN Charter School Training and Development June 12-14, 2023: VOA- MN Charter School Leadership Conference*

**Skip Lamb – Community**

**Member** Treasurer Re-elected:

October, 2021 Seat B - Election

date: October, 2024

[lamb@boreal.org](mailto:lamb@boreal.org)

Post Office Box 415

Schroeder, MN 55613

218-663-7922

**Initial Training:** Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. Renewed: June 18 & 19, 2010, *School Business Solutions, Inc. 2022-2023 Ongoing Training:*

August 15, 2022: *Maintain Authorizer Relations:* MN Charter School Training and

Development December 19, 2022: *Develop and Use Policies:* MN Charter School

Training and Development February 21, 2023: School audit presentation by *Miller*

*McDonald, LLC. March 21, 2023: Safeguard Student Data: MN Charter School Training and Development*

**Sara Knottski – BGCS Teacher File#487820**

Vice President

Seated September 29, 2015

Seat C – Teacher Seat – Rotating Term

[sara.knottskibgcs@gmail.com](mailto:sara.knottskibgcs@gmail.com)

40 Quincy Drive

Silver Bay, 55614

651-214-9762

**Initial Training:**

Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. October 17, 2015 by *Ship's Wheel Consulting, LLC.*

**2022-2023 Ongoing Training:**

August 15, 2022: *Maintain Authorizer Relations:* MN Charter School Training and

Development December 19, 2022: *Develop and Use Policies:* MN Charter School

Training and Development February 21, 2023: School audit presentation by *Miller*

*McDonald, LLC.*



**Sarena Crowley – BGCS Parent**

Secretary

Re-elected: October, 2021

Seat B - Election Date: October, 2024

[sarenanelson@yahoo.com](mailto:sarenanelson@yahoo.com)

6849 W. Hwy. 61

Tofte, MN 55615

218-370-0726

Initial Training: Completed school board training in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education. October 17, 2015, *Ship's Wheel Consulting, LLC*. 2022-2023 Ongoing Training:

August 15, 2022: *Maintain Authorizer Relations:* MN Charter School Training and

Development December 19, 2022: *Develop and Use Policies:* MN Charter School

Training and Development February 21, 2023: School audit presentation by *Miller*

*McDonald, LLC*. March 21, 2023: *Safeguard Student Data:* MN Charter School Training and Development

**Mary VanDoren – Community Member**

Elected October 17, 2022

Seat A - Election Date: October, 2025

[msbb@boreal.org](mailto:msbb@boreal.org)

20 Schroeder Tote Road

Schroeder, MN 55613

218-663-7386 Initial Training: Completed school board

training in Governance, Financial Management and

Employee Matters as required by the Minnesota

Department of Education. June 16, 2022 with the *Minnesota School Board Association (MSBA)*. 2022-2023

Ongoing Training:

August 15, 2022: *Maintain Authorizer Relations:*

MN Charter School Training and Development February 21, 2023: School audit presentation by *Miller*

*McDonald, LLC*.

March 21, 2023: *Safeguard Student Data:* MN Charter School Training and Development

**Governance Standard 2** - 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 has a development plan and monthly board minutes demonstrate the work conducted by the board development committee.	
<b>Evidence:</b> The school met this standard. The board utilizes regular board meeting agendas to monitor and ensure members have the necessary knowledge in key areas. According to the annual report, the board is doing well on continued training since it has been built into the monthly meeting agendas. The information below shows the training plan for FY23.	
<ul style="list-style-type: none"> <li>• March meeting: Board and Director Training: MN Charter Board Training &amp; Development – Safeguard Student Data completed, 4 out of 5 members present (Sara Knottski).</li> <li>• December meeting: Board and Director Training: MN Charter Board Training &amp; Development – Develop and Use Policies completed, 4 out of 5 members present (Mary VanDoren).</li> <li>• August meeting: Board and Director Training: MN Charter Board Training &amp; Development – Maintain Authorizer Relations (all members present)</li> </ul>	

<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 provides an orientation process for bringing on new members, and they have documented that all training was started within 6 months of being elected and was completed within one year.	
<b>Evidence:</b> Per the annual report initial training was completed in Governance, Financial Management and Employee Matters as required by the Minnesota Department of Education on June 16, 2022 with the <i>Minnesota School Board Association</i> (MSBA). New board members start training within 6 months and training is complete within one year.	

<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. All board members met the board training requirements.	

**Evidence:** The board utilizes regular board meeting agendas to monitor and ensure members have the necessary knowledge in key areas.

- March meeting: Board and Director Training: MN Charter Board Training & Development – Safeguard Student Data completed, 4 out of 5 members present (Sara Knottski).
- December meeting: Board and Director Training: MN Charter Board Training & Development – Develop and Use Policies completed, 4 out of 5 members present (Mary VanDoren).
- August meeting: Board and Director Training: MN Charter Board Training & Development – Maintain Authorizer Relations (all members present)

The annual report also included a list of the trainings each board member completed in FY23.

**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 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.

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

**Analysis:** The school met the standard. The board completed a self-reflection survey in May and results were shared at the June board meeting.

**Evidence:** The school met the standard. Board minutes document that the board has time for reflection scheduled at the end of each board meeting. In addition, The board completed a self-reflection survey in May and results were shared at the June board meeting.

According to the annual report, the school board completes a self-evaluation annually and discusses results at a board meeting or retreat. The 22-23 board self-evaluation results were discussed at a board meeting on June 20, 2023. The board discussed how meetings are becoming more effective when members closely follow the agenda items – this helps to keep the board on track and time efficient. The board is doing well on continued training since it has been built into the monthly meeting agendas.

The school board also has a line item on monthly agendas for reflection:  
school board reflection topics included: *Present, On Time, Progress Made, Open & Honest, End on Time*

**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 follows Open Meeting Law requirements. The board provides a meeting calendar, agenda, and minutes on the school’s website.

**Evidence:** The school met this standard. The board had no infractions of MN Open Meeting Law. All meetings are posted on the website and include time, location, agenda, and minutes from previous meetings. Each meeting has time scheduled for the public to address the school board on school-related items.

<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. The bylaws were reviewed at the annual meeting held in October 2022.	
<b>Evidence:</b> According to the school leader, “We always review the Bylaws at the annual meeting held in October each year.”	

<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 election took place on a school day, notice of the election was given more than 30 days prior to election day, and all eligible voters were encouraged to vote.	
<b>Evidence:</b> The school met this standard. The school provided the following information: Board elections take place during the October school board meeting if applicable that year. Board elections are advertised in the weekly newsletters. The first weekly newsletter of the school year was on September 8, 2022 and was advertised each week until the election on October 17, 2022. Judy Motschenbacher and Mary VanDoren’s seats were up in the 22-23 year, both ran unopposed and were re-elected.	

<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 evaluation was completed at the August board meeting.	
<b>Evidence:</b> The school met this standard. The evaluation was completed at the August board meeting. Board minutes documented the results of the evaluation. The school leader was evaluated in 16 areas, using a rating system of 1-5 with 5 being the highest. The director received an average score of 5 in 11 of the 16 areas. In the other 5 areas the director received scores between 3-5. In the 17th area of the evaluation an Overall Score of 5 was received.	

<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 approved goals for the director in the September board meeting.	
<b>Evidence:</b> The school met this standard. The board approved the following goals for the director in the September board meeting. <ul style="list-style-type: none"> <li>• Goal 1: To increase knowledge and skills to better contribute to the success and well-being of Birch Grove Community School.</li> <li>• Goal 2: To increase student academic achievement.</li> </ul> <p>The board monitors the action steps and progress of the school leader’s goals. Both goals were met. The annual report also listed these goals, provided an action plan for meeting these goals, and documented the results of the goals.</p>	

<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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.	
<b>Evidence:</b> Some policies reviewed include: <ul style="list-style-type: none"> <li>• 104</li> <li>• 714</li> <li>• 515</li> <li>• 406</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

	<p><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.</p>
<p><b>Data Source:</b> Board Minutes, VOA-MN Visit Review</p>	
<p><b>Analysis</b> The school met this standard. The school has the required data practice policies and Data Practice officials were named and received training.</p>	
<p><b>Evidence:</b> Per the school leader, “Data Practice Officials are the same and are appointed at every annual meeting in October.” The following people were named Data Practice Officials:</p> <ul style="list-style-type: none"> <li>● <u>Responsible Authority:</u> BGCS School Board Secretary, Sarena Crowley</li> <li>● <u>Data Practices Compliance Official:</u> BGCS School Board Chair, Judy Motschenbacher</li> <li>● <u>Data Practices Designee(s):</u> School Director, Diane Blanchette</li> </ul> <p>All participated in the following training:  <i>Safeguard Student Data:</i> MN Charter School Training and Development</p> <p>The school has adopted the following data practice policies:</p> <ul style="list-style-type: none"> <li>● Public and Private Personnel Data</li> <li>● Public Data and Data Subject Requests</li> <li>● Protection and Privacy of Pupil Records</li> </ul>	

<p><b>Governance Standard 13</b> - The board of directors provides ongoing oversight of school academic performance.</p>	
X	<p><b>2: Meets</b> - Meeting minutes include evidence of regular oversight of school academic performance.</p>
	<p><b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.</p>
	<p><b>0: Does Not Meet</b> - Less than half of the board meeting minutes or less include evidence of oversight of school academic performance.</p>
<p><b>Data Source:</b> Board Meeting Minutes</p>	
<p><b>Analysis:</b> The school met this standard. Academics were reviewed at 6 of the 11 meetings.</p>	
<p><b>Evidence:</b> Academic performance was reviewed at the October, February, March, and May meetings. 4 out of 11 meetings had evidence of academic data being reviewed which is less than half the board meetings.</p> <p>The school leader confirmed the above information stating, “Academic Review was just added to every meeting agenda. The 4 months listed sounds right.”</p>	

<p><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.</p>	
X	<p><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.</p>
	<p><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.</p>



	<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. They have high levels of parent satisfaction (Over 90%), a student retention rate of 88%, and 80% of teachers returned for FY24.	
<b>Evidence:</b> Survey results from parents and teachers were reviewed at the August board meeting. In addition, the annual report provided the results of the 2022-2023 Parent Survey, student retention rate, and teacher retention rate. The result are shared below.	
Parent Survey: 13 families completed the survey.	
<ul style="list-style-type: none"> <li>• “My child is progressing academically”: Strongly Agree: 76.92% Agree: 23.08% Somewhat Agree: 0% Neither Agree or Disagree: 0% Somewhat Disagree: 0% Strongly Disagree: 0%</li> <li>• “I would recommend Birch Grove Community School to other families”: Strongly Agree: 92.31% Agree: 7.69% Somewhat Agree: 0% Neither Agree or Disagree: 0% Somewhat Disagree: 0% Strongly Disagree: 0</li> <li>• “My child is happy at Birch Grove Community School.” Strongly Agree: 76.92% Agree: 15.38% Somewhat Agree: 7.69% Neither Agree or Disagree: 0% Somewhat Disagree: 0% Strongly Disagree: 0</li> </ul>	
Student retention rate was 88%      80% of teachers returned for FY24.	

<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 members received agendas and packets at least 3 days prior to all board meetings.	
<b>Evidence:</b> The school met this standard. According to VOA records, board members received agendas and 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.

**Data Source:** School Website

**Analysis:** The school met this standard. The board has a documents binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

**Evidence:** The school met this standard. The board has a documents binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

Members of the public can make data requests by emailing or calling the school. All items required by law are posted on the school webpage for easy access. These documents are accessible to the public and all board members have digital access to them.

Following are items required to be posted on the school's website:

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	All minutes added: <a href="https://www.birchgroveSchool.com/School-Board">https://www.birchgroveSchool.com/School-Board</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	On the website: <a href="https://www.birchgroveSchool.com/School-Board">https://www.birchgroveSchool.com/School-Board</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	<a href="https://www.birchgroveSchool.com/Volunteers-of-America-of-Minnesota">https://www.birchgroveSchool.com/Volunteers-of-America-of-Minnesota</a>
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	<a href="https://www.birchgroveSchool.com/acnt_8817/site_511375/Documents/102-2-Application-and-Lottery-Policy.pdf">https://www.birchgroveSchool.com/acnt_8817/site_511375/Documents/102-2-Application-and-Lottery-Policy.pdf</a>
124E.13 Subd. 3. (b) (3) post on the school <i>web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	There is no affiliated building corporation.

<p>124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>website</i>.</p>	<p>FY21 Report:  <a href="https://www.birchgroveSchool.com/acct_8817/site_511375/Documents/2020-2021-Annual-and-World's-Best-Workforce-Report.pdf">https://www.birchgroveSchool.com/acct_8817/site_511375/Documents/2020-2021-Annual-and-World's-Best-Workforce-Report.pdf</a></p>
<p>World's Best Workforce Report</p>	<p>FY21 Report:  <a href="https://tb2cdn.Schoolwebmasters.com/acct_8817/site_511375/Documents/2020-2021-Annual-and-World's-Best-Workforce-Report.pdf">https://tb2cdn.Schoolwebmasters.com/acct_8817/site_511375/Documents/2020-2021-Annual-and-World's-Best-Workforce-Report.pdf</a></p>
<p>124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p>BGCS does not offer group health insurance coverage. They offer cash in lieu of health insurance to be put towards an independent plan of their choosing.</p>

<p><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.</p>	
<p><b>X</b></p>	<p><b>2: Meets</b> - The board has a thorough policy review calendar/plan and review policies as a regular component of regular board meetings.</p>
	<p><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.</p>
	<p><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.</p>
<p><b>Data Source:</b> School Website, Annual Report, Board Minute Review Log, Board Minutes, VOA Visit Review, Governance Committee Minutes, Interview</p>	
<p><b>Analysis:</b> The school partially met this standard. Evidence of policy review occurred at half the board meetings.</p>	

**Evidence:** The board reviewed policies in November, February, March, April, and June. Policies were reviewed in 5 out of 11 meetings, about half the meetings. No evidence of a policy review calendar was found in the meeting minutes.

Some policies reviewed include:

104, 714, 515, and 406

The school leader confirmed this by stating, “Policies were not reviewed at other meetings and the school does not have a policy review calendar.”

*Bluffview Montessori School (BMS)*

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.

**Data Source:** School Annual Report, School Website, Bylaws

**Analysis:** The school met this standard. Board membership met statutory requirements and their own bylaws.

**Evidence:** The school met this standard. Pursuant to the Bylaws of the school and Minnesota Statutes, Section 124E.07, the board of directors consists of a majority of full or part-time certified teachers employed by the school and at least one Winona community member. The remaining two positions are filled by guardians of enrolled Bluffview students. The board consists of 3 teachers, 2 parents, and 1 community member.

The annual report included a table that documented the board members for FY23, their roles, date appointed or elected, and position held.

				<a href="http://www.bluffviewmontessori.org">www.bluffviewmontessori.org</a>	

<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 utilizes regular board meeting agendas to monitor and ensure members have the necessary knowledge in key areas, and they documented the training sessions completed by each member in their annual report.	
<b>Evidence:</b> The school met this standard. In the June Head of School report, it was reported that Marcy and Jessica are registered for all 3 required sections of the training for board service on August 8th. The report further indicated that all board members will be compliant with expected trainings.	

<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. New members participated in a board orientation on October 19, 2022.	
<b>Evidence:</b> Board orientation occurred October 19.	

<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. All members met the board training requirements.	
<b>Evidence:</b> The school met this standard. The table in standard 1 shows the training sessions completed by each	

member.

<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 the self-evaluation at the April board meeting and reviewed results at the June board meeting.	
<b>Evidence:</b> The school met this standard. The board completed the self-evaluation at the April board meeting and reviewed results at the June board meeting. The link shows the results of the evaluation: <a href="#">BMS School Board Self Evaluation SY 22-23.pdf - Google Drive</a>	

<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. All meeting dates, times, and locations are posted on the website. All meetings are open to the public.	
<b>Evidence:</b> The school met this standard. All meeting dates, times, and locations are posted on the website. All meetings are open to the public.	

<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. The board reviewed bylaws at the July and August board meetings.	
<b>Evidence:</b> The school met this standard. The board reviewed bylaws at the July and August 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 election was held during the school year while school was in session and all eligible voters were notified of the election date at least 30 days prior to the election.	

**Evidence:** The school met this standard. It was documented in board minutes that the board called for nominations in February and March. The deadline to nominate was March 24. An orientation for nominees was held March 29. Announcement of nominees was done March 31 and ballots were distributed April 13. Voting ended May 1. Elected board members were announced May 11.

**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 evaluation was completed at the May board meeting and results were shared at the June board meeting.

**Evidence:** The school met this standard. The evaluation was completed at the May board meeting and results were shared at the June board meeting. The link shows the results of the evaluation: [HOS Eval, 2022-23.pdf - Google Drive](#)

**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 as the school leader is a licensed administrator and has a professional development plan.



<p><b>Evidence:</b> The school met this standard as the school leader is a licensed administrator. In addition, the annual report documents the board approved a PD plan for the school leader. The Professional Development Plan (PDP) covers such areas as:</p> <ul style="list-style-type: none"> <li>● Instruction and assessment</li> <li>● Human Resources and personnel management</li> <li>● Legal and compliance management</li> <li>● Effective communication</li> <li>● Board, authorizer, and community relationships</li> <li>● Financial management Activities approved but not limited for the head of school during SY 23-34 include: <ul style="list-style-type: none"> <li>● Work to finalize elements of the current Strategic Plan. Plan to hold a board retreat/new strategic plan development session(s) in the summer of 2024</li> <li>● Continue the growth of the endowment fund, close out the current match grant</li> <li>● Analyzing assessment data to evaluate curriculum scope and sequence and align Montessori curriculum to updated Minnesota state standards-plan to complete Science standard alignment this fall, begin the ELA standards alignment process in spring of 24’.</li> <li>● Build/generate more staff accountability measures for all staff <ul style="list-style-type: none"> <li>○ Create/implement self-evaluations for all non-teacher staff</li> <li>○ PD in the area of institutional accountability o Universal accountability plan/protocol aligned with At Will employment model for all staff-ensure equitable implementation</li> </ul> </li> </ul> </li> </ul>	
<ul style="list-style-type: none"> <li>● Work with the MTSS team to finalize committee realignment/MTSS development including Educlimber training with the Data team.</li> <li>● Work with the NED grant team to implement Restorative Practices schoolwide. This is for staff to engage students, as well as admin to work with staff conflict effectively</li> </ul>	

<p><b>Governance Standard 11</b> - The board of directors monitors the organization's adherence to school board policies.</p>	
<b>X</b>	<p><b>2: Meets</b> - Meeting minutes include three or more examples of the board monitoring the organization's adherence to school board policies.</p>
	<p><b>1: Partially Meets</b> - Meeting minutes includes one or two examples of the board monitoring the organization's adherence to school board policies.</p>
	<p><b>0: Does Not Meet</b> - Meeting minutes include no evidence of the board monitoring the organization's adherence to school board policies.</p>
<p><b>Data Source:</b> Board Meeting Minutes, Interview</p>	
<p><b>Analysis:</b> The school met this standard. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.</p>	
<p><b>Evidence:</b> The following policies have been referenced in decision making:</p> <ul style="list-style-type: none"> <li>● Policy 798: Lease Accounting,</li> <li>● MSBA Policy Updates: 104, 404, 420, 508,</li> <li>● HR-Policy Updates: 208, 410, 415</li> </ul>	

<p><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)*.</p>	
<b>X</b>	<p><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</p>



	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 has a process for naming and training Data Practice Officials, and they have the required Data Practice policies.	
<b>Evidence:</b> According to the school leader, “We have a 2 year schedule for reviewing all these things-We actually have the Data Practices training this month. We didn't hit that specifically last year. We did do an initial training in 2021 on data practices when we updated the policy to include the three roles below.” The Data Practice Officials in FY23 were: -Responsible Authority: Renee Knutson -Data Practice Designee: Ann Marie Dunbar, board chair -Data Practices Compliance Official: the school leader  In addition, the school has adopted the following Data Practice policies: <ul style="list-style-type: none"> <li>• Public and Private Personnel Data</li> <li>• Public Data Requests</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 does not meet this standard. The board reviewed Fastbridge and MCA data at the October, May, and February board meetings. This is less than half of the board meetings.	
<b>Evidence:</b> Bo The board reviewed Fastbridge and MCA data at the October, May, and February board meetings. In addition, the Board regularly reviews how the Montessori approach is working with students and the consent agenda is always populated with the committee meeting minutes for the board to review that includes information on academics and data.	

**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. Parent survey satisfaction rates were 92%, the teacher retention rate was 88%, and the student retention rate were 94%.

**Evidence:** The annual report provided information on parent satisfaction, teacher retention, and student retention. The following shows the result for each.

Parent Survey Parents/guardians of enrolled students were asked to complete a survey in the spring of 2023.

- Bluffview received a 4.6 average out of a possible 5 points response to the question “I consider my child’s school to be an excellent school
- “I would recommend my child’s school to a friend” received a 4.7 average out of 5 points.
- Areas of greatest strength for Bluffview Montessori School revolved around culture/community and education. The themes included:
  - Small school culture that creates a community of strong respect, values, learning, engagement, and connection
  - Safe environment
  - Accessible staff that is courteous and helpful
  - School environment is generally welcoming, kind, respectful
  - An education that is individualized for each child
  - An education that incorporates Montessori principles
- Area of suggested improvements:
  - Discipline/bullying: too many perceived instances of “bullying” were not reported this year. Only 62% of those respondents concerned with potential bullying incidents actually reported bullying (70% satisfied with school’s response when reported) to the school. 80% of all respondents stated they ARE aware of the school bullying policy. This is an ongoing point of emphasis regarding parent, student, and staff education coupled with appropriate school responses to reported incidents.

88% of teachers returned for FY24.

Student retention rate: 200 of 212.

94%

<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 does not meet this standard. Board documents were not distributed to all board members at least 3 days prior on three or more occasions.	
<b>Evidence:</b> The school met this standard. The school director confirmed that board documents were distributed to all board members at least 3 days prior for 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*.	
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 board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school’s website.	
<b>Evidence:</b> The school met this standard. The school board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school’s website. The school board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all board members have digital access to it. Board documents can also be found at the school’s Web site at: <a href="https://www.bluffviewmontessori.org/school-board/board-meeting-documents/">https://www.bluffviewmontessori.org/school-board/board-meeting-documents/</a>	
The following table provides evidence of posting required information on the School’s Website:	
Statutory Requirement	Link

<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;</p>	<p>Yes  <a href="https://www.bluffviewmontessori.org/2021-2022">https://www.bluffviewmontessori.org/2021-2022</a></p>
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (2) directory information for the board of directors and for the members of committees having board-delegated authority;</p>	<p>Yes  <a href="https://www.bluffviewmontessori.org/board-roster/">https://www.bluffviewmontessori.org/board-roster/</a></p>
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (3) identifying and contact information for the school's authorizer.</p>	<p><a href="https://www.bluffviewmontessori.org/school-board/charter-school-authorizer/">https://www.bluffviewmontessori.org/school-board/charter-school-authorizer/</a></p>
<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i>, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p>Yes  <a href="https://www.bluffviewmontessori.org/wp-content/uploads/540-Admissions-Enrollment-1.pdf">https://www.bluffviewmontessori.org/wp-content/uploads/540-Admissions-Enrollment-1.pdf</a></p>
<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation</p>	<p><a href="https://www.bluffviewmontessori.org/school-board/bms-building-corporation-faq/">https://www.bluffviewmontessori.org/school-board/bms-building-corporation-faq/</a></p>
<p>124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i>.</p>	<p>FY21 is on the website  <a href="https://www.bluffviewmontessori.org/wp-content/uploads/Annual-Report-and-WBWF-November-2021-Bluffview-Montessori-docx.pdf">https://www.bluffviewmontessori.org/wp-content/uploads/Annual-Report-and-WBWF-November-2021-Bluffview-Montessori-docx.pdf</a></p>
<p>124E.12 (b) A charter school board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter</p>	<p>The school does not offer group health insurance.</p>

<p>school board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	

**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.
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	<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.
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	<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.
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**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 has a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

**Evidence:** 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 were reviewed at every board meeting.

- Some policies reviewed include:
- Policy 798: Lease Accounting,
  - MSBA Policy Updates: 104, 404, 420, 508,
  - HR-Policy Updates: 208, 410, 415

***FIT Academy (FIT)***

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.
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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.
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**Data Source:** School Annual Report, School Website, Bylaws

**Analysis:** The school met this standard. Board membership met statutory requirements and their own bylaws.

**Evidence:** According to State Statute: Subd. 3.Membership criteria. (a) The ongoing charter school board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.

School bylaws state: The ongoing charter school board of directors shall have at least five non related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school. No group may hold a majority on the board.

The board has 7 members: 3 parents, 2 teachers, and 2 community members.

The annual report documented the board members for FY23 in the following table:

Name	Position / Affiliation	Date Elected	Date Seated	Term Expiration	Contact Info*
Jan Markison	Parent/Vice Chair	Sept. 2018	Sept. 2018	June 2023	<a href="mailto:jmarkison@fitacademymn.org">jmarkison@fitacademymn.org</a>
Christopher Stookey	Parent/Vice Chair	October 2020	October 2020	June 2023	<a href="mailto:cstookey@fitacademymn.org">cstookey@fitacademymn.org</a>
Shannon Baker	Teacher	May 2022	May 2022	June 2025	<a href="mailto:sbaker@fitacademymn.org">sbaker@fitacademymn.org</a>
Bill Schneider	Com. Member/ Treasurer	June 2021	June 2021	June 2024	<a href="mailto:bschneider@fitacademymn.org">bschneider@fitacademymn.org</a>
Angie Halama	Teacher/ Secretary	Sept. 2020	Sept. 2020	June 2023	<a href="mailto:ahalama@fitacademymn.org">ahalama@fitacademymn.org</a>
Tiffany Taylor	Parent	June 2021	June 2022	June 2025	<a href="mailto:ttaylor@fitacademymn.org">ttaylor@fitacademymn.org</a>
Megan Thielfoldt	Community Member	June 2021	June 2021	June 2024	<a href="mailto:mthielfoldt@fitacademymn.org">mthielfoldt@fitacademymn.org</a>
Claud Allaire	Exec. Director (ex officio)				

**Governance Standard 2** - 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 has a training calendar for the year which staggers training to be completed at various board meetings.
<b>Evidence:</b> The school met this standard. According to the school leader, “The board had a development plan that included governance training in July and January. On the board task list for the year is also the training calendar which is completed during the scheduled board meetings staggered throughout the year.”

<b>Governance Standard 3 - The board adheres to an orientation process for bringing on new members.</b>	
<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 was one new board member this year who received orientation. Training was provided by VOA on 6/14/23.	
<b>Evidence:</b> The school leader confirmed that all new board members receive orientation. There was one new board member this year, and training was provided by VOA on 6/14/23.	

<b>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.</b>	
<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. All board members met the board training requirement.	
<b>Evidence:</b> All board members completed an annual training. The annual report included a table documenting the training completed by board members for FY23.	

<b>Governance Standard 5 - The board of directors completes a self-evaluation each year.</b>	
<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 board met this standard. The board completes informal self-evaluation during several board meetings and quarterly board reflections.	
<b>Evidence:</b> The board completed reflections during the September, February, and April meetings. According to the school leader, “The board committee has a monthly board task list/calendar that includes the quarterly board	

reflections which are completed independently and then reviewed at the board meetings.”

**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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.

**Evidence:** The school met this standard. Date, time, and location of all meetings are listed on the website. Links for agendas and minutes can be found on the website. An opportunity for the public to address the board is provided during all board meetings.

**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. The board reviewed and approved its bylaws at the July and August board meetings.

**Evidence:** The school met this standard. The board reviewed and approved its bylaws at the July and August board meetings.

**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.

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

**Analysis:** The school met this standard. The board election was held on a day while school was in session, there was more than 30-day’s notice, and all eligible voters were encouraged to vote.

**Evidence:** Board minutes documented the board election process and timeline. In January, The board began planning for elections by announcing the election date, reviewing board training documents, and designating an election committee. In April the committee announced there were 3 candidates and 1 pending candidate. Nominations were open until May 9. Elections took place on May 17, and voting occurred both in person and online.



<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. An evaluation was completed in April and reviewed in May.	
<b>Evidence:</b> It was documented in board minutes the process and date of the school leader evaluation. In February the board outlined the evaluation process. The board reviewed it again in March. In April, the evaluation was tabled until next month to allow for all evaluations to be received. In May, a closed meeting was held to review the evaluation and contract. The annual report explains the evaluation process and timeline to evaluate the executive director. It states the following:	
<p>August/ September The FIT director and BOD Executive Committee (officers) set measurable goals for the director that are mutually agreed upon for the upcoming school year. This should include a review of the previous year's evaluation results. Goals are approved by the full BOD at the August/September BOD meeting. March/April The BOD presents the staff and parent survey again to the FIT community to measure change (end of year review). The survey results are tabulated and shared with the BOD. The director may respond verbally and/or in writing to the findings from the survey. Board members complete FIT director Evaluation anonymously and turn it in to the BOD Chair The FIT director will complete a self-evaluation and turn it in to the board chair. The board Chair will compile the results of the board and the director's self- evaluation and complete an overall summary of each. This includes a generalization of the strengths and weaknesses.</p> <p>May The BOD Chair presents the findings of the individual BOD member evaluations of the FIT director and the director's self-evaluation to the full board. The full board evaluates the performance of the FIT director. Director's review is summarized and recommendation to renew director's contract is/is not made.</p> <p>June At the regular June BOD meeting, the BOD will offer the FIT director a contract renewal, if applicable.</p>	

<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 the standard as the school director is a licensed administrator.	
<b>Evidence:</b> The school met the standard 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.	
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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.	
<b>Evidence:</b> Board minutes show members monitored compliance to Open Meeting Law and reviewed Conflict of Interest policy. The following policies have been referenced in decision making: 506, 514, 215, 413, and 806.	

<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 school has identified and trained Data Practice Officials, and they have the required Data Practice policies.	
<b>Evidence:</b> The board documented in its meeting minutes that in the August, Jan Markison was appointed as the Data Practices Compliance Officer (DPCO). In November, the board reviewed and approved policy 722: Public Data Requests. The school has also adopted the following Data Practice policies: <ul style="list-style-type: none"> <li>• Personnel Data</li> <li>• Public Data Requests</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 discussed academics at all meetings. This was either included as a regular agenda item or part of the school director's report.	
<b>Evidence:</b> Minutes from board meetings show that the board discussed academics at all meetings. This was either included as a regular agenda item or part of the school director's report.	

<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. There were high levels of satisfaction rate from parent surveys, 83% student retention rate, and 87% teacher retention rates.	
<b>Evidence:</b> It was documented in board minutes that in February a school satisfaction survey was developed. In March, the survey was presented to the board for review. In April, satisfaction surveys results from parents and students were shared. Staff surveys were sent out pending a question change. In May, results from the staff survey were shared. Surveys showed that staff enjoyed the relationships with other staff members, students, and families. They believe relationships with and perception of SPED have improved. Areas noted for improvement included: consistency, PTO, athletics, and PD.	
The annual report provided information regarding staff retention rate, student retention rate, and parent satisfaction rate. The results are listed below. The retention rate of staff was 84% Student retention was 83% Parent satisfaction rate from surveys was 87%	

<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. All packets and board documents were distributed to board members at least 3 days prior to all meetings.	
<b>Evidence:</b> The school met this standard. VOA-MN records indicate that all packets and board documents were distributed to board members at least 3 days prior to all 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. A complete Board Documents Binder is kept including meeting minutes, bylaws and articles of incorporation and financial statements; and the school’s website includes the statutory requirements for posting board-related information. All board documents can be found on the school’s website.	
<b>Evidence:</b> The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the School’s website.	

The following table provides evidence of posting required information on the school’s Website:

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	All minutes are on the website <a href="https://fitacademymn.org/our-School/governance/">https://fitacademymn.org/our-School/governance/</a>

124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	Board members are on the website <a href="https://fitacademymn.org/our-School/governance/">https://fitacademymn.org/our-School/governance/</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	<a href="http://fitacademymn.org/our-School/governance/">http://fitacademymn.org/our-School/governance/</a>
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	lottery policy: <a href="http://fitacademymn.org/wp-content/uploads/delightful-downloads/2018/02/530-Enrollment-Policy-Procedures-11_08_17.pdf">http://fitacademymn.org/wp-content/uploads/delightful-downloads/2018/02/530-Enrollment-Policy-Procedures-11_08_17.pdf</a>
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	Not applicable.
124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i> .	On the website <a href="https://fitacademymn.org/for-families/">https://fitacademymn.org/for-families/</a>
124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	On the website <a href="https://fitacademymn.org/?download=12183">https://fitacademymn.org/?download=12183</a>

**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 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.

**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. Board minutes show that policies were reviewed regularly during meetings.

**Evidence:** The school met this standard. Board minutes show that policies were a regular agenda item. Policies were reviewed and approved in the July, November, January, February, March, April, and June meetings. Some policies reviewed include: 506, 514, 215, 413, and 806.

*Green Isle Community School (GICS)*

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 membership met statutory requirements and their own bylaws.	
<b>Evidence:</b> The school Met this standard. According to school bylaws and state statute: The board of directors consists of the following non-related voting members: 1. At least one Teacher Representative. 2. At least one Parent Representative. 3. At least one At-large Community Representative. 4. 5-9 Voting Members Total. According to 2009 Minnesota Statute 124D.10. The BOD consisted of 2 community members, 3 parents, and 1 teacher. The annual report included a table listing the board members for FY23.	

<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 development plan that included governance training at all meetings.	



**Evidence:** The school met this standard. In December, it was announced that Serenity will send out training via email to all board members to be reviewed at next month’s meeting. Board training was provided at every board meeting. Training was facilitated by a non-board member and more of a direct instruction format than a discussion. This link includes a list of the trainings board members participated in this year:

[33fca1\\_8b6d931e21584553b0e0aec94f29e9c4.pdf](https://www.greenislecommunityschool.org/files/33fca1_8b6d931e21584553b0e0aec94f29e9c4.pdf) ([greenislecommunityschool.org](http://greenislecommunityschool.org))

The annual report documented the Board Strategic Planning and/or Board Development Plan, and included the following summary.

GICS utilizes a board development plan based on MN Statutes, ideas from Avalon Charter School, and a rubric that Avalon Charter School received from the Minnesota Association of Charter Schools.

The board development focus included the following topics:

- Student enrollment and time devoted to the daycare
- Community Outreach and Marketing
- Board Roles and Responsibilities
- Website outline

**Governance Standard 3 - 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.

**Data Source:** Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview

**Analysis:** The school met this standard. The annual report includes a clear process for bringing on new members.

**Evidence:** The school met this standard. The annual report includes a clear process for bringing on new members. The process is documented as follows:

All new board members are given a binder of information. The binder includes:

- Green Isle Community School By-Laws
- The Role of the School Board
- The Basics: Checklist for Answering Quality & Accountability
- A Board Member’s Approach to the Job
- Frequently Asked Questions
- Green Isle Community School Governance Policies

**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.**

<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.

**Data Source:** Annual Report, School Website, Board Minutes and Documents

**Analysis:** The school met this standard. All board members met the board training requirement.

**Evidence:** The annual report provided a table outlining the training completed by each board member.

<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 the self-evaluation at the June board meeting.	
<b>Evidence:</b> The school met this standard. The board completed the self-evaluation at the June 20, 2023 Board meeting. Serenity compiled the evaluations and submitted them to VOA the same week. The annual report describes the board self-evaluation process. It explains that the board self-evaluation process and policies are discussed annually in early spring. The results are then sent to the board chair for tabulation and presented at the May board meeting. Any areas of concern, or areas of opportunity are then placed on the Board Development Plan and time is spent at each meeting addressing these areas.	

<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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.	
<b>Evidence:</b> The school met this standard. Dates, location, and time of all board meetings are listed on the website. Agendas and minutes are on the website. Public comment and recognition of guests is a regular agenda item.	

<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. The board reviewed bylaws in July.	
<b>Evidence:</b> The school leader confirmed bylaws were reviewed by stating, “7/18/22 they were reviewed with the new board term.”	



<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 election was held on a day while school was in session, there was more than 30-day’s notice, and all eligible voters were encouraged to vote.	
<b>Evidence:</b> The annual report documented the following election information. Date of Notice announcing the board election: 4/12/2023 Date/s of the board election: 5/16/23	

<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. An evaluation was completed and reviewed with the school leader May 17, 2023.	
<b>Evidence:</b> The board documented in its meeting minutes that an evaluation was completed and reviewed with the school leader May 17, 2023. The leader was evaluated in 4 areas: goals, competencies, overall performance assessment, and other areas. The school used a grading scale of 1-5 for each section and provided supporting comments. The board and school leader discussed the evaluation and created goals for next year.	

<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 as the school leader is a licensed administrator.	
<b>Evidence:</b> The school met this standard as the school leader is a licensed administrator.	

**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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.

**Evidence:** The following policies have been referenced in decision making:

- Student Injury Policy
- Early Enrollment Policy
- Data Practices Policy
- Public Private Personnel Data Policy
- Acceptance Of Gifts 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 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>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. Data Practice Officials were named, and they received training. Data privacy policies were also reviewed and adopted at board meetings.

**Evidence:** The school has the following data practices policies:

- Policy\_221\_0\_2012\_11\_16- Data Practices
- Policy\_406\_0\_2014\_10\_23-Public Private Personnel Data
- Policy\_515\_0\_2015\_02\_19-Protection Privacy Pupil Records

Per the school leader, the following people were designated as data practice officials and all received training:

Responsible Authority: Serenity Cox

Data Practices Designee: Lindsay Paschke, Director

Data Practices Compliance Official: Nick Pollack, Board Chair

**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. Academic updates were provided at every board meeting.

**Evidence:** The school met this standard. The Academics Committee and Director of Academics were regular agenda items at every meeting. Board minutes documented the following academic reviews:

- 2/2023: NWEA Snapshot
- 5/16/23(annual meeting): academic highlights
- 6/20/23: The board reviewed the School’s Literacy Plan and NWEA final data.

The school leader stated, “There are academic updates at every meeting within the director's report. Test scores are presented quarterly.”

**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. The family survey had a rate of 94.4%-100% satisfaction. There was a 100% staff retention rate and a 77.5% student retention

rate.

**Evidence:** The satisfaction survey results, staff retention rate, and student retention rate was documented in the annual report.

**Parent Satisfaction Survey Results**

<b>Number of Parents who took the Survey</b>	<b>Number of Parents who were satisfied or very satisfied with the school</b>	<b>Percent Satisfaction Rate</b>
18	18	100%

**Faculty Satisfaction Survey Results (optional)**

<b>Number of Staff who took the Survey</b>	<b>Number of Staff who were satisfied or very satisfied with the school</b>	<b>Percent Satisfaction Rate</b>
11	11	100%

100% staff retention rate

Student retention rates were -4% ( $31/40=77.5\%$ )

**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. Board members received agendas and packets at least 3 days prior to all board meetings.

**Evidence:** The school met this standard. According to VOA-MN records, board members received agendas and packets at least 3 days prior to all board meetings.

**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. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

**Evidence: STANDARD 16 ANALYSIS**  
 The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Website</i> : (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	Minutes of FY22 are on the website <a href="https://www.greenislecommunitySchool.org/blank-page">https://www.greenislecommunitySchool.org/blank-page</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Website</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	The board roster is located on the Website at <a href="https://www.greenislecommunitySchool.org/School-Board">https://www.greenislecommunitySchool.org/School-Board</a> .
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Website</i> : (3) identifying and contact information for the school's authorizer.	<a href="https://www.greenislecommunitySchool.org/authorizer">https://www.greenislecommunitySchool.org/authorizer</a>
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	<a href="https://www.greenislecommunitySchool.org/gics-policies-copy-2">https://www.greenislecommunitySchool.org/gics-policies-copy-2</a>

124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	NA
124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i> .	<a href="https://www.greenislecommunitySchool.org/Board-financials-copy">https://www.greenislecommunitySchool.org/Board-financials-copy</a>
World's Best Workforce	<a href="https://drive.google.com/drive/folders/1ONnM6OBQc5fS0Q2lpoOnK44izekEY-R-">https://drive.google.com/drive/folders/1ONnM6OBQc5fS0Q2lpoOnK44izekEY-R-</a>
124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	<i>It's in our website under Policies within our Employee Handbook</i> <a href="https://www.greenislecommunityschool.org/files/ugd/23ecdb_05747ccac6184d7d8f49_94e968a95b6e.pdf">https://www.greenislecommunityschool.org/files/ugd/23ecdb_05747ccac6184d7d8f49_94e968a95b6e.pdf</a>

**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>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. Board minutes show that polices were reviewed at half the regular board meetings.	

**Evidence:** Board minutes show that policies were reviewed and approved regularly throughout the year. Policies were reviewed in November, February, March, and April. Some of the policies reviewed this year include:  
 703 - Crisis Management Policy  
 715 - Volunteer Policy  
 201 - Election Policy & Procedures for Elected Committees  
 702 - Animals in the School Policy.  
 313 - Disposition of Fixed Assets Policy

The school leader confirmed this by stating, “We do have a policy review schedule that unfortunately fell off the priority list as we spent a lot of time and energy trying to get our business administration in line. We have already begun reviewing policies regularly for this year.”

**SECTION TOTAL:** 16/17 Standards Met 2/17 Standards Partially Met 0/17 Standards Not Met

*Harbor City International School (HCIS)*

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>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.

**Data Source:** School Annual Report, School Website, Bylaws

**Analysis:** The school partially met this standard. The school board was missing one community board member for part of the year.

**Evidence:** School bylaws state that beginning May 2010, the BOD shall be composed of 7 unrelated members. At all times, the BOD shall consist of no fewer than 4 licensed teachers employed by the school, 2 parents, and 1 non-parent community member who is not employed by the school. Beginning May 2011, the BOD shall be composed of 9 members and consist of no fewer than 5 licensed teachers employed by the school, 3 parent members, and 1 non-parent community member who is not employed by the school. The chief financial officer and chief administrator are ex-officio non-voting board members.

Community member Victoria Tracy resigned in October 2022. The board was then missing a community member for a period of the year.

The school board currently has 8 members consisting of 4 teachers, 3 parents, and 1 community member. The annual report includes a table that shows board members for FY23.



Last Name	First Name	Group Affiliation	Position	Term Start	Term End	Phone #	Email
Sarah	Lindahl	Teacher	Chair	2018	2024	218-722-7574	slindahl@harborcityschool.org
Bethany	Carroll	Teacher	Treasurer	2019	2025	218-722-7574	bcarroll@harborcityschool.org
Aryn	Bergsven	Teacher	Secretary	2020	2023	218-722-7574	abergsven@harborcityschool.org
Krissa	Boman	Teacher	Member	2022	2025	218-722-7574	kboman@harborcityschool.org
Blair	Powless	Parent	Member	2021	2024	218-722-7574	bpowless@harborcityschool.org
Victoria	Tracy	Community	Member	2021	2024	218-722-7574	vtracy@harborcityschool.org
Pam	Gipe	Parent	Vice chair	2020	2023	218-722-7574	pgipe@harborcityschool.org
Brian	Lukasavitz	Parent	Member	2022	2025	218-722-7574	blukasavitz@harborcityschool.org
Liz	Holte	Teacher	Teacher	2020	2023	218-722-7574	eholte@harborcityschool.org
Tim	Tydlacka	director	ex-officio	NA	NA	218-722-7574	ttylacka@harborcityschool.org

**Governance Standard 2** - 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.

**Data Source:** Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website

**Analysis:** The board met this standard. A board development plan was in place that included training for board members. All board members received training in finance at the May board meeting.



**Evidence:** The board met this standard. A board development plan was in place that included training for board members. All board members received training in finance at the May board meeting.

Per the annual report:

The Strategic Planning Committee had four goals for the school year 2022-23

- Create an informed innovative 3-year strategic plan utilizing a diverse collection of voices and data sources
- SPC will create a report of our data gathering results and an analysis of the overlap of the achievements within the school annual results to be shared with staff and stakeholders
- create director results (March: draft, April: propose, May: refine)

1. Create checkpoints to support director progress twice a semester in SPC meetings for brainstorming, being a sounding board, analyzing information.

2. Create clear written and visual communications to stakeholders re: Strategic Plan to increase transparency The committee created and used several data gathering processes to create an informed Strategic Plan that included student, staff, family, and community member input in the plan.

The committee also created annual results, and continues to determine tools HCIS uses to gather information to inform planning. By the fall of 2023, the committee has completed all goals.

**Governance Standard 3 - 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.

**Data Source:** Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview

**Analysis:** The school met this standard. The board has a process for the orientation of new members.

**Evidence:** The school met this standard. There is a process for bringing on new members. At all board meetings, members are reminded of the requirement to complete the 3 trainings in the first 12 months, with the first training needing to be completed within the first 6 months. A link to the trainings was provided at the meetings. New member orientation documents were included in multiple meeting minutes.

**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.**

	<b>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
<b>X</b>	<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.

**Data Source:** Annual Report, School Website, Board Minutes and Documents

**Analysis:** The school partially met this standard. One board member did not fully meet the board training requirement and was removed.

**Evidence:** A board Development Committee was created and meets regularly. Board minutes documented training for board members in March. The topic was [FYI of Serving on a Charter School Board Budget and Schedule](#).

According to the school leader, “Victoria completed her initial training requirement then left before one year was up, and Brian (Lukasavitz) failed to comply with training requirements and was removed. He has been replaced by Shelby Renoos as of the November 2023 meeting of the board. Victoria Tracy did meet the training requirements. She resigned because she was too busy.”  
The annual report included a table outlining the training completed by its members.

**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 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.

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

**Analysis:** The school met this standard. The board completed a self-evaluation survey via Google Forms at the April board meeting.

**Evidence:** The board completed a self-evaluation survey via Google Forms at the April board meeting. It was documented in board minutes that members of the HCIS Board of Directors filled out the Minnesota Charter Schools Board of Directors Individual Board Member Self-Evaluation Instrument in March. The results of the evaluation are [linked here](#).

**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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.

**Evidence:** The school met this standard. Dates, location, and time of all board meetings are listed on the website. Agendas and meeting minutes are posted on the website. It is stated at the beginning of each agenda that it is an open meeting. Communication from guests is a regular agenda item.

**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.

<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview
<b>Analysis:</b> The school met this standard. Bylaws were reviewed regularly throughout the year.
<p><b>Evidence:</b> The school met this Standard. Board minutes documents that Bylaws were reviewed regularly throughout the year. The board reviewed the following sections:</p> <ul style="list-style-type: none"> <li>● August: VII. Indemnification</li> <li>● September: VIII Amendments</li> <li>● October: IX. Financial Matters</li> <li>● November: X. Miscellaneous</li> <li>● April: IV. Board of Directors</li> </ul>

**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.

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

**Analysis:** The school met this standard. The board announced the date of the election at least 30 days prior to the election, the election was held on a day school was in session, and all eligible voters were encouraged to vote.

**Evidence:** The annual report documented the timeline and process of board elections. In FY23 one director was to be elected to the board of directors: the community member. Parents and students were informed over weekly emails and through advisories. Parents and students were also sent information in the school newsletter. All eligible participants were told about the opportunity through email and the daily announcements. A Personal Biography sheet was sent in October to eligible teachers, parents and students and community. All interested candidates sent in their information by email to the Board Development Committee or in written form.

- October - December: recruitment - election announcement and candidacy process
- November - candidacy invitation, application
- December - election notice - need elector emails for voting, process
- February 1-18 - election window (simplyvoting.com)
  - February 1 - launch election, share candidate info/ballots
  - February 18 - close election
  - February 19-24 contact candidates

- February 25 - announce results at annual meeting

Voting started at 16:32 central time on 2/1/22 and ended at 15:00 on 2/15/22. All voters that hadn't voted were sent a reminder email prompting them to vote.

Election results were presented at the February annual meeting. New members were sworn in at the May meeting.

**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 completed the evaluation in April and shared the results in May.

**Evidence:** Board minutes documented that a Director Review Committee was created and a calendar was developed. In April, a closed meeting was held to discuss the director review. The board completed the director review and the chair and director will meet to go over the review. The approval was tabled until May 18, 2023 and was approved at the May board meeting.

The annual report also documented the leader evaluation process, timeline, and result. It stated that the board of directors of Harbor City International School evaluated the director in April and May of 2023 in a closed meeting. The board found the director's performance to be above average based on the evidence in the surveys, measured against the 2022-2023 annual results, and measured against the review outlined in our board policies. The director was offered an employment agreement for the 2023-2024 school year, but he declined because his family was to move to the Twin Cities. The board hired Aryn Bergsven on an interim basis. Annual Director Results for the 2023-2024 school year have been created and were approved by the board of directors.

Attached are links to the minutes from the closed meetings for director evaluation and the employment agreement for the 2022-2023 school year for the interim director, Aryn Bergsven.

[Director Review Closed meeting minutes](#)

[Employment Agreement](#)

**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 the standard as the school director is a licensed administrator.

**Evidence:** The school leader is a licensed administrator. While not required, the board did develop a professional development plan for the executive director. The plan is described in the annual report. It states that a Professional Development Plan for 2022-23 was put in place for the executive director:

Goal: To engage the school community in reaching the 2022/23 Annual Results.

1. Consistent, documented, informed and utilized Systems are in place outlining clear approach, procedures and measures, re:
  - a. reporting procedures with follow up process for grievances including tracking data
  - b. school wide approach to equity and inclusion in class and school events
  - c. mental health support
2. Develop a robust understanding of our student/family reasons for entering, transferring, withdrawing, PSEO enrollment and staying enrolled through graduation using data gathered through primary sources
3. Focus on staff retention in innovative ways through increased salaries and benefits, stipends, extra work, flexibility in scheduling, and other quality of life areas. Emphasize the value of teachers in promoting a healthy community and culture
4. Generate enthusiasm for middle school in school and community. Create scope and sequence of planning including philosophy, vision, mission, staffing needs, nutrition, space, materials, and budget projections.

**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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.

**Evidence:** The following policies have been referenced in decision making:

- 5.4.4
- 4.5.6: Use of Reasonable Force
- 4.6.1: Health & Safety Including Employee Right to Know
- 4.8.1: Use of Electronic Systems
- 4.8.2 Employee use of Social Media
- 5.8.3 Use of Social Media in School
- 4.11 Tuition Reimbursement
- 5.4.5: Pupil Fair Dismissal Process
- 5.9.1: Student Extra-Curricular Part

**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 school has adopted the required Data Practice policies and Data Practice Officials were named trained.

**Evidence:** Per the school leader, “In FY23 the data practice officials were Tydlacka and Buck. They did receive training. Sarah Lindahl was the compliance official.”

The school has adopted the following policies:

- Data Privacy
- Public and Private Personnel Data

**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. Academic performance was a regular topic on the director’s report at every board meeting.

**Evidence:** The school met this standard. Student achievement was a regular topic on the director’s report at every board meeting.

**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. The school has a high level of parent satisfaction and over 80% of staff and students returned for FY24.

**Evidence:** The following data was provided in the school’s annual report.

- 82.4% staff retention rate
- 92.8% student retention

- 95% parent satisfaction rate

**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. Board members always had access to packets 3 days prior to all board meetings.

**Evidence:** The school met this standard. Per VOA-MN records, board members always had access to packets 3 days prior to all board meetings.



**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. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

**Evidence:** The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	Minutes up to date <a href="https://sites.google.com/a/harborcit ySchool.org/hcis-School-Board/home/Board-minutes">https://sites.google.com/a/harborcit ySchool.org/hcis-School-Board/home/Board-minutes</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	Done. <a href="https://docs.google.com/document/d/1UPC17CGKPD1g0_yNgsRmMbg_SNw2mD5mC3T-YvKWESjg/edit">https://docs.google.com/document/d/1UPC17CGKPD1g0_yNgsRmMbg_SNw2mD5mC3T-YvKWESjg/edit</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	Done <a href="https://sites.google.com/a/harborcit ySchool.org/hcis-School-Board/home/authorizer">https://sites.google.com/a/harborcit ySchool.org/hcis-School-Board/home/authorizer</a>



<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i>, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p>Done</p> <p><a href="http://toolbox1.s3-website-us-west-2.amazonaws.com/site_0330/HCI_5_1.1AdmissionsPolicyLottery_0515_15.pdf">http://toolbox1.s3-website-us-west-2.amazonaws.com/site_0330/HCI_5_1.1AdmissionsPolicyLottery_0515_15.pdf</a></p>
<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation</p>	<p>The School does not have an affiliated nonprofit building corporation.</p>
<p>124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Website</i>.</p>	<p>FY21 Report is the most recent</p> <p><a href="https://sites.google.com/a/harborcitySchool.org/hcis-School-Board/home/world-s-best-workforce">https://sites.google.com/a/harborcitySchool.org/hcis-School-Board/home/world-s-best-workforce</a></p> <p><a href="https://docs.google.com/document/d/11cf7j_CPzLBmMF8CWVqhpKdc5juZRwjpXy3P0WmNiXQ/edit?usp=sharing">https://docs.google.com/document/d/11cf7j_CPzLBmMF8CWVqhpKdc5juZRwjpXy3P0WmNiXQ/edit?usp=sharing</a></p>
<p>World's Best Workforce</p>	<p>FY21 is posted</p> <p><a href="https://docs.google.com/document/d/11cf7j_CPzLBmMF8CWVqhpKdc5juZRwjpXy3P0WmNiXQ/edit">https://docs.google.com/document/d/11cf7j_CPzLBmMF8CWVqhpKdc5juZRwjpXy3P0WmNiXQ/edit</a></p>

124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its *Website* the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.

The Health Insurance purchasing policy is Policy 4.3.1 and the specifics are in the Employee Handbook (<https://docs.google.com/document/d/16wUEBu-E5Z-xUqEKbILXORaj-KF7PhVUU7sTuSAMu-0/edit>) and published on the 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>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 board met this standard. The board reviewed policies at every meeting to ensure the policies were accurate and to check for compliance.	
<b>Evidence:</b> The board met this standard. The board reviewed policies at every meeting to ensure the policies were accurate and to check for compliance.	

**SECTION TOTAL:** 15/17 Standards Met  
Standards Not Met

2/17 Standards Partially Met 0/17

*Kaleidoscope Charter School (KCS)*

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.

**Data Source:** School Annual Report, School Website, Bylaws

**Analysis:** The school met this standard. Board membership met statutory requirements and their own bylaws.

**Evidence:** The school met this standard. The board meets MN state statute of requiring at least 5 members; 1 must be a licensed teacher, 1 must be a parent or guardian, and 1 must be a community member. It also meets the school's bylaws which state:

Section 2. Number, Tenure and Qualifications. The Board of Directors shall have no less than five (5) nor more than nine (9) members. There shall be a maximum of four (4) Directors that are licensed teachers who are employed as a teacher at the school or provide instruction under contract between the charter school and a cooperative; a maximum of four (4) Directors (not related by blood or marriage) that are parent(s) or legal guardian(s) of a student(s) enrolled in the charter school who is not an employee of the charter school; and one (1) Director that is a

The annual report included a table detailing the Board members for FY23.

**Governance Standard 2** - 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.

**Data Source:** Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website

**Analysis:** The school met this standard. The board has a clearly outlined board development plan and calendar that includes training for its board members throughout the year.

**Evidence:** The board has a clearly outlined board development plan and calendar that includes training for its board members. In August, members discussed the Conclusion of Eight Characteristics of Effective Board Members and began a new book study. Members read and discussed The Practitioner’s Guide to Governance as Leadership by Cathy Trower; Chapter 1: The Governance as Leadership Model. During the 2nd August meeting, board members watched the State of MN Open Meeting Law Training Video and Discussion and continued with their book Study: The Practitioner’s Guide to Governance as Leadership, Cathy Trower (2013) Discussion of Chapter 2: Getting Started and Gaining Traction with Governance as Leadership Model. At the September meeting, board members participated in a book study and read Chapter 3 of The Practitioner’s Guide to Governance as Leadership by Cathy Trower. The chapter was Encouraging Critical Thinking in the boardroom. In October, the board read : The Practitioner’s Guide to Governance as Leadership by Cathy Trower Discussion of Chapter 4: Turning Your Board into a High-Performing Team and participated in a Board Mission and Values Exercise. In November, the board read: The Practitioner’s Guide to Governance as Leadership by Cathy Trower Chapter 5: Creating A Governance-As-Leadership Culture, followed by a discussion. In January, the board discussed Saving More Time for Board Discussion of Key Issues with More Effective Use of the Consent Agenda and continued with their book study reading The Practitioner’s Guide to Governance as Leadership by Cathy Trower Chapter 6: What Governance as Leadership Requires of Leaders They discussed: 1. Adaptive/Strategic vs. Technical Problems 2. Board Roles: What’s clear, what’s not. In March, board members discussed training topics and themes for next year.

The Kaleidoscope Charter School Board engaged in a strategic planning process during the month of February 2021. Through this process, the board also chose to review and revise the school mission and vision. Parents were invited to a facilitated strategic planning session on February 17, and staff participated in a similar session on February 18. The following week the board met during their monthly meeting to review the information that had been gathered, and on March 1 they too engaged in a facilitated session to help identify our strategic priorities for the following year. Ultimately, at the April board meeting the Kaleidoscope Board approved a new mission, vision, and four strategic priorities. The priorities identified were as follows:

- Ensure academically rigorous curriculum and instruction.
- Ensure competitive staff compensation.
- Ensure student opportunities to interact outside of academic settings.
- Celebrate students’ unique qualities.

**Governance Standard 3 -** 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.

**Data Source:** Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview

**Analysis:** The school board met this standard. There is a process for the orientation of new members.

**Evidence:** The annual report describes the process of orientation laid out in the bylaws. New board members are provided a digital Board Binder. This document provides some background information and references to the rules and laws that guide charter schools and their boards. Annual and new board training are also provided through local partners and the Minnesota Association of Charter Schools. Board members are also invited to participate in collaboration sessions and the annual conference hosted by Volunteers of America.

<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. Board members participated in training at almost every board meeting. The board documented all training that members participated in.	
<b>Evidence:</b> The school met this standard. Board members participated in training at almost every board meeting. The school provided a table showing each training each board member participated in.	

<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 the self-evaluation after the March of 2022 board meeting via google forms.	
<b>Evidence:</b> The board completed the self-evaluation after the March board meeting and reviewed results in the April board meeting. The annual report described the process the board utilizes for self-evaluation. The Kaleidoscope Charter School holds their annual board self-evaluation each spring. This process is typically hosted before the completion of the board year in May. Each individual member completes a reflection survey that allows them to identify their rating of the board’s performance in a variety of areas. Additionally, the Kaleidoscope Board also issues out a survey to families each Spring. This survey specifically asks parents and staff to rate the board in the same areas that board members rate themselves. Both the board self-rating and the staff/family surveys are reviewed at a board meeting and help inform the outgoing and incoming board.	

<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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.	



**Evidence:** The school met this standard. All meeting dates, location, and time were posted on the website. Agendas and minutes were posted on the website. Roll call to establish forum and Open Forum were regular agenda items at every meeting.

**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. The board reviewed bylaws at the August and September board meetings.

**Evidence:** The school met this standard. The board reviewed bylaws at the August and September board meetings.

**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.

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

**Analysis:** The school met this standard. The school announced the election 30-days prior to the election, the election was held when school was in session, and eligible voters were encouraged to vote.

**Evidence:** The following table demonstrates that the school met all election requirements including the 30-day notice, that the election was held when school was in session, and that eligible voters were encouraged to vote. Per the annual report, the Kaleidoscope Charter School regularly holds elections in the month of May. The elections are announced the month previously and a concerted effort to recruit candidates begins in March of each year. The election results are announced in the May meeting, which is typically held in the 4th week of the month. The new board is seated during the June meeting each year.

Minnesota Statutes 124E.07 Subdivision 2 Requirements	Evidence
According to, the ongoing board must be elected before the school completes its third year of operation.	Not applicable

The board elections must be held during the school year but may not be conducted on days when the school is closed.	Election date and day(s): May 10-16, 2023
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A charter school must notify eligible voters of the school board election dates at least 30 days before the election.	Date of notice: March 25, 2023 and April 10 2023 Date of election: May 10-16, 2023 Notice was at least 30 days before the election.
Staff members employed at the school, members of the board of directors, and all parents or legal guardians of children enrolled in the school are eligible voters.	The board chair confirmed that eligible voters were notified and encouraged to vote.

<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. Board members provided the interim director feedback during her tenure and a permanent director was hired at the end of the year.	
<b>Evidence:</b> The school hired a new executive director to replace the interim director.	

<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 the standard as the current Interim Executive Director is a licensed administrator.	
<b>Evidence:</b> The school met the standard as the current Interim Executive 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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.	
<b>Evidence:</b> The following policies have been referenced in decision making: <ul style="list-style-type: none"> <li>● 802_Disposition of Obsolete Equipment and Materials</li> <li>● 201_Legal Status of the School Board</li> <li>● 203.0_Operation of the School Board Governing Rules</li> <li>● 203.1_General Operating Procedures</li> <li>● 203.2_Order of Regular School Board Meetings</li> <li>● 203.5_School Board Meeting Agenda</li> <li>● 203.6_Consent and HR Consent Agendas</li> <li>● 204_School Board Meeting Minutes</li> <li>● 205_Open and Closed Meetings</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. Data practice officials were named and trained 10.27.22.	

**Evidence:** Board minutes documented that on October 27, 2022, the board participated in data practice training: MN Data Practices Act Training Video: <https://www.youtube.com/watch?v=GjZlSF76VcU> All 8 board members were present and watched MN Data Practices Act Training Video.

The school identified the following people as the Data Practice Official for FY23:  
 School Appointed DPA Responsible Authority: Director of Business Operations/HR (Wendi Foss)  
 School DPA Designated Authority: Executive Director (Amy Erendu)  
 School Appointed DPA Responsible Authority: School Board Chair (Matt Roberts)

The school has adopted the following Data Practice policies:

- Public and Private Personnel Data
- Public Data Requests

**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.
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**Data Source:** Board Meeting Minutes

**Analysis:** The school met this standard. The board discussed academics at all meetings. This was either included as a regular agenda item or part of the school director's report.

**Evidence:** The school met this standard. At the August 4 board meeting, the director shared that goals would be data driven and related to student achievement, school achievement, fiduciary and governance. The board approved these goals at the August 25 board meeting. At every meeting, the director shared information and updated the board regarding academics.

**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. 90% of parents expressed satisfaction with the school. The school had a staff retention rate of 56%. Student retention rate was

91.5%

**Evidence:** The annual report provided data on parent satisfaction, teacher retention, and student retention. Staff and parent survey satisfaction surveys were distributed and completed. 90% of parents expressed satisfaction with the school. The school had a staff retention rate of 56%. Student retention rate was 91.5%

### Parent Satisfaction Survey Results 2023

Number of parents who took the survey	Number of parents who were satisfied or very satisfied with the school
125 Parents Completed the Survey	90% of parents

### Faculty Satisfaction Survey Results

Number of staff who took the survey	Number of staff who were satisfied or very satisfied with the school
43 Staff Responded out of 78 Eligible	63% of staff indicated that KCS had a caring environment that supports learning

**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. Board packets were not distributed to all board members at least 3 days prior to the meeting one time.

**Evidence:** The school met this standard. Per VOA records, June packets were received 2 days after the meeting but the school director confirmed the packet was sent to the board 3 days in advance.

**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.
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	<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. The school board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website

**Evidence:** The school met this standard. The school board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

The following table demonstrates compliance with posting statutory requirements on the school's Website.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the board of directors and of members and committees having board- delegated authority, for at least 365 days from the date of publication;	Up to date <a href="https://www.kcsmn.org/apps/pages/meetings-agendas-minutes">https://www.kcsmn.org/apps/pages/meetings-agendas-minutes</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	On the website <a href="https://www.kcsmn.org/apps/pages/meet-our-board">https://www.kcsmn.org/apps/pages/meet-our-board</a>

124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official Web site: (3) identifying and contact information for the school's authorizer.	<a href="https://www.kcsmn.org/apps/pages/who-we-are">https://www.kcsmn.org/apps/pages/who-we-are</a>
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	On the website <a href="https://4.files.edl.io/0a5c/08/27/21/1_61527-807a02a2-75eb-41a8-a27a-b211637db3bd.pdf">https://4.files.edl.io/0a5c/08/27/21/1_61527-807a02a2-75eb-41a8-a27a-b211637db3bd.pdf</a>

124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	<a href="https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&amp;type=d&amp;pREC_ID=2233957">https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&amp;type=d&amp;pREC_ID=2233957</a> Names of current BC BOD are there, but the bylaws and minutes were not readily located on the website.
124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i> .	<a href="https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&amp;type=d&amp;pREC_ID=2233962">https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&amp;type=d&amp;pREC_ID=2233962</a>
World's Best Workforce	<a href="https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&amp;type=d&amp;pREC_ID=2233962">https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&amp;type=d&amp;pREC_ID=2233962</a>
124E.12 (b) A charter school board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter school board policy must include a	Policy 414 is Employee Health Insurance. <a href="https://4.files.edl.io/1232/08/27/21/1">https://4.files.edl.io/1232/08/27/21/1</a>

sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	<a href="https://www.kcsmn.org/apps/pages/index.jsp?uREC_ID=2446361&amp;type=d&amp;pREC_ID=2233962">61314-16bdb8da-f4df-40ca-979e-52346ca1575c.pdf</a>
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<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	



**Analysis:** The school met this standard. The board has a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.

**Evidence:** The school met this standard. Policies were reviewed and approved at almost all board meetings. The school maintains a Policy Binder, and reviews, updates, and approves policies as needed or required by state law. They provide ongoing oversight of board policies; Some policies reviewed include:

- 802\_Disposition of Obsolete Equipment and Materials
- 201\_Legal Status of the School Board
- 203.0\_Operation of the School Board Governing Rules
- 203.1\_General Operating Procedures
- 203.2\_Order of Regular School Board Meetings
- 203.5\_School Board Meeting Agenda
- 203.6\_Consent and HR Consent Agendas
- 204\_School Board Meeting Minutes
- 205\_Open and Closed Meetings

**SECTION TOTAL:** 16/17 Standards Met 1/17 Standards Partially Met

0/17 Standards Not Met

## KIPP: Minnesota

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

### 2022-2023 SCHOOL YEAR BOARD GOVERNANCE\*

Name	Seat Type (teacher, parent, community)	Office or Member	Area(s) of Expertise	Elected (E) or Appointed (A) & Date	Date Seated	Term Expiration	E-Mail	Attendance Rate (percent)
Nicole DanieJsen	Community	Board Chair	Corporate experience	11/16/2019	06/01/2019	5/30/25	nicole.danielsen@gmail.com	100%
Paul Muldoon	Community	Member	Finance	11/15/2018	06/01/2021	06/10/2024	paul_d_muldoon@hotmail.com	78%
Kristine Sttaumann	Community	Member	Finance	06/13/2018	06/01/2011	05/30/2023	krisline.sttaumann@gmail.com	56%
Kojo Amoo-Gottfried	Community	Member	Corporate	10/28/2020	01/01/2021	05/30/2024	kojo_amoo-gottfried@care.ill.com	56%
Trent Bowman	Community	Member	Finance	05/21/2020	06/01/2020	05/30/2023	TrentBowman@oldnationatcom	67%
Margie Soran	Community	Vice Chair	Finance	08/15/2019	06/01/2019	06/30/2023	msoran6@gmail.com	78%
Rita Gordon	Parent	Member	Education	05/25/2022	06/01/2022	06/10/2024	nj.ridh@gmail.com	100 3/4
ReneeU20ng	Community	Secretary	Legal	06/15/2016	06/01/2019	06/30/2023	ru,ong@gmail.com	56%
David Milton	Community	Treasurer	Finance	05/24/2020	10/01/2020	07/10/2020	dmilton02@comcast.net	89%

		er		2	022	25		
Aquila Collins	Community	Member	Corporate	10/28/2019	06/01/2019	05/30/2025	aquilarcollinsraif@mail.com	67%
Prince Jibunor	Community	Member	Col'J'ate/Fina	05/24/2022	10/01/2022	07/01/2025	princejibunorl@careill.com	56%
Patricia Mampton	Teacher Board Rep	Member	Education	05/24/2022	10/01/2022	07/01/2025	phampton@kippminnesota.org	67%
John Slifer	Community	Member	Finance	08/15/2019	06/01/2019	05/15/2023	jrslifer@gmail.com	44%

•complete Board Roster for 2022-2023 (including all board members that did not list a term)

**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>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.

**Data Source:** School Annual Report, School Website, Bylaws

**Analysis:** The school partially met this standard. There was a period of time where the board was missing a teacher member.

**Evidence:** Per State Statute: Subd. 3.Membership criteria. (a) The ongoing charter school board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.

The school bylaws state: At all times, the board of directors shall consist of not less than five (5) or more than thirteen (13) members.

The board has 10 members with 1 teacher, 1 parent, and the remaining members are from the community. The board did not have a teacher member from 7/1/22 to 10/1/22.

**Governance Standard 2** - 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.

**Data Source:** Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website

**Analysis:** The school met this standard. The board created a board development plan/strategic plan for FY23.

**Evidence:** It was documented in the annual report that the board looks for opportunities for improving board capacity in areas such as human resources and student achievement. The board is also focused on building capacity from within the communities of color they serve. The Governance Committee is focused on reaching out to the North Minneapolis community as an integral component of KIPP Minnesota's board development strategy.

<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 has a process for the orientation of new members.	
<b>Evidence:</b> The annual report documented the orientation process of new board members. The process is described below.	
<ul style="list-style-type: none"> <li>• Upon election or appointment, each new board member shall be given an electronic version of the Board Handbook which includes the Articles and Bylaws of the school; the school’s contract with its authorizer; a copy of Minnesota’s Charter School Law and copies of the minutes of all meetings for the past year and the most recent financial statement provided to board members.</li> <li>• The Board Chair shall appoint an existing board member to serve as a mentor during the new member’s first year of board service.</li> <li>• Within 40 days of the commencement of each new board member’s service, the Chair shall arrange the orientation to familiarize the new board member with the operation of the school.</li> <li>• The chair of each standing, ad hoc and advisory committee is encouraged to meet with and/or invite new board members to attend a regular meeting of the group.</li> </ul>	

<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 a table clearly documenting that all board members met annual training requirements in the annual report.	
<b>Evidence:</b> The school provided a table clearly documenting that all board members met annual training requirements 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. The board completed the self-evaluation at the March board meeting.	
<b>Evidence:</b> The board completed the self-evaluation at the March 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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.	
<b>Evidence:</b> Meetings are open to the public, there is quorum at each meeting, meeting minutes are published on the school’s website, and meetings are announced via the board meeting calendar which is posted on the school’s website.	

<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. The Governance Committee reviewed the bylaws as part of the March, 2023 meeting.	
<b>Evidence:</b> The Governance Committee reviewed the bylaws as part of the March, 2023 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. 30 days’ notice was given prior to the election date, the election was held on a school day, and all eligible voters were encouraged to vote.	

**Evidence:** The school announced the board election on April 26, 2023. The date of the election was held on May 31, 2023, a day school was in session.

**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 board met this standard. The board completed a formal evaluation of the school leader.

**Evidence:** The school met this standard. It was documented in Minutes that Shana Ford was evaluated by the board on June 28, 2023. As part of the review, the board chair conducted peer review phone calls with each individual member of the Executive Leadership Team prior to the evaluation meeting occurring.

**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. A PD plan was developed for the school leader, shared at the June board meeting, and was published in the annual report.

**Evidence:** The school met this standard. Here is a link to the PD plan: [FY23 CEO PD Plan.pdf - Google Drive](#).

**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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.

**Evidence:** The board has referenced many policies throughout the year in decision making. Some examples include:

- KIPP MN Prohibition Against Sexual, Religious, Racial Harassment, and Violence
- MN Tennessee Warning Policy



- KIPP MN Drug-Free Workplace/Drug-Free School 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.
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	<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
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	<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.
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**Data Source:** Board Minutes, VOA-MN Visit Review

**Analysis:** The school met this standard. The school provided evidence of Data Practice Officials being named and trained.

**Evidence:** The school identified the following people as Data Practice Officials and ensured they were trained:

- Responsible Authority: Nicole Danielsen
- Data Practice Designee: Rebecca Gallt
- Data Practices Compliance Official: Mirdalys Herrera Tweeton

**Governance Standard 13** - 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.
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	<b>1: Partially Meets</b> - At least half of the board meeting minutes include evidence of oversight of school academic performance.
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<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.
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**Data Source:** Board Meeting Minutes

**Analysis:** The school does not meet this standard. The board reviewed academic performance at less than half of the board meetings in FY23.

**Evidence:** The school does not meet this standard. Academic data and performance review was documented in the January and June board minutes. The school leader confirmed that academics were not reviewed at other 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>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	
<b>Analysis:</b> The school does not meet this standard. Zero of the three criteria were met in regard to parent satisfaction, teacher retention, and student retention.	
<b>Evidence:</b> 13 out of 32 parents (40.63%) that completed the parents' satisfaction survey expressed satisfaction with the school. Student retention rate was 74.27%. 21/40 teachers did not return for FY24. This is a 48% teacher retention rate.	

<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 as the board members always had access to packets 3 days prior to all board meetings.	
<b>Evidence:</b> According to VOA-MN records, board members had access to packets 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 board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on	

the school's website.

**Evidence:** The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

The following table demonstrates compliance with statutory requirements for posting information on the school's website.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	<a href="https://www.kippminnesota.org/Board-of-directors">https://www.kippminnesota.org/Board-of-directors</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	<a href="https://www.kippminnesota.org/Board-of-directors">https://www.kippminnesota.org/Board-of-directors</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	<a href="http://www.kippminnesota.org/School-policies-and-compliance?rq=VOA">http://www.kippminnesota.org/School-policies-and-compliance?rq=VOA</a>
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	<a href="https://www.kippminnesota.org/request-enrollment-information-1">https://www.kippminnesota.org/request-enrollment-information-1</a>
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	<a href="http://www.kippminnesota.org/Board-of-directors">http://www.kippminnesota.org/Board-of-directors</a> and <a href="http://www.kippminnesota.org/s/KIPP-MN-ABC-Bylaws.pdf">http://www.kippminnesota.org/s/KIPP-MN-ABC-Bylaws.pdf</a> .
124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i> .	<a href="https://www.kippminnesota.org/charter-School-authorizer-annual-report">https://www.kippminnesota.org/charter-School-authorizer-annual-report</a>
124E.12 (b) A charterboard or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charterboard policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	<a href="http://www.kippminnesota.org/s/KIPP-Minnesota-Group-Health-Insurance-Policy-fkwx.pdf">http://www.kippminnesota.org/s/KIPP-Minnesota-Group-Health-Insurance-Policy-fkwx.pdf</a>

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<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 a regular component of regular board meetings.	
<b>Evidence:</b> It was documented that policies were reviewed and approved in September, October, March, and April. Some policies include: <ul style="list-style-type: none"> <li>• KIPP MN Prohibition Against Sexual, Religious, Racial Harassment, and Violence</li> <li>• MN Tennessee Warning Policy</li> <li>• KIPP MN Drug-Free Workplace/Drug-Free School Policy</li> </ul> The school leader confirmed that the board reviews at least one policy at each board meeting.	

**SECTION TOTAL:** 14/17 Standards Met 1/17 Standards Partially Met 2/17 Standards Not Met

*Lakes International Language Academy (LILA)*

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 both bylaws and state statute.	
<b>Evidence:</b> <b>The school met this standard.</b> State Statute: Subd. 3.Membership criteria. (a) The ongoing charter school board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.  School bylaws state:	

The authorized number of Directors shall be a minimum of seven (7) and a maximum of nine (9), with two additional non-voting members, unless changed by amendment of these Bylaws.

- a. Each of the following persons must occupy a position within the Board of Directors of the Charter School, with right to vote:
  - i. Three (3) parents who each have at least one student who is currently enrolled at Lakes International Language Academy for one or more years. This parent must not be employed or contracted by the Charter School and shall be elected by vote of charter community members.
  - ii. Three (3) Tier 3 or 4 licensed members of the faculty who have taught at Lakes International Language Academy for one or more years, and who shall be elected by vote of charter community members.
  - iii. One (1) interested community member who is not employed or contracted by the Charter School and does not have a child enrolled in the school, who shall be elected by vote of charter community members.
- b. The remaining two (2) positions on the Board shall be at large.
- c. In the event that there are fewer candidates than open positions, the at large positions may remain vacant. Vacant positions may be filled by appropriately qualified and elected candidates for the second year of the 2-year term, following the regular election cycle.

The current board has 4 teachers, 4 parents, and 1 community member. The annual report included a board member roster for FY23.

**Governance Standard 2** - 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.

**Data Source:** Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website

**Analysis:** The school met this standard. The board utilizes regular board meeting agendas to monitor and ensure members have the necessary knowledge in key areas and they also documented the knowledge gained by members in the board minutes.

**Evidence:** The school met this standard. Board training updates is a regular agenda item at every board meeting. Below is a table showing the trainings each board member completed this year. In addition, per the school leader, “ Our board development plan is part formal, part informal. We ensure that all of our newly elected members attend all of their required training within the allotted time. In addition, board members, particularly the Board Training Committee as well as Julie Lundgren, CFO, continuously scan for pertinent training to recommend to other board members throughout the year. At each month's meeting, board members enter the training they attended that month, if any, on the agenda.”

**Governance Standard 3 - 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.

**Data Source:** Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview

**Analysis:** The school met this standard. The board adheres to an orientation process for new board members.

**Evidence:** Per the annual report, the board appoints a board training committee annually, composed of experienced board members. Members on the committee meet with new board members, usually prior to their first board meeting, to review

the LILA online board handbook and answer questions. They highlight the mandated state new board member training process, duties of board members, the role of governance, and other critical information. Each member also receives a link to or hard copy of Robert Rules of Order, a reference guide to parliamentary procedure. The committee also lets the board know about training opportunities from time to time throughout the year as opportunities arise.

**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.**

<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.

**Data Source:** Annual Report, School Website, Board Minutes and Documents

**Analysis:** The school met this standard. All members completed the required training in FY23.

**Evidence:** Board minutes provided an update on board training at each meeting. The annual report included a table showing the trainings each board member completed this year.



<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 reflections at each meeting and is utilizing MN Charter School Board Performance Assessment and Improvement Process to guide the board’s thinking in developing a board development plan.	
<b>Evidence:</b> Board reflection is a regular agenda item at every board meeting. In addition, per the school leader, “We’re using the MN Charter School Boards Performance Assessment & Improvement Process. We started, then paused the larger process to examine the job descriptions for each of the executive board positions. We’ve been reviewing and tweaking them at each monthly executive board meeting, held immediately before each full board meeting. After that piece is done, we plan to move on to another section of the MN Charter School Boards Perf. Assessment & Improvement Process.”	

<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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.	
<b>Evidence:</b> The school met this standard. Date, time, and location of all meetings are listed on the website. Links for agendas and minutes can be found on the website. An opportunity for the public to address the board is provided during all board meetings.	

<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 were reviewed and approved in FY23.	



**Evidence:** Per the school leader, “In FY23, the board reviewed our bylaws and asked our voting members to approve a change to the bylaws, simplifying our elections by clarifying how we will fill our "at large" positions. The highest vote- getting teachers will fill the open teacher position(s), the highest vote-getting parents will fill the open teacher position(s), and the next highest vote-getters, regardless of whether they are teachers or parents, fill the open "at large" positions. We also staggered openings by even and odd years so we never have an overabundance of new board members in any given year.”

**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.

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

**Analysis:** The school met this standard. The election was announced at least 30 days prior to the election closing, it was held on a school day, and all eligible voters were encouraged to vote.

**Evidence:** Information regarding board elections was included in the annual report. The date of notice announcing the board election occurred 02/02/23. Elections were held 02/12/23-03/03/23

**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. A process for evaluating the school leader

**Evidence:** The annual report included a detailed process for evaluating the school leader. It also stated that the board conducts a comprehensive evaluation (including all aspects of the position description) of the performance of the school leader through a defined annual evaluation process. This was done in 2023, prior to the executive director being offered a second three-year contract.

May-July

- Executive Director and board clarify the vision, mission, and update long-range plans for the district.
- Board and executive director review the Executive Director job description and evaluation process, forms and timelines to be used to measure performance for the next year.
- Executive Director and board set goals for the upcoming year.
- November and March
- Executive Director makes an interim progress report on school goals.

- Board appoints a subcommittee. Charge:
  - Work with the Executive Director to identify the evaluation form to be used
  - Distribute evaluation and oversee data collection.
  - Prepare a summary of the evaluation for the executive director
  - Meet with the Executive Director to share results
  - Determine if the Executive Director would like a closed-session meeting with the full board
  - Prepare a summary of the evaluation for the board
  - Draft new contract when necessary April
    - A copy of the final written evaluation form is placed in the executive director's personnel folder. A member of the subcommittee reviews the survey with the Executive Director.
    - As soon as the evaluation is complete; no later than July
    - The results of the evaluation and progress on school goals are shared with the community.
    - Contract negotiations occur, when necessary.
    - Return to the beginning of the cycle.

**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 the standard as the school director is a licensed administrator.

**Evidence:** The school met the standard as the school director is a licensed administrator.

**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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.

**Evidence:** The school board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Reviewing board member training requirements and board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring board

training. Some policies include:

- Policy 104: Gifts to Employees
- Policy 312: Harassment and Violence
- Policy 324: Smoke and Tobacco Free Environment
- Policy 326: Students and Employees with Infectious Diseases
- Policy 516: Sex Nondiscrimination, Title IX Policy and Grievance
- Policy 232: Conflict of Interest
- Policy 228: Credit Card Users
- Policy 214: Mandated Reporting
- Policy 138: Code of Ethics
- Policy 142: Early Entrance
- Policy 202 Discipline of School District Employees
- Policy 208: ERK Hazardous Substances
- Policy 210: Equal Employment Opportunity
- Policy 236: Anti-Nepotism
- New Policy: Gender Inclusivity

**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. Data practice officials were named and trained, and the school has adopted the required Data Practice policies.

**Evidence:** Per the school leader, the following people were named data practice officials and all were trained by the school leader.

- Responsible Authority: Kathy Bystrom
- Data Practices Designee: Board Chair (see [www.mylila.org](http://www.mylila.org) for current board chair name)
- Data Practices Compliance Official: LILA Executive Director

The school has adopted the following Data Practice policies:

- Public and Private Data
- Use of Student Data

**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 monitors academic performance at meetings as a regular agenda item, as part of reviewing information found in the board packet, or as part of the Principal's Report.

**Evidence:** The school met this standard. Board minutes document academic oversight in November. In addition, the director's report often includes academic information.

**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 partially met this standard. The school met two of the three criteria. Staff retention rate was 77%, student retention rate was 90.65%, and the parent satisfaction rate was 85.8%.

**Evidence:** The annual report included the following data for staff retention, student retention, and parent satisfaction.

- Staff retention rate: 77%
- Student retention rate: 90.65%

- Parent satisfaction rate: 85.8%

**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. The school director confirmed that all board members had access to board documents 3 days prior to each meeting.

**Evidence:** The school does not meet this standard. Per VOA-MN records, March and June packets were received 2 days prior to the meeting. The May packet was received 1 day prior to the meeting. July and November packets were received on the day of the meeting. The December packet was requested and received the day after the meeting. The April packet was requested and received 2 days after the meeting. However, the school director confirmed that all board members had access to board documents 3 days prior to each 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.

**Data Source:** School Website

**Analysis:** The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school’s website.

**Evidence:** The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it.

Links to necessary policies and documents are on the school’s website.

Statutory Requirement	Link
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<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;</p>	<p><a href="https://www.mylila.org/district/School-Board">https://www.mylila.org/district/School-Board</a></p>	
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (2) directory information for the board of directors and for the members of committees having board-delegated authority;</p>	<p><a href="https://www.mylila.org/district/School-Board">https://www.mylila.org/district/School-Board</a></p>	
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (3) identifying and contact information for the school's authorizer.</p>	<p><a href="https://www.mylila.org/district/authorizer">https://www.mylila.org/district/authorizer</a></p>	
<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i>, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p><a href="https://www.mylila.org/fs/resource-manager/view/869fc9f3-af74-4bfa-898e-b012c6e7a70e">https://www.mylila.org/fs/resource-manager/view/869fc9f3-af74-4bfa-898e-b012c6e7a70e</a></p>	
<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation</p>	<p><a href="https://www.mylila.org/district/lila-building-company">https://www.mylila.org/district/lila-building-company</a></p>	
<p>124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i>.</p>	<p><a href="https://www.mylila.org/district/key-policies">https://www.mylila.org/district/key-policies</a></p>	
<p>World's Best Workforce Report</p>	<p><a href="https://www.mylila.org/district/key-policies">https://www.mylila.org/district/key-policies</a></p>	
<p>124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p><a href="https://www.mylila.org/fs/resource-manager/view/32a7e0bb-a9a4-49dd-b7ed-d5045d83047a">https://www.mylila.org/fs/resource-manager/view/32a7e0bb-a9a4-49dd-b7ed-d5045d83047a</a> .</p>	

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**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 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.

**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. Policies were reviewed regularly.

**Evidence:** Policies were reviewed and approved in July, December, January, February, March, April, and May. Some policies include:  
 Policy 104: Gifts to Employees  
 Policy 312: Harassment and Violence  
 Policy 324: Smoke and Tobacco Free Environment  
 Policy 326: Students and Employees with Infectious Diseases  
 Policy 516: Sex Nondiscrimination, Title IX Policy and Grievance Policy 232: Conflict of Interest  
 Policy 228: Credit Card Users  
 Policy 214: Mandated Reporting Policy 138: Code of Ethics Policy 142: Early Entrance  
 Policy 202 Discipline of School District Employees  
 Policy 208: ERK Hazardous Substances  
 Policy 210: Equal Employment Opportunity Policy 236: Anti-Nepotism  
 New Policy: Gender Inclusivity

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

***Naytahwaush Community Charter School (NCCS)***

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>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 missing a teacher member for part of the year.	
<b>Evidence:</b> Pursuant to State Statute: Subd. 3.Membership criteria. (a) The ongoing charter school board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.	
School bylaws state, The board shall consist of not less than five (5) and not more than seven (7) persons, subject to the authority of the board to increase the number of members as permitted by law.	
The school board as of December 2023 had 5 members including a teacher member.	
The annual report included a board member roster.	

<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 uses an annual self-evaluation review process to improve their effectiveness and creates a year-long development plan that includes monthly board activities.	
<b>Evidence:</b> Board minutes documented that in February, MSBA Standards for School Board Leadership was shared with the board. The annual report describes the process the board uses to evaluate itself. It states, the board uses an annual self-evaluation review process to improve their effectiveness. Monthly board activities included: budget approval, reorganization and new member orientation (July), acceptance of milk/bread bids and annual report review (September), audit review (October), board self-evaluation (November), board self-evaluation results (December), Impact Aid hearing, Indian Policies and Procedures approval (January), submit transportation request to resident district (February), director evaluation, establish board election committee (March), special ed director contract renewal, approve school calendar (April), accept election candidates, approve lease aid application, review draft of budget (May), certify board election results, approve budget, approve VOA and EdVisions contract agreements, strategic plan review, set annual goals (July).	
The board develops goals: <a href="https://s3.us-east-1.amazonaws.com">Board Goals and Outcomes (s3.us-east-1.amazonaws.com)</a>	



<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. All new board members received orientation in July.	
<b>Evidence:</b> The annual report documented that new member orientation occurred in July.	

<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 board met this standard. The annual report and the school director verified that all board members met training requirements.	
<b>Evidence:</b> Initial board training was completed by 4 out of 5 board members. Carrie Bush was seated February 2023 and has until August 2023 to complete her first training. Ann Briggs was the only on-going board member in FY23. Documentation of participating in board training beyond the initial trainings could not be found.	

**REQUIRED TRAINING COMPLETED BY SEATED BOARD MEMBERS**

Board Member Name	Governance Basic Training Completed	Finance Basic Training Completed	Employment Basic Training Completed	Training Provider
Ann Briggs	Yes	Yes	Yes	MSBA
Jo Pelham	Yes	Yes	Yes	MSBA
Liz Lenoir	Yes	Yes	Yes	MSBA
Stacey Anderson	Yes	Yes	Yes	MSBA
Carrie Bush	TBD	TBD	TBD	TBD

<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 the self-evaluation after the May board meeting and results were compiled for the July meeting.	
<b>Evidence:</b> Board minutes documented that the board received the board self evaluation packets at the May board meeting. The forms were then submitted to the board chair to be compiled by June 9th, 2023. Results were compiled and shared at the July 2023 board meeting. The annual report also states that the board uses an annual self-evaluation review process to improve their effectiveness.	

<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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.	
<b>Evidence:</b> The school met this standard. Date, time, and location of all meetings are listed on the website. Links for agendas and minutes can be found on the website. An opportunity for the public to address the board is provided during all board meetings.	

<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. The board reviewed bylaws at the August, September, and October board meetings.	
<b>Evidence:</b> The school met this standard. The August board minutes document that the board has been reviewing the NCCS By-Laws in great detail. In September, the 3rd reading of the NCCS by-laws was conducted. It was recommended that Beth talk with legal about the area in question (board members with no relation to staff and definitions of those procedures for board elections). In October, the 4th reading of the NCCS by-laws was conducted and the bylaws were approved.	

<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 election was held on a day while school was in session, there was more than 30- day’s notice, and eligible voters were encouraged to vote.	
<b>Evidence:</b> The school met this standard. The election was announced March 9, 2023.	
On March 10, 2023, a school board election notification was released to families, board, and staff via Facebook, newsletter, outside main school office on public notice bulletin board, local newspaper, email and school kiosk sign located outside the building.	
At the April 13, 2023 Naytahwaush Community Charter School Board of Directors meeting, a slate of candidates was approved by the board.	
On April 14, 2023 board elections ballots were mailed to qualified voters per the NCCS bylaws. Voters had until May 10, 2023 to return to the school to be counted.	
On May 11, 2023 the NCCS Board Election Committee conducted the ballot counting and certified the results at their regular Board meeting on May 11, 2023.	

<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 evaluation was completed at the March board retreat.	
<b>Evidence:</b> board minutes documented that the board conducted the director evaluation to be discussed at the board retreat. Areas of improvement were discussed, and suggestions were made. Areas of success were also discussed. The board agreed the transition from the past director to Beth had been smooth and successful. Overall, the evaluation was very good and the board is satisfied with the director’s performance. The annual report also provided a description of the leader evaluation process and confirmed that the leader was evaluated in FY23. It stated, the board evaluates the executive director during March of every year. The evaluation instrument used is based on specific job expectations, responsibilities, and goals. The board chair shares the results with the director prior to the board meeting. The entire board then reviews the results with the director. The director creates a plan to address areas that need improvement. The executive director was reviewed in March 2023. The director received satisfactory marks in all areas.	

<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 approved a Professional Development Plan (PDP) for the school director even though the school director is a licensed administrator and a PD plan is not required.	
<b>Evidence:</b> The school met this standard. After completing the evaluation, the board compiled the results and created a plan for the school director that included performance highlights, areas to focus on for improvement, and performance goals for next year. In addition, the school director is a licensed administrator so a PD plan is 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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.	
<b>Evidence:</b> The board utilizes policies and monitors the application of policies in its work throughout the year. Some examples include: <ul style="list-style-type: none"> <li>• Monitoring compliance to open meeting law</li> <li>• Monitoring evaluation of leadership</li> <li>• Monitoring World's Best Workforce compliance</li> <li>• Following data practices</li> </ul> Some policies reviewed include: <ul style="list-style-type: none"> <li>• 722</li> <li>• 506</li> <li>• 806</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 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.

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

**Analysis:** The school met this standard. The school has adopted Data Practice policies and data officials were identified.

**Evidence:**  
 Data Protection Appointments from board minutes:  
 Motion by Ann (Briggs) Meyer, second by Carrie Bush to approve Nicole Jesness (school secretary) as Data Protection Authority Responsible Authority. All in favor. Motion carried.  
 Motion by Jo Pelham, second by Carrie Bush to approve Beth Zietz (Director) as Data Protection Designated Authority. All in favor. Motion carried.  
 Motion by Carrie Bush, second by Jo Pelham to approve Ann Briggs (Board Chair) as Data Practices Compliance Official. All in favor. Motion carried.  
 The school stated that all were trained for these roles.  
 The school had adopted the following Data Practice policies:

- Public and Private Data
- Protection and Privacy of Student Records
- Public Data Requests

**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 monitors academic performance at meetings as a regular agenda item, as part of reviewing information found in the Board Packet, or as part of the Principal’s Report.

**Evidence:** The school met this standard. Evidence of academic oversight were mentioned in minutes for July, August, September, November, and April. The director’s report often includes academic information.

**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. Survey results showed that on average 80% of parents were satisfied with the school, 98.4% of students returned for FY24, and 88.2% of staff members returned for FY24.

**Evidence:** The annual report included the following information about student retention, parent satisfaction, and teacher retention.

- Student Retention Rate (All Students): Of 122 students grades K-5 in 2022-23; 120 returned (98.4%)
- Student Retention Rate (SpEd Students): Of 25 SpEd students grades K-5 in 2022-23; 25 returned. (100%)
- Parent Satisfaction Survey: 91.2% (31/34) Felt welcome at NCCS; the other three respondents felt welcome most of the time
- 76% (26/34) Felt their child was safe at NCCS; six respondents were unsure and noted the entryway and not having a security resource officer on campus; two reported being too new to the district to make a decision.
- 72.7% (24/34) Felt NCCS provided a quality education; three respondents were unsure; one said no and two were too new to have an opinion.
- Average satisfaction percentage rate is 80% (the average of all 3 questions asked of parents).
- Licensed Staff Retention Rate =  $15/17 = 88.2\%$

**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. Board documents were distributed to board members at least 3 days prior to the meeting.

**Evidence:** The school met this standard. According to VOA-MN records, the September packet was received 2 days prior to the meeting. However, the school provided documentation that the packet was distributed to all board members more than 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>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. Minutes from some board meetings in FY23 were not found on the school website.	
<b>Evidence:</b> The school did not meet this standard. During routine monitoring of the website for up to date minutes, there were gaps in the availability of minutes. Minutes from FY23 regular board minutes were missing for the following meetings: <ul style="list-style-type: none"> <li>• October 27, 2022 (Special Meeting)</li> <li>• March 2, 2023 (Special Meeting)</li> <li>• March 9, 2023 (Regular Meeting)</li> <li>• April 6, 2023 (Special Meeting)</li> <li>• April 13, 2023 (Regular Meeting)</li> <li>• June 15, 2023 (Regular Meeting)</li> </ul>	
Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Website</i> : (1) the meeting minutes of the board of directors and of members and committees having board- delegated authority, for at least 365 days from the date of publication;	<a href="https://www.ntwSchool.org/documents/community/Board-of-directors/317035">https://www.ntwSchool.org/documents/community/Board-of-directors/317035</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Website</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	<a href="https://www.ntwSchool.org">NCCS Board   Naytahwaush Community Charter School (ntwschool.org)</a>



<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Website</i>: (3) identifying and contact information for the school's authorizer.</p>	<p><a href="https://www.ntwSchool.org/page/about-our-authorizer">https://www.ntwSchool.org/page/about-our-authorizer</a></p>
<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i>, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p><a href="https://s3.us-east-1.amazonaws.com/122-student-enrollment-and-school-lottery10.12.23.pdf">122-student-enrollment-and-school-lottery10.12.23.pdf (s3.us-east-1.amazonaws.com)</a></p>
<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation</p>	<p>NA</p>
<p>124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i>.</p>	<p><a href="https://www.ntwSchool.org/documents/community/Board-policies/317037">https://www.ntwSchool.org/documents/community/Board-policies/317037</a></p>
<p>World's Best Workforce Report</p>	<p><a href="https://www.ntwSchool.org/documents/community/Board-policies/317037">https://www.ntwSchool.org/documents/community/Board-policies/317037</a></p>
<p>124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p><a href="https://s3.amazonaws.com/Microsoft Word - Policy for Group Health.docx">Microsoft Word - Policy for Group Health.docx (core-docs.s3.amazonaws.com)</a></p>

<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 reviewed policies as a regular component of board meetings.	
<b>Evidence:</b> The school met this standard. Policies were reviewed in July, September, October, November, and January. Some policies reviewed include:	
<ul style="list-style-type: none"> <li>• 722</li> <li>• 506</li> <li>• 806</li> </ul>	

**SECTION TOTAL:** 15/17 Standards Met    1/17 Standards Partially Met    1/17 Standards Not Met

*New Century School (NCS)*

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>Evidence:</b>	
<ul style="list-style-type: none"> <li>- State Statute: Subd. 3.Membership criteria. (a) The ongoing charter school board of directors shall have at least five non- related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides</li> </ul>	

instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.

- School bylaws state:

A. Composition of the Board of Directors. The Board of Directors shall consist of not less than five (5) or more than seven (7) nonrelated members (excluding those permanent non-voting members being the Executive Director and the Charter Authorizer Liaison, and any other ex officio non-voting members, if any, as determined by the Board from time to time).

Status: the board was compliant to both statute and bylaws. The annual report included the following board member roster for FY23.

**Board Roster of all Board Members during FY23**

<b>Board Member Name</b>	<b>Seat Type (teacher, parent, community)</b>	<b>Officer or Member</b>	<b>Area(s) of Expertise</b>	<b>Elected or Appointed ?</b>	<b>Date Seated</b>	<b>Term (from-to)</b>
Holte, Ellie	Community	Board Chair	Governance and policy	Elected	07/01	2021- 2024
Tallman, Jessica	Teacher	Secretary	Teaching and Learning,	Elected	07/01	2020- 2023
Anshur, Ahmed	Community	Treasurer	Finance and facility	Elected	07/01	2021- 2024
Abdi, Isse	Community	Member	IT and child/youth Development	Elected	07/01	2022- 2025
Nuno Abdalla	Parent	Member	Heath and wellness	Elected	07/01	2020- 2023

**Governance Standard 2** - 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** **2: Meets** - 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.

**1: Partially Meets** - 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.

**0: Does Not Meet** - The board does not implement a plan to ensure board members have the necessary knowledge.

**Data Source:** Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website

**Analysis:** The school met this standard. The school had a training plan in place to ensure all members had the necessary knowledge in the areas of finance, personnel, and education.

**Evidence:** According to the annual report, the board developed and approved a three-year strategic plan (SY 2023- 2025). It also included the following table documenting the training calendar for FY23.

Date	Activity	Trainer/Training
4/24/2023	HR	308 Collaborative

4

6/13/23	Finance: Ways to Prepare for Audits	BerganKDV and Charter School Capital
6/13/23	Legal Special Education	Ratwik, Roszak & Maloney
6/14/23	Strategic Planning	MN School Boards Association
6/13/23	Staff Automated Reporting (STAR) and Licensure Compliance	Professional Educator Licensing and Standards Board (PELSB)

<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 is an orientation process. However, there were no new members on the board in FY23.	
<b>Evidence:</b> The school met this standard. The school leader described the new orientation process and confirmed that there were no new board members elected in FY23. He stated, “ New Century School has a board orientation plan and process that entails the following: New board members are given access to the shared board folder that contains documents such as the bylaws, board policies, board member roles and responsibilities, Robert Rules book/Parliamentary Motion Guide, board calendar and committee assignments. The new member is given a plan and timeline for attending training and is also assigned a board mentor. The FY23 elected members did not require orientation as existing members were re-elected.”	

<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. All board members met the board training requirement.	
<b>Evidence:</b> The school met this standard. Board minutes documented that board training on procedures and Employment policy was conducted at the board retreat in April. In addition, the annual report provided the a table documenting the training that occurred during FY23.	

<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>Evidence:</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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas	
<b>Evidence:</b> The school met this standard. Date, time, and location of all meetings are listed on the website. Links for agendas and minutes can be found on the website. An opportunity for the public to address the board is provided during all board meetings.	

<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. The board reviewed bylaws at the February and May board meetings.	
<b>Evidence:</b> The school met this standard. The board reviewed bylaws at the February and May 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 election was announced at least 30 days prior to the election, the election was held on a day school was in session, and all eligible voters were encouraged to vote.	
<b>Evidence:</b> Board elections were discussed in March. The election was announced 04.24.2023 during the board meeting. The election was held 05.25.2023. Notice was 30 days before the election: Yes School was in session: Yes Eligible voters were notified and encouraged to vote. Yes	

<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 evaluation was completed at the May closed meeting.

**Evidence:** The school met this standard. The evaluation was completed at the May closed 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	<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.

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

**Analysis:** The school met the standard as the school director is a licensed administrator.

**Evidence:** The school met the standard as the school director is a licensed administrator.

**Governance Standard 11** - 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.

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

**Analysis:** The school met this standard. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.

**Evidence:** The school board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Reviewing board member training requirements and board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring board training.
- Reviewing and approving WBWF and literacy plan
- Monitoring compliance with MN Open Meeting Law

Some policies referenced include:  
215,325,707,705, and 701.6

**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.
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	<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 had the required Data Practice policies, and Data Practice officials were appointed and trained in FY23.	
<b>Evidence:</b> The school leader identified the following people as Data Practice officials and confirmed they all received training. <ul style="list-style-type: none"> <li>• School Appointed DPA Responsible Authority: School Administrative Assistant</li> <li>• School DPA Designated Authority: School Executive Director</li> <li>• School Appointed DPA Responsible Authority Data Practices Compliance Official (DPCO): School Board Chair</li> </ul> The school has adopted the following Data Practice policies: <ul style="list-style-type: none"> <li>• Access to Public Data Process</li> <li>• Public Private Personnel Data</li> <li>• Student Records</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 monitors academic performance at meetings as a regular agenda item, as part of reviewing information found in the board packet, or as part of the Principal’s Report.	
<b>Evidence:</b> The school met this standard. Evidence of academic oversight were mentioned in minutes for September, January, February, March, April , and May. The director’s report often includes academic information.	

<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.

**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.

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

**Analysis:** The school met this standard. They met all three criteria. They have over 80% retention rate of students and staff and a 90% satisfaction rate from parents.

**Evidence:** The annual report documented the following information about student retention, teacher retention, and parent satisfaction.

- Student retention is high (89%)
- Teacher retention is high at 87%.
- 90% parent satisfaction rate

Overall, How satisfied are you with the education of your child at this school?	Very Satisfied (78%)	Somewhat Satisfied (12%)	Somewhat Dissatisfied (6%)	Very Dissatisfied (2%)	NA (2%)
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**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 as board members always had access to packets 3 days prior to all board meetings.

**Evidence:** The school met this standard. According to VOA-MN records, all packets were received on time.

**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. The board has a Documents Binder which includes meeting minutes, bylaws, articles of incorporation, and financial statements and is located in the school office records room for public access and all board members have digital access to it.

**Evidence:** The board has a Documents Binder which includes meeting minutes, bylaws, articles of incorporation, and financial statements and is located in the school office records room for public access and all board members have digital access to it. Board documents can also be found at the school's Web site at: <https://newcenturySchool.net/our-School/governance/>

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	<a href="http://newcenturySchool.net/our-School/governance/">http://newcenturySchool.net/our-School/governance/</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	<a href="http://newcenturySchool.net/our-School/governance/">http://newcenturySchool.net/our-School/governance/</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	<a href="https://newcenturySchool.net/our-School/governance/">https://newcenturySchool.net/our-School/governance/</a>
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	<a href="https://newcenturySchool.net/download/500-series-students/?ind=1587532213020&amp;filename=536%20Enrollment%20Process.pdf&amp;wpdmdl=89&amp;refresh=61b3ca710df8a1639172721">https://newcenturySchool.net/download/500-series-students/?ind=1587532213020&amp;filename=536%20Enrollment%20Process.pdf&amp;wpdmdl=89&amp;refresh=61b3ca710df8a1639172721</a>
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	N/A

124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i> .	<a href="https://newcenturySchool.net/download/annual-report-2020-2021/">https://newcenturySchool.net/download/annual-report-2020-2021/</a>	
World's Best Workforce Report	<a href="https://newcenturySchool.net/download/worlds-best-workforce-report-2020-2021/">https://newcenturySchool.net/download/worlds-best-workforce-report-2020-2021/</a>	
124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	701.6: <a href="https://newcenturyschool.net/our-school/governance/">https://newcenturyschool.net/our-school/governance/</a>	

<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 has a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes. Policies are reviewed as a regular agenda item at regular board meetings.	
<b>Evidence:</b> The board reviewed and approved policies at the following meetings: 09.19.2022 - Board Policy Review and Dev. Plan discussed 11.21.2022	

- Approved: Health and Wellness (533), Retention of Records (515.1)
- First Reading: Lead in Water Testing (804), Waste Reduction & Recycling (805)

12.19.2022

- Approved: Lead in Water Testing (804), Waste Reduction & Recycling (805)
- First Reading: Policy Review (215), Internet Safety (325), Meal Policy (705)

01.23.2023

- Approved: Policy Review (215), Internet Safety (325), Meal Policy (705)
- First Reading: Cash Collection

(707) 02.27.2023

- Approved: Cash Collection (707)
- First Reading: Group Health Insurance Coverage Purchasing Policy (701.6)

03.27.2023

- Approved: Group Health Insurance Coverage Purchasing Policy (701.6)
- First Reading: Capital Assets Capitalization (704), School Photography Policy (515.2), Fundraising and Donations Policy (708)

04.24.2023

- Approved: Capital Assets Capitalization (704), School Photography Policy (515.2), Fundraising and Donations Policy (708) Employment Background Checks Policy (404)

05.22.2023

- Bylaws Review
- Board Policies List Review

06.15.2023

- Board Policies List Review

The school has a policy review plan that can be found at: <https://newcenturyschool.net/our-school/governance/>

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

*PACT Charter School*

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 both bylaws and state statute.	
<b>Evidence:</b> State Statute: Subd. 3.Membership criteria. (a) The ongoing charter school board of directors shall have at least five non- related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.  School Bylaws state: The board of directors shall consist of at least seven (7) and no more than ten (10) members. The school has 10 board members: 4 parents, 5 teachers, and 1 community member.  The annual report included the following board member roster.	

## Complete Board Roster for 2021-2022

*Includes Board members that did not finish a term.*

Name	Seat Type	Officer or Member	Area(s) of Expertise	Elected (E) Appointed (A)	Term Expires	Email	Attendance Rate (percent)
Jason Busch	Parent	Member	Small Business	E, 6/2023	6/2026	j.busch.brd@pactcharter.org	14/17 82%
Brad Lawrence	Parent	Treasurer	Housing Mgmt., Finance	E, 6/2019	6/2022 6/2025	b.lawrence.brd@pactcharter.org	14/17 82%
Jennifer McDevitt	Teacher	Member	Elementary Education	E, 9/2023	6/2025	j.mcdevitt@pactcharter.org	17/17 100%
Joline Neilson	Parent	Chair	Mathematics, Business	E, 6/2023	6/2024	j.neilson.brd@pactcharter.org	16/17 94%
Ann Ostendorf	Teacher	Member	Music Education	A, 6/2022	6/2024	a.ostendorf@pactcharter.org	16/17 94%
Samantha Peltier	Teacher	Secretary	Education, Technology	A, 1/2021	6/2023	s.peltier@pactcharter.org	15/17 88%
Jennifer Rasset	Community	Member	Educational Leadership	E, 6/2021	6/2023 resigned	j.rasset.brd@pactcharter.org	7/16 44%
Carl Sandmann	Parent	Member	Psychology Compliance Professional	A, 8/2020	6/2023	c.sandmann.brd@pactcharter.org	14/17 82%
Jason Tossey	Teacher	Vice Chair	Social Studies Education, Business	E, 1/2021	6/2026	j.tossey@pactcharter.org	16/17 94%
Michelle Jones	Teacher	Member	Education, Reading Specialist	A, 10/2022	6/2023	m.jones@pactcharter.org	12/12 100%
Emily Nelson	Teacher	Member	Elementary Education	E 6/2022	7/2022 resigned	e.nelson@pactcharter.org	2/3 67%

**Governance Standard 2** - 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 approved the strategic plan in May 2023.
<b>Evidence:</b> The annual report documented that the school board reviewed a proposed strategic plan in April 2023 and approved the plan in May 2023. The plan included the strategic themes of Student Success, Governance, Fiscal Responsibility, Employee Engagement, and Communication & Community Engagement.

<b>Governance Standard 3 - The board adheres to an orientation process for bringing on new members.</b>	
<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.	
<b>Evidence:</b> The annual report documented the orientation process for new board members. It stated, PACT has a program in place for onboarding of new board members which includes assigning a mentor for the new board member and a list of items to cover. Additionally, a meeting is held with the new Board Member, Mentor, Board Chair, and Executive Director of Building Operations before the new member’s first board meeting. This meeting covers the following topics: Open Meeting Law, Meeting Logistics, Board Member Training Requirements, Where to find important information about the school, Code of Conduct, and Conflict of Interest Policy.	

<b>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.</b>	
<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. All board members met the training requirements.	
<b>Evidence:</b> Board minutes documented that all board members received legal compliance training at the board retreat in November and all new board members completed the required training sessions within 12 months. In addition, the annual report included the following tables outlining the training received in FY23.	

## Board Training for 2022-2023 for New Board Members

*Initial training completed by Board Members in 2022-2023*

Name	Governance Basic Training Completed (Topic, trainer and date)	Finance Basic Training Completed (Topic, trainer and date)	Employment Basic Training Completed (Topic, trainer and date)
Ann Ostendorf	Board Governance, 7/27/2022	Financial Matters, 7/27/2022	Employment Matters, 7/27/2022
Michelle Jones (resigned July 2023 before completing a year)	To be completed by 10/2024	To be completed by 10/2024	Employment Matters, 11/1/2022

## Board Training for SY 2022-2023 for Ongoing Board Members

*Annual Training Completed by Board Members in SY 2022-2023*

Name	Training Topic	Date of Training	Trainer
Jason Busch	Legal Compliance	3/2/2023	Peter Martin
Brad Lawrence	Legal Compliance	3/2/2023	Peter Martin
Jennifer McDevitt	Legal Compliance	3/2/2023	Peter Martin
Joline Neilson	Legal Compliance	3/2/2023	Peter Martin
Samantha Peltier	Legal Compliance	3/2/2023	Peter Martin
Carl Sandmann	Legal Compliance	3/2/2023	Peter Martin
Jason Tossey	Legal Compliance	3/2/2023	Peter Martin
Ann Ostendorf	Legal Compliance	3/2/2023	Peter Martin
Michelle Jones	Legal Compliance	3/2/2023	Peter Martin

**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 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 the self-evaluation after the February and March board meetings.	
<b>Evidence:</b> Board minutes documented that the self-evaluation survey was introduced to board members at the February meeting. In March, members were reminded to take the survey. In April, it was announced that 8 out of 10 members completed the survey. The annual report described the process used by the board when completing the self-evaluation. It stated, board members fill out a self-evaluation each year in the winter. Each member completes a survey that identifies their ratings on board performance for a variety of areas. The compiled results of the self-evaluation were presented and discussed during the working session of the April 6, 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.	
<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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.	
<b>Evidence:</b> The school met this standard. Date, time, and location of all meetings are listed on the website. Links for agendas and minutes can be found on the website. An opportunity for the public to address the board is provided during all board meetings. A statement of open meetings for all board meetings is posted on the school’s website.	

<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. At the November retreat, board members reviewed the board of directors handbook, along with proposed policy changes.	
<b>Evidence:</b> Board minutes documented that at the November retreat, board members reviewed the board of directors handbook, along with proposed policy changes.	

<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 school met all election requirements including the 30 day notice, the election was held when school was in session, and eligible voters were encouraged to vote.	
<b>Evidence:</b> In February, the election committee announced they would send a notice announcing the election to all eligible voters 30 days prior to the election. The election ballot was approved at the April board meeting. Election results were approved at the May board meeting. The annual report including the following election information:	
<ul style="list-style-type: none"> <li>• Date of Notice announcing the board election: March 10, 2023</li> <li>• Date/s of the board election: April 21-25, 2023</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.	
<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 evaluation was completed at the December board meeting.	
<b>Evidence:</b> Board minutes documented that at the December meeting, members moved to a closed meeting for the purpose of conducting the evaluation of the school leaders. The annual report included the following information regarding the school director evaluation process and board meeting date(s):	
<ul style="list-style-type: none"> <li>• The process for evaluating the executive directors is outlined in the Executive Director Hiring, Supervision and Evaluation Policy.</li> <li>• A mid-year evaluation of the executive directors was conducted by the board of directors on December 1, 2022</li> <li>• An end of year evaluation was conducted on May 4, 2023.</li> </ul>	

<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 – N/A</b>
	<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 as the executive director is a licensed administrator.	
<b>Evidence:</b> The school met this standard as the executive 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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.	
<b>Evidence:</b> The school board utilizes policies and monitors the application of policies in its work throughout the year. Examples include: <ul style="list-style-type: none"> <li>● Examining board policy related to board membership and committees.</li> <li>● Reviewing board member training requirements and board member roles and responsibilities.</li> <li>● Monitoring compliance to open meeting law.</li> <li>● Monitoring evaluation of leadership.</li> <li>● Monitoring the World’s Best Workforce compliance.</li> <li>● Planning and organizing elections.</li> <li>● Monitoring board training.</li> </ul> <p>The board also reviewed policies as a regular agenda item at board meetings. Some policies reviewed include: 549 - Student Parking Policy 712 - Solicitation Policy 701 - Nursery Use Policy</p>	

**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 school has the required Data Practice policy and Data Practice Officials have been named and trained.

**Evidence:** The school leader stated, “We had listed my position as all three of these in our site visit as it is listed that way in our Protection and Privacy of Pupil records policy. We had our attorney review it a couple years ago. Stephanie had said we should have our board chair as responsible authority, and another person as designee (we’re planning to have our MARSS coordinator), and me as the official position. I have received training on data practices. So, for now, they are all me until we can update our policy. I’m planning to bring that update to the January board working session.”

The school adopted the following Data Practice policies:

- Protection and Privacy of Student Records

**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 monitors academic performance at meetings as a regular agenda item, as part of reviewing information found in the board packet, or as part of the Principal’s Report.

**Evidence:** The school met this standard. Academic oversight was mentioned in minutes for July to October, May, and June. The director’s report often includes academic information.

**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. They had a 91% and 85% parent satisfaction rate, 85% teacher retention, and 96% student retention.

**Evidence:** The annual report documented the following information about parent satisfaction, student retention, and teacher retention.

### Parent Satisfaction Survey Results

Number of parents who completed survey	Percent of parents satisfied or very satisfied with PACTthe school	
	157	Elementary
Secondary		85%

### Faculty Satisfaction Survey Results

Number of staff who completedSurvey	Percent of staff satisfied or very satisfied with PACT
93	85%

### Student Satisfaction Survey Results

Number of students who completed survey	Percent of students who were satisfied or very satisfied with PACT	
	354 (Grades 5-12)	Grades 5-6
Grades 7-12		54%



School Year	Total # of Students Eligible at End of FY23 to Return in Fall	Total # Students who Returned at Start of FY24	Retention Rate (%)
2022-23	632	609	96%

<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>X</b>	<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 partially met this standard. Board documents were not distributed to all board members at least 3 days prior to the meeting one time.	
<b>Evidence:</b> According to VOA-MN records, the July packet was received 2 days prior to the 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 has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.	
<b>Evidence:</b> The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it.	

Links to necessary policies and documents are on the school's website.

Statutory Requirement	Link
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;</p>	<p><a href="https://pact.charter.k12.mn.us/s/about-us/governance/School-Board.html">https://pact.charter.k12.mn.us/s/about-us/governance/School-Board.html</a></p>
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (2) directory information for the board of directors and for the members of committees having board-delegated authority;</p>	<p><a href="https://pact.charter.k12.mn.us/s/about-us/governance/School-Board.html">https://pact.charter.k12.mn.us/s/about-us/governance/School-Board.html</a></p>
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (3) identifying and contact information for the school's authorizer.</p>	<p><a href="https://pact.charter.k12.mn.us/s/about-us/governance/authorizer-volunteers-america.html">https://pact.charter.k12.mn.us/s/about-us/governance/authorizer-volunteers-america.html</a></p>
<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i>, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p><a href="https://pact.charter.k12.mn.us/component/content/article/184-about-us-cat/governance/policies-procedures/700-non-instructional-operations/403-714-enrollment-policy.html?Itemid=437">https://pact.charter.k12.mn.us/component/content/article/184-about-us-cat/governance/policies-procedures/700-non-instructional-operations/403-714-enrollment-policy.html?Itemid=437</a></p>

124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	<a href="#">-PACT Charter School - School Board</a>	
124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i> .	<a href="https://docs.google.com/document/d/12EetcE9TuJiG7Eqa2O_a6CwuGDqPEb36bFO7EXltcK0/edit?usp=sharing">https://docs.google.com/document/d/12EetcE9TuJiG7Eqa2O_a6CwuGDqPEb36bFO7EXltcK0/edit?usp=sharing</a>	
World's Best Workforce Report	<a href="https://docs.google.com/document/d/12EetcE9TuJiG7Eqa2O_a6CwuGDqPEb36bFO7EXltcK0/edit?usp=sharing">https://docs.google.com/document/d/12EetcE9TuJiG7Eqa2O_a6CwuGDqPEb36bFO7EXltcK0/edit?usp=sharing</a>	
124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	<a href="https://pact.charter.k12.mn.us/component/content/article/181-about-us-cat/governance/policies-procedures/400-human-resources/347-424-health-insurance-policy.html?Itemid=437">https://pact.charter.k12.mn.us/component/content/article/181-about-us-cat/governance/policies-procedures/400-human-resources/347-424-health-insurance-policy.html?Itemid=437</a>	

<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	

**Analysis:** 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 were reviewed as a regular agenda item.

**Evidence:** The board reviewed policies as a regular agenda item at every board meeting. Some policies include:

- 549 - Student Parking Policy
- 712 - Solicitation Policy
- 701 - Nursery Use Policy

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

*Schoolcraft Learning Community (SLC)*

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

**Board Structure and Development**

**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.

**Data Source:** School Annual Report, School Website, Bylaws

**Analysis:** The school met this standard. The board structure meets both bylaws and state statute.

**Evidence:** The school met this standard. MN state statute and the school’s bylaws state:

Statute and bylaws state: Subd. 3.Membership criteria. (a) The ongoing charter school board of directors shall have at least five non related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.

There were a total of 12 members during FY23. From that 12, 1 parent member was removed in December for not meeting the training and attendance requirement. In April, 1 teacher member finished her term and did not return. By the end of FY23, the board had 10 members consisting of 4 teachers, 4 parents, and 2 community members.

<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 utilized a board development video as a discussion tool to plan training.	
<b>Evidence:</b> VOA-MN Governance Analyst facilitated a planning session for the board to consider board development needs.	

<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 has a process for the orientation of new board members.	
<b>Evidence:</b> The school leader confirmed that all new members received orientation and stated, "After board elections are complete, new board members are invited, and highly encouraged, to attend the remaining board meetings to observe the current members and familiarize themselves with the current topics that are being addressed at that time. We also encourage new board members to attend the annual VOA meeting in June where they can receive all the necessary training needed as a new board member. For training, at the same time as appointment we go through a review of relevant policies."	

<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>2: Meets</b> - All board members comply with Minnesota law regarding board training requirements.
<b>X</b>	<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 partially met this standard. One board member did not fully comply with Minnesota law regarding board training requirements and was removed.

**Evidence:** The annual report provided a table documenting the training each board member participated in during FY23. The school leader also documented that on 7/26/22 all board members received training from Bard Dorn at MSBA about Hiring the Right Superintendent. All members, except for 1 met the required training for FY23. This member was removed from the board in December for not meeting this requirement.

**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 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.

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

**Analysis:** The school met this standard. At the end of each board meeting, board members complete an observation form that is focused on open meeting law, board meeting organization, board meeting atmosphere, and board agenda.

**Evidence:** The school met this standard. It was documented in meeting Minutes that board members reflected on the meeting at the September, November, January, and March meetings. In addition, the VOA-MN Governance Analyst facilitated a planning session for the board that included board self -valuation questions.

**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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.

**Evidence:** The school met this standard. Date, time, and location of all meetings are listed on the website. Links for agendas and minutes can be found on the website. An opportunity for the public to address the board is provided during all board meetings. A statement of open meetings for all board meetings is posted on the school’s website.

**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. The board reviewed bylaws at the February board meeting.

**Evidence:** The board reviewed bylaws at the February 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 election was held on a day while school was in session, there was more than 30- day’s notice, and all eligible voters were encouraged to vote.	
<b>Evidence:</b> The election was announced February 23rd, 2022. The election occurred between March 28th-April 8 <sup>th</sup> , which were days 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>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>X</b>	<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 did not complete an annual evaluation of school leadership during FY23.	
<b>Evidence:</b> The school stated in the annual report that “Due to the uniqueness of the three interim directors, the school board members chose not to conduct an evaluation of the directors, and instead focused their energy on the search of new directors.”	

<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 stated in the annual report that the leaders had a professional development plan and submitted detailed professional development plans to VOA-MN.	
<b>Evidence:</b> The school stated in the annual report that the leaders had a professional development plan and submitted detailed professional development plans to VOA-MN.	

<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.

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

**Analysis:** The school met this standard. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.

**Evidence:** The school met this standard. The school board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining board policy related to board membership and committees.
- Monitoring compliance to open meeting law.
- Monitoring job search of leadership.
- Monitoring the World’s Best Workforce compliance.
- Planning and organizing elections.
- Monitoring board training.

**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. Data practice and data privacy policies were reviewed, data practice officials were named, and all received training.

**Evidence:** It was document in the November Minutes that the board approved the following policies:

- Policy 320 - Appoint RA, DA, DPCO
- 515-1 - Data Request Practices Procedures

The school identified the following people as data practice officials and ensure they were trained: DA: Alison Drietz, Operations Mgr  
DPCO: Nelyta Belgarde, Board Chair  
RA: Mark Bjornrud, Interim Director of Operations

**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 monitors academic performance at meetings as a regular agenda item. It is often included in the director’s report.

**Evidence:** The school met this standard. Academic review as documented in the November Minutes. In addition, the director’s report often includes academic information.

**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. All three criteria were met. There is an 80% parent satisfaction rate, 94% student retention rate, and 88.24% teacher retention rate.

**Evidence:** The table below indicates results from satisfaction surveys and retention rates.

*22-23 Parent Satisfaction Survey Results*

Number of Parents who took the Survey	Number of Parents who were satisfied or very satisfied with the school	Percent Satisfaction Rate
5	4	80%

**Retention**

School Year	Total # of Students Eligible at End of Year to Return in Fall	Total # Students who Returned at Start of Next Year	Retention Rate (%)
2021-22 > 2022-23	178	167	94%

Teacher retention rate: 88.24%

<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 as the board members had access to packets 3 days prior to all board meetings.	
<b>Evidence:</b> VOA_MN records indicated that board members had access to packets 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 board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.	
<b>Evidence:</b> The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.	

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	<a href="https://www.Schoolcraft.org/o/Schoolcraftlearning/page/Board-minutes">https://www.Schoolcraft.org/o/Schoolcraftlearning/page/Board-minutes</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	<a href="https://www.Schoolcraft.org/page/Board">https://www.Schoolcraft.org/page/Board</a>

124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official Web site: (3) identifying and contact information for the school's authorizer.	Authorizer: The VOA logo is found on every page. Contact information for VOA was not found on the website.	
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	537 Kindergarten Lottery Policy: <a href="https://docs.google.com/document/d/1Pu_DBskWta0Gb5--sr7FPz-JtaaUS2_R0BVD-KHeJwTc/edit">https://docs.google.com/document/d/1Pu_DBskWta0Gb5--sr7FPz-JtaaUS2_R0BVD-KHeJwTc/edit</a> 538 Enrollment: <a href="https://docs.google.com/document/d/1ksI_Y-GK2P9qFA4RhBpxM0nuN91SB5h9FDIe_swl_-jrY/edit">https://docs.google.com/document/d/1ksI_Y-GK2P9qFA4RhBpxM0nuN91SB5h9FDIe_swl_-jrY/edit</a>	
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	Name: Found at the upper left of every page. Mailing address: Found at the bottom of every page. Bylaws: <a href="#">Bylaws   Schoolcraft Learning Community</a>	
124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i> .	<a href="https://www.Schoolcraft.org/page/annual-report-and-wbwf">https://www.Schoolcraft.org/page/annual-report-and-wbwf</a>	
World's Best Workforce Report	<a href="https://www.Schoolcraft.org/page/annual-report-and-wbwf">https://www.Schoolcraft.org/page/annual-report-and-wbwf</a>	
124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according	<a href="https://www.Schoolcraft.org/page/group-health-policy">https://www.Schoolcraft.org/page/group-health-policy</a>	

to the school or cooperative policy, the proposals become public data under chapter 13.		

<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 reviewed policies as a regular component of regular board meetings.	
<b>Evidence:</b> The board reviewed policies at meetings in August, September, October, November, January, and April. Some policies include: <ul style="list-style-type: none"> <li>• Policy 320 - Appoint RA, DA, DPCO</li> <li>• 515-1 - Data Request Practices Procedures</li> <li>• 100 SERIES</li> </ul>	

**SECTION TOTAL:** 15/17 Standards Met    1/17 Standards Partially Met    1/17 Standards Not Met

*Southside Family Charter School (SFCS)*

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 both bylaws and state statute.	
<b>Evidence:</b> State Statute: Subd. 3.Membership criteria. (a) The ongoing charter school board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.	

School Bylaws state: The board of directors shall be composed of at least five (5) nonrelated members and no more than thirteen (13) 6 members, a majority of whom shall be parent members. At least one member shall be a licensed teacher employed at SFCS, and at least one member shall be an interested community member who is not employed by the charter school and who does not have children enrolled at the school. The parent seats shall be occupied by parents or legal guardians of students enrolled in the charter school who are not employees of the charter school. A board member who is both a licensed teacher and a parent of a child enrolled at the school may only fulfill the licensed teacher role, and cannot fill the position of parent. Charter school employees other than licensed teachers shall not serve Fuon the board. contractors providing facilities, goods, or services to the charter school shall not serve on the board.

The board consists of 11 members with a majority of its members being parents. The board consists of 6 parents, 2 teachers, and 3 community members.

The annual report provided the following board member roster.

Name	Date Elected	Position	Seat Type	Term Ends	Contact
Alex Berryman	09/2022	Member	Teacher	09/2024	alex.board@southsidefamilyschool.org
Cate Carlis	09/2022	Member	Teacher	09/2024	cate.board@southsidefamilyschool.org
Krista Tinei	09/2022	Member	Parent	09/2024	krista.board@southsidefamilyschool.org
Manny Duerson	09/2021	Board Vice Chair	Parent	09/2023	manny.board@southsidefamilyschool.org
Kari Sharff	09/2022	Member	Parent	09/2024	kari.board@southsidefamilyschool.org
Sara Hurley	09/2022	Member	Parent	09/2024	sara.board@southsidefamilyschool.org
Michelle Law-Pink	09/2021	Member	Parent	09/2023	michelle.board@southsidefamilyschool.org
Benjy Nicholie	09/2022	Board Treasurer	Community Member	09/2024	benjy.board@southsidefamilyschool.org
Stan	09/2021	Board	Community	09/2023	stan.board@southsidefamilyschool.org

Hacker		Chair	Member		
KJ Starr	09/2022	Member	Parent	09/2024	kj.board@southsidefamilyschool.org
Peggie Carlson	09/2021	Member	Community Member	09/2023	peggie.board@southsidefamilyschool.org

**Governance Standard 2** - 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.

**Data Source:** Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website

**Analysis:** The school met this standard. The board has a multi-year strategic plan that included board education and committee work.

**Evidence:** There is a development plan in place. The annual report lays out a strategic plan that states, in 2021-2022 the board also invested significant time in updating policies and how board meetings were structured and conducted business each month. Board officers brought expertise and stability to board leadership and board members engaged in meaningful conversations of missional ideas for a school in a post pandemic era. A social justice agreement was created by the Equity in Education Committee, achieving a long-standing goal where students, staff and families signed a commitment to social justice education. With the multiple leadership transitions, the primary goal for strategic development of the 2022-23 school year was to hire a qualified and mission oriented School Administrator for the 2023-24 School Year. Other strategic initiatives identified for the next two years include continued expansive board education and committee work productivity along with hiring a consultant to support a strategic planning process that also includes a retreat between staff and board members in 2023-2024.

**Governance Standard 3** - 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.

**Data Source:** Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview

**Analysis:** The school met this standard. The school has a process for the orientation of new board members.

**Evidence:** The annual report states, as required by Minnesota statute, and in the interest of an engaged and informed board, all new and continuing board members receive annual training throughout their term. In addition, newly elected board members attend training specifically in the areas of governance, employment, and finance.



**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.

<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.

**Data Source:** Annual Report, School Website, Board Minutes and Documents

**Analysis:** The school met this standard. All board members met the training requirement.

**Evidence:** The annual report documented the following information. It stated, as required by Minnesota statute, and in the interest of an engaged and informed board, all new and continuing board members receive annual training throughout their term. In addition, newly elected board members attend training specifically in the areas of governance, employment, and finance. A summary of board training that occurred during the 2021-2022 school year is presented below.

The following table from the annual report documents the training received during FY23.

Table 2: Board Member Training

Name of Board Member	Name of Training Attended Date of Training
Kari Sharff, Sara Hurley, and Alex Berryman	Mandatory Training Series: 11/05/2022 Charter Source Introduction to Board Training Basics
Manny Duerson	VOA Annual Conference 06/2023

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

	<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>X</b>	<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 does not meet this standard. Evidence of a self-evaluation being completed by board members was not found.

**Evidence:** Evidence of a self-evaluation was not found in the board minutes.

**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.
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	<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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.	
<b>Evidence:</b> Date, time, and location of all meetings are listed on the website. Links for agendas and minutes can be found on the website. An opportunity for the public to address the board is provided during all board meetings. A statement of open meetings for all board meetings is posted on the school's website.	

<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 were reviewed in FY22.	
<b>Evidence:</b> The board reviewed the bylaws in February of 2022.	

<b>Governance Standard 8</b> - The board of directors adheres to board member election requirements set forth by state statute*.	
	<b>2: Meets</b> - All requirements were met.
	<b>1: Partially Meets</b> - N/A
<b>X</b>	<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 does not meet this standard. Evidence of announcing the election could not be found.	
<b>Evidence:</b> Evidence of election information was not found in board minutes. The annual report documented that the election was held on September 22, 2022.	

<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 evaluated the school's leadership situation due to the fact that the school's interim director that left partially during the school year. The board evaluated short term and long term needs resulting in the hiring of a transition coordinator and eventually a full time director.	
<b>Evidence:</b> The school's annual reported included information stating that the school's interim director was replaced by a transition coordinator to support staff and leadership on site while the board of directors evaluated needs for a new school administrator for the 2023-24 school year. A new director was hired for FY24.	

<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 for the non-licensed individual(s) was not documented in the school’s annual report.	
<b>Evidence:</b> A professional development plan for the non-licensed individual(s) was not documented in the school’s 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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.	
<b>Evidence:</b> The school board utilizes policies and monitors the application of policies in its work throughout the year. Examples include: <ul style="list-style-type: none"> <li>● Reviewing board member training requirements and board member roles and responsibilities.</li> <li>● Monitoring compliance to open meeting law.</li> <li>● Monitoring the World’s Best Workforce compliance.</li> <li>● Planning and organizing elections.</li> <li>● Monitoring board 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 complies with Federal data practices law and the Minnesota Data Practices Act.	
<b>Evidence:</b> The school met this standard. The board trained and designated the following members as Data Practice Officials: <ul style="list-style-type: none"> <li>• Responsible Authority: Julie Cohrs</li> <li>• Data Practices Compliance Official: Julie Cohrs</li> <li>• Data Practice Designee: Jamesha Hodge</li> </ul> <p>The school has adopted the following Data Practice policies:</p> <ul style="list-style-type: none"> <li>• Public and Private Personnel Data</li> <li>• Protection and Privacy of Pupil Records</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 monitors academic performance at meetings as a regular agenda item, as part of reviewing information found in the board packet, or as part of the Principal's Report.	
<b>Evidence:</b> The school met this standard. Evidence of academic oversight was mentioned in October when the board reviewed the annual report, in November when the board reviewed the school's strategic plan, and monthly as the director's report included academic updates.	

<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.
<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	
<b>Analysis:</b> The school does not meet this standard. The school met zero of the three criteria.	
<b>Evidence:</b> The annual report providing the following documentation about parent satisfaction, staff retention, and student retention.	
<ul style="list-style-type: none"> <li>● 60% of families responding to the survey agreed or strongly agreed that the school was effectively communicating what was needed to be informed as a parent of the school</li> <li>● 83% of families agreed or strongly agreed that their student’s classroom teacher effectively communicated with them on a consistent basis all they needed for their student’s success in their classroom.</li> <li>● 60% response rate of agree/strongly agree, the survey highlighted that families are seeking more information and opportunities to connect with one another.</li> <li>● (90%) that families are supportive of the social justice mission of the school and see it as the greatest strength of academic programming.</li> <li>● (65%) indicated that they agreed to some level the policies were clearly communicated, significant minorities indicated that they didn’t know or disagreed to some level that the policies were aligned with the mission (35%) and consistently enforced (43%).</li>   <li>● staff retention rate: 65.4%</li>   <li>● Student retention rates were not reported.</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.
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 school does not meet this standard. Board documents were not distributed to all board members at least 3 days prior to the meeting 4 times.	
<b>Evidence:</b> According to VOA-MN records, board documents were not distributed 3 days prior 4 times. December, March, and May packets were received 2 days prior to the meeting. The April packet was received 1 day prior to the 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.

**0: Does Not Meet** - Information is incomplete in the binder or on the school's website.

**Data Source:** School Website

**Analysis:** The school met this standard. The school board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all board members have digital access to it

**Evidence:** The school board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements and is located in the school office records room for public access and all board members have digital access to it. Board documents can also be found at the school's Web site at: <http://www.southsidefamilyschool.org/District/1221-Untitled.html>.

Statutory Requirement	Status
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official Website: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	<a href="http://www.southsidefamilyschool.org/AboutUs/Meetings%20and%20Public%20Postings">.Members, Meetings &amp; Public Postings • Page - Southside Family Charter School (southsidefamilyschool.org)</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official Website: (2) directory information for the board of directors and for the members of committees having board-delegated authority;	<a href="https://www.southsidefamilyschool.org/District/1221-Untitled.html">https://www.southsidefamilyschool.org/District/1221-Untitled.html</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official Website: (3) identifying and contact information for the school's authorizer.	<a href="http://www.southsidefamilyschool.org/AboutUs">About Us • Page - Southside Family Charter School (southsidefamilyschool.org)</a>
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its Website, a lottery policy and process that it must use when accepting pupils by lot.	Link: <a href="https://www.southsidefamilyschool.org/files/user/21/file/591%20Enrollment%202022.docx.pdf">https://www.southsidefamilyschool.org/files/user/21/file/591%20Enrollment%202022.docx.pdf</a>
124E.13 Subd. 3. (b) (3) post on the school Website the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	NA



124E.16 Subd. 2. Annual public reports. (a)... A charter school must post the annual report on the school's official <i>Website</i> .	<a href="#">2021-2022 SFCS Annual Report - Google Docs</a>	
124E.12 (b) A charter school board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Website</i> the policy for purchasing group health insurance coverage. A charter school board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	Link: <a href="#">Microsoft Word - 405 Purchase of Group Health Insurance 1.21.21.docx (southsidefamilyschool.org)</a>	

<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 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.
<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. Policy review occurred at less than half the regular board meetings.	
<b>Evidence:</b> Board minutes documented that policy review occurred at less than half the regular board meetings. The board reviewed policies at the November, December, February, and May board meetings. Some policies include: <ul style="list-style-type: none"> <li>● Governance Policy 105</li> <li>● 524</li> <li>● 531</li> <li>● 414</li> <li>● 714</li> <li>● 705</li> </ul>	

**SECTION TOTAL:** 11/17 Standards Met    1/17 Standards Partially Met    4/17 Standards Not Met

*Spectrum High School (SHS)*

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.

**Data Source:** School Annual Report, School Website, Bylaws

**Analysis:** The school met this standard. The board structure meets bylaws and state statute.

**Evidence:** The school board is in alignment with statutory requirements and their bylaws.

Statute says: Subd. 3.Membership criteria. (a) The ongoing charter school board of directors shall have at least five non related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.

Bylaws say: Section 2. Number, Tenure and Qualifications. At the time of election, the board of directors shall be composed of not less than five (5) but not more than seven (7) non related members and include: (i) two (2) licensed teachers employed at the school or providing instruction under contract between the charter school and a cooperative; (ii) at least two (2), but not more than four (4)parents or legal guardians of a student enrolled in the charter school, who are not an employee of the school; and (iii) at least one (1), but not more than two (2) interested community member(s) who reside(s) in Minnesota, is/are not employed by the charter school, and do(es) not have a child enrolled in the school.

The board has 7 members: 2 teachers, 3 parents, and 2 community members. The annual report included a board member roster.

## SCHOOL BOARD MEMBERS

Name	Seat Type (Teacher, Parent, Community)	Officer or Member	Area(s) of Expertise	Elected or Appointed	Date Seated	Term Ends	Email	Attendance (percent)
Dave Lucas	Community	Officer Chair	Governance Finance	Elected	02/01/2007	2025	First initial and last name @spectrumhighschool.org	83%
Tom Sagstetter	Community	Officer Vice Chair	Economics Finance	Elected	09/19/2013	2024		83%
Joe Thonas	Parent	Office Treasurer	Finance	Elected	09/19/2013	2024		92%
Jason Ruzek	Teacher	Officer Secretary	Leadership Development	Elected	06/23/2022	2025		100%
Cory Taylor	Parent	Member	Business	Elected	09/23/2021	2023		100%
Joshua Zehoski	Parent	Member	Strategic Leadership	Elected	06/23/2022	2023		92%
Nancy Moe	Teacher	Member	Education	Elected	06/18/2020	2023		100%
Dan DeBruyn	Ex Officio	Member	Administration Education Business	Elected	07/1/2016	NA		100%

**Governance Standard 2** - 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.

**Data Source:** Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website

**Analysis:** The school met this standard. The board established board goals derived from the annual self-evaluation.



<b>Evidence:</b> The school website provides links for agenda board is provided on the school's website.	<b>Evidence:</b> This standard is dated, time, and location of all meetings are listed on the website. Links for agenda board is provided on the school's website.	<b>Evidence:</b> All meetings are listed on the website. Links for agenda board is provided on the school's website.	<b>Evidence:</b> All meetings are listed on the website. Links for agenda board is provided on the school's website.
<b>Governance Standard 10</b> - The board has a board director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*)	<b>Governance Standard 10</b> - The board has a board director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*)	<b>Governance Standard 10</b> - The board has a board director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*)	<b>Governance Standard 10</b> - The board has a board director (if applicable as required by Minn. Stat. 124E.12, Subd. 2*)
<b>X</b>	<b>2: Meets</b> - Bylaws are consistent with state law and the school's annual report or the school's director holds an administrative license.	<b>2: Meets</b> - Bylaws are consistent with state law and the school's annual report or the school's director holds an administrative license.	<b>2: Meets</b> - Bylaws are consistent with state law and the school's annual report or the school's director holds an administrative license.
	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed regularly.	<b>1: Partially Meets</b> - Bylaws are consistent with state statute but are not reviewed 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>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.	<b>0: Does Not Meet</b> - Bylaws are inconsistent with state statute.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview
<b>Analysis:</b> The school met this standard. The board regularly reviews, updates, and approves its bylaws.	<b>Analysis:</b> The school met this standard. The board regularly reviews, updates, and approves its bylaws.	<b>Analysis:</b> The school met this standard. The board regularly reviews, updates, and approves its bylaws.	<b>Analysis:</b> The school met this standard. The board regularly reviews, updates, and approves its bylaws.
<b>Evidence:</b> According to the school leader, "Spectrum's Bylaws were last amended in April 2022. The annual report also documented that the board reviewed and approved goals for the executive director to achieve during FY23.	<b>Evidence:</b> According to the school leader, "Spectrum's Bylaws were last amended in April 2022. The annual report also documented that the board reviewed and approved goals for the executive director to achieve during FY23.	<b>Evidence:</b> According to the school leader, "Spectrum's Bylaws were last amended in April 2022. The annual report also documented that the board reviewed and approved goals for the executive director to achieve during FY23.	<b>Evidence:</b> According to the school leader, "Spectrum's Bylaws were last amended in April 2022. The annual report also documented that the board reviewed and approved goals for the executive director to achieve during FY23.
<b>Governance Standard 11</b> - The board of directors monitors an organization's adherence to school board policies.	<b>Governance Standard 11</b> - The board of directors monitors an organization's adherence to school board policies.	<b>Governance Standard 11</b> - The board of directors monitors an organization's adherence to school board policies.	<b>Governance Standard 11</b> - The board of directors monitors an organization's adherence to school board policies.
<b>X</b>	<b>2: Meets</b> - All required meeting minutes include the organization's adherence to school board policies.	<b>2: Meets</b> - All required meeting minutes include the organization's adherence to school board policies.	<b>2: Meets</b> - All required meeting minutes include the organization's adherence to school board policies.
	<b>1: Partially Meets</b> - Meeting minutes include the organization's adherence to school board policies.	<b>1: Partially Meets</b> - Meeting minutes include the organization's adherence to school board policies.	<b>1: Partially Meets</b> - Meeting minutes include the organization's adherence to school board policies.
	<b>0: Does Not Meet</b> - Meeting minutes do not include the organization's adherence to school board policies.	<b>0: Does Not Meet</b> - Meeting minutes do not include the organization's adherence to school board policies.	<b>0: Does Not Meet</b> - Meeting minutes do not include the organization's adherence to school board policies.
<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview	<b>Data Source:</b> Board Minutes, Bylaws, Board Policies, Interview
<b>Analysis:</b> The school met this standard. The board election was held on a day while school was in session, there was more than 30-day's notice, and all eligible voters were encouraged to vote.	<b>Analysis:</b> The school met this standard. The board election was held on a day while school was in session, there was more than 30-day's notice, and all eligible voters were encouraged to vote.	<b>Analysis:</b> The school met this standard. The board election was held on a day while school was in session, there was more than 30-day's notice, and all eligible voters were encouraged to vote.	<b>Analysis:</b> The school met this standard. The board election was held on a day while school was in session, there was more than 30-day's notice, and all eligible voters were encouraged to vote.
<b>Evidence:</b> Board meeting minutes from February and March 2023 show the board received hard copies of the profiles of the candidates and approved the election information.	<b>Evidence:</b> Board meeting minutes from February and March 2023 show the board received hard copies of the profiles of the candidates and approved the election information.	<b>Evidence:</b> Board meeting minutes from February and March 2023 show the board received hard copies of the profiles of the candidates and approved the election information.	<b>Evidence:</b> Board meeting minutes from February and March 2023 show the board received hard copies of the profiles of the candidates and approved the election information.
<b>Analysis:</b> The school met this standard. The board election was held on a day while school was in session, there was more than 30-day's notice, and all eligible voters were encouraged to vote.	<b>Analysis:</b> The school met this standard. The board election was held on a day while school was in session, there was more than 30-day's notice, and all eligible voters were encouraged to vote.	<b>Analysis:</b> The school met this standard. The board election was held on a day while school was in session, there was more than 30-day's notice, and all eligible voters were encouraged to vote.	<b>Analysis:</b> The school met this standard. The board election was held on a day while school was in session, there was more than 30-day's notice, and all eligible voters were encouraged to vote.
<b>Evidence:</b> The school board utilizes policies and procedures to monitor the application of policies and procedures. The annual report documented the following election information:	<b>Evidence:</b> The school board utilizes policies and procedures to monitor the application of policies and procedures. The annual report documented the following election information:	<b>Evidence:</b> The school board utilizes policies and procedures to monitor the application of policies and procedures. The annual report documented the following election information:	<b>Evidence:</b> The school board utilizes policies and procedures to monitor the application of policies and procedures. The annual report documented the following election information:
<ul style="list-style-type: none"> <li>Date of notice announcing the board election: March 15, 2023</li> <li>Date/s of the board election: April 18th, 2023</li> <li>Election Results were certified by the school board on April 24th, 2023</li> </ul>	<ul style="list-style-type: none"> <li>Date of notice announcing the board election: March 15, 2023</li> <li>Date/s of the board election: April 18th, 2023</li> <li>Election Results were certified by the school board on April 24th, 2023</li> </ul>	<ul style="list-style-type: none"> <li>Date of notice announcing the board election: March 15, 2023</li> <li>Date/s of the board election: April 18th, 2023</li> <li>Election Results were certified by the school board on April 24th, 2023</li> </ul>	<ul style="list-style-type: none"> <li>Date of notice announcing the board election: March 15, 2023</li> <li>Date/s of the board election: April 18th, 2023</li> <li>Election Results were certified by the school board on April 24th, 2023</li> </ul>
<b>Governance Standard 12</b> - The board of directors monitors an organization's adherence to school board policies.	<b>Governance Standard 12</b> - The board of directors monitors an organization's adherence to school board policies.	<b>Governance Standard 12</b> - The board of directors monitors an organization's adherence to school board policies.	<b>Governance Standard 12</b> - The board of directors monitors an organization's adherence to school board policies.
<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>2: Meets</b> - The board completed a formal evaluation of the school leader including all aspects of the job description.	<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 including all aspects of the job description.	<b>1: Partially Meets</b> - The board completed an 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 including all aspects of the job description.
	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader including all aspects of the job description.	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader including all aspects of the job description.	<b>0: Does Not Meet</b> - The board did not complete an annual evaluation of the school leader including all aspects of the job description.
<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Release time for religious instruction	<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Release time for religious instruction	<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Release time for religious instruction	<b>Data Source:</b> Annual Report, Board Minutes, Committee Minutes, Release time for religious instruction
<b>Analysis:</b> The school met this standard. The evaluation was completed at the March board meeting.	<b>Analysis:</b> The school met this standard. The evaluation was completed at the March board meeting.	<b>Analysis:</b> The school met this standard. The evaluation was completed at the March board meeting.	<b>Analysis:</b> The school met this standard. The evaluation was completed at the March board meeting.
<b>Governance Standard 13</b> - The board of directors provides oversight of school academic performance.	<b>Governance Standard 13</b> - The board of directors provides oversight of school academic performance.	<b>Governance Standard 13</b> - The board of directors provides oversight of school academic performance.	<b>Governance Standard 13</b> - The board of directors provides oversight of school academic performance.
<b>X</b>	<b>2: Meets</b> - Meeting minutes include evidence of the school leader's academic performance.	<b>2: Meets</b> - Meeting minutes include evidence of the school leader's academic performance.	<b>2: Meets</b> - Meeting minutes include evidence of the school leader's academic performance.
	<b>1: Partially Meets</b> - At least half of the board reviewed the school leader's academic performance.	<b>1: Partially Meets</b> - At least half of the board reviewed the school leader's academic performance.	<b>1: Partially Meets</b> - At least half of the board reviewed the school leader's academic performance.
	<b>0: Does Not Meet</b> - Less than half of the board reviewed the school leader's academic performance.	<b>0: Does Not Meet</b> - Less than half of the board reviewed the school leader's academic performance.	<b>0: Does Not Meet</b> - Less than half of the board reviewed the school leader's academic performance.
<b>Data Source:</b> Board Meeting Minutes	<b>Data Source:</b> Board Meeting Minutes	<b>Data Source:</b> Board Meeting Minutes	<b>Data Source:</b> Board Meeting Minutes

**Analysis:** The school met this standard. The board monitors academic performance at meetings as an agenda item, as part of reviewing information found in the board packet, or as part of the Principal's Report.

**Evidence:** The school met this standard. Evidence of academic oversight were mentioned in minutes for August, September, November and January. The director's report often includes academic information.

**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. 90-100% of parents that took the survey were satisfied with the school, there was a staff retention rate of 81.25%, and a student retention rate of 91%.

**Evidence:** The annual report included information about student retention, teacher retention, and parent satisfaction.

2022-2023 NON-TEACHING STAFF RETENTION RATE: 81.25%.

90-100% of parents that took the survey were satisfied with the school.

**Retention**

School Year	Total # of Students Eligible at End of Year to Return in Fall of 2022	Total # of (Eligible) Students Who Returned at Start of 2022-2023 School Year	Retention Rate (%)
2022-2023	734	671	91%



<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.
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 school did not meet this standard. Board documents were not distributed to all board members at least 3 days prior to the meeting four times.	
<b>Evidence:</b> According to VOA-MN records, board documents were not distributed 3 days prior to the meeting 4 times. According to school, the packets for Jan., Feb., May, and June 2023 were each distributed on Tuesday before the meeting, or 2 days prior.	

<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 board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school’s website.	
<b>Evidence:</b> The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school’s website.	
Statutory Requirement	Link

<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;</p>	<p>Up to date, all minutes uploaded:</p> <p><a href="https://www.spectrumhighSchool.org/Board-of-directors/Board-meeting-agendas-and-minutes">https://www.spectrumhighSchool.org/Board-of-directors/Board-meeting-agendas-and-minutes</a></p>	
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (2) directory information for the board of directors and for the members of committees having board-delegated authority;</p>	<p>Yes:</p> <p><a href="https://www.spectrumhighSchool.org/Board-of-directors/current-Board-members">https://www.spectrumhighSchool.org/Board-of-directors/current-Board-members</a></p> <p>Note that board member Dave Lucas has his terms ending on 6.30.2022 which was updated in the June 2022 board meeting as he was re-elected till June 2025. This needs to be updated on the website.</p>	
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (3) identifying and contact information for the school's authorizer.</p>	<p>School's authorizer: Found at the bottom of every page.</p>	
<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i>, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p><a href="https://campussuite-storage.s3.amazonaws.com/prod/1558765/baa23bfc-8b6c-11e9-a877-12b44ef01e22/1942657/7a4b0552-91b6-11e9-bef9-12e61aa817fa/file/SHSAdmissionsandEnrollmentPolicy.pdf">https://campussuite-storage.s3.amazonaws.com/prod/1558765/baa23bfc-8b6c-11e9-a877-12b44ef01e22/1942657/7a4b0552-91b6-11e9-bef9-12e61aa817fa/file/SHSAdmissionsandEnrollmentPolicy.pdf</a></p> <p>The lottery Policy is part of the Admission and Enrollment Policy.</p>	



<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation</p>	<p><a href="https://www.spectrumhighSchool.org/about-us/spectrum-building-company-Board-of-directors">https://www.spectrumhighSchool.org/about-us/spectrum-building-company-Board-of-directors</a></p>
<p>124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i>.</p>	<p><a href="https://campussuite-storage.s3.amazonaws.com/prod/1558765/baa23bfc-8b6c-11e9-a877-12b44ef01e22/2527550/a1714a1e-7d63-11ed-af15-029fd3f30dbd/file/FY22_FINAL_Annual_Report_and_Worlds_Best_Workforce_Report.pdf">https://campussuite-storage.s3.amazonaws.com/prod/1558765/baa23bfc-8b6c-11e9-a877-12b44ef01e22/2527550/a1714a1e-7d63-11ed-af15-029fd3f30dbd/file/FY22_FINAL_Annual_Report_and_Worlds_Best_Workforce_Report.pdf</a></p>
<p>World's Best Workforce Report</p>	<p><a href="#">FY22_FINAL_Annual_Report_and_Worlds_Best_Workforce_Report.pdf (campussuite-storage.s3.amazonaws.com)</a> WBWF is included in the Annual report</p>
<p>124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p><a href="https://www.spectrumhighSchool.org/Board-of-directors/files/documents/approved-Board-policies/300-series/Group%20Health%20Insurance%20Coverage%20Policy.pdf">https://www.spectrumhighSchool.org/Board-of-directors/files/documents/approved-Board-policies/300-series/Group%20Health%20Insurance%20Coverage%20Policy.pdf</a></p>

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

	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 has a process for reviewing policies as evidenced by policy reviews and revisions noted in meeting minutes.	
<b>Evidence:</b> The board reviewed policies at every board meeting. Some policies include: <ul style="list-style-type: none"> <li>• Student meals</li> <li>• Data Practices Policy</li> <li>• Admission and Enrollment Policy</li> <li>• Release time for religious Instruction</li> <li>• Religious Expression guideline</li> <li>• Student Dress Code</li> </ul>	

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

***Twin Lakes STEM Academy***

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 both bylaws and state statute.	
<b>Evidence:</b> State Statute: Subd. 3.Membership criteria. (a) The ongoing charter school board of directors shall have at least five non- related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.  School Bylaws say: The initial board of directors shall be as stated in the Articles of Incorporation and each director on the initial board of directors shall serve until the first annual meeting. At all times, the board shall consist of not less than five [5] nor more than eleven [11] members.  The board consists of 7 members: 2 parents, 2 teachers, and 2 community members, thus meeting the requirements set by both the state and the school’s bylaws.  The annual report included a board member roster.	

<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 leader stated that the board discussed and had agenda items where they went through the online training website and added training to board packets.	
<b>Evidence:</b> The school leader stated that the board discussed and had agenda items where they went through the online training website and added training to board packets.	

<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 stated that all new board members received orientation.	
<b>Evidence:</b> The school leader stated 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	

**Analysis:** The school met this standard. All board members met the training requirement.

**Evidence:** It was documented in board minutes that all board members received finance training in December and signed up for MN Charterboard training in June. The annual report also documented the training that occurred during FY23. The table below shows the training each member received.

**REQUIRED BOARD TRAINING**

All board members completed annual training in Governance and Finance in provided prior to the January and February school board meetings, Rod Henke provide governance training and Joe Alipe

**INITIAL REQUIRED STATUTORY TRAINING COMPLETED BY BOARD MEMBERS**

Board Member Name	Governance Basic Training Completed	Finance Basic Training Completed	Employment Basic Training Completed	Dates, locations and trainers
Patrick Exner	X	X	X	MNSBA August 2018
Jennifer Goplen	X	X	X	MNSBA August 2018
Abdirashid Abdi	X	X	X	Through AIM Academy 2022
Amir Orandi	X	X	X	MNSBA August 2018
Ann Peterson	X	X	X	MNSBA Fall 2021 on-line
Jenabo Turay	X	X	X	MNSBA Fall 2022 on-line
Malaney Peterson	X	X	X	VOA Conference June 2022

**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 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.

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

**Analysis:** The school met this standard. Board minutes reflect that the board discussed the self-evaluation in May.

**Evidence:** Board minutes reflect that the board discussed the self-evaluation in May.

**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.
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	<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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.	
<b>Evidence:</b> The school met this standard. Date, time, and location of all meetings are listed on the website. Links for agendas and minutes can be found on the website. An opportunity for the public to address the board is provided during all board meetings. A statement of open meetings for all board meetings is posted on the school's website.	

<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. The school leader reported that the board reviewed bylaws that deal with board membership.	
<b>Evidence:</b> The school leader reported that the board reviewed bylaws that deal with board membership.	

<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 election was announced at both the March and April board meetings and that the election would be held May 11, 2023.	
<b>Evidence:</b> The election was announced at both the March and April board meetings and that the election would be held May 11, 2023.	

<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 evaluated the leader in June of 2023.	
<b>Evidence:</b> The school leader reported that the board evaluated the him in June 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 meets this standard as the school leader is a licensed administrator.	
<b>Evidence:</b> The school meets this standard as the school leader 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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.	
<b>Evidence:</b> The school board utilizes policies and monitors the application of policies in its work throughout the year. Examples include: <ul style="list-style-type: none"> <li>● Examining board policy related to board membership and committees.</li> <li>● Reviewing board member training requirements and board member roles and responsibilities.</li> <li>● Monitoring compliance to open meeting law.</li> <li>● Planning and organizing elections.</li> <li>● Monitoring board training.</li> </ul> Some policies reviewed include: <ul style="list-style-type: none"> <li>● Kindergarten Enrollment Policy</li> <li>● Board Policy 220</li> <li>● Board policy 470</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 school leader reported that data practice officials were named and trained.	
<b>Evidence:</b> The school leader reported that data practice officials were named and trained.	

<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 monitors academic performance at meetings as a regular agenda item, as part of reviewing information found in the board packet, or as part of the Principal’s Report.	
<b>Evidence:</b> The school met this standard. The board reviewed NWEA results in October and MCA, NWEA and Dibels Testing in May. The director’s report often included academic information.	

<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.
<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	
<b>Analysis:</b> The school does not meet this standard. Zero of the three criteria were met. The school had a student retention rate of 63%, a teacher retention rate of 75%, and a parent satisfaction at 85%.	



**Evidence:** The annual report provided the following information:

- Student retention rate: 63%
- Teacher retention rate: 75%
- Parent satisfaction: 85%

A parent satisfaction survey was conducted where parents were asked about the likelihood that their child will remain at the school: Results:

Very Likely 35

Likely 10

Somewhat Unlikely 5

Very Unlikely 1

No Response 2

45/53 = 85%

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

**2: Meets** - Board documents were distributed to all board members at least 3 days prior to each board meeting.

**1: Partially Meets** - Board documents were not distributed to all board members one or two times.

X **0: Does Not Meet** - 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 does not meet this standard. Board documents were not distributed to board members at least 3 days prior to the meeting 8 times.

**Evidence:** According to VOA-MN records, board documents were not received 3 days prior to the meeting 8 times. May packet received 2 days prior to meeting. August, September, October, December, January, and March packets were received 1 day prior to meeting. The April packet was requested and received 3 days after the 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\*.

X **2: Meets** - 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.

**1: Partially Meets** - 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.

**0: Does Not Meet** - Information is incomplete in the binder or on the school's website.

**Data Source:** School Website

**Analysis:** The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

**Evidence:** The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the

school's website.		
Statutory Requirement	Link	
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	<a href="https://twinlakesacademy.org/Board-packets-and-minutes/">https://twinlakesacademy.org/Board-packets-and-minutes/</a>	
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	<a href="https://twinlakesacademy.org/members/">https://twinlakesacademy.org/members/</a>	
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	<a href="https://twinlakesacademy.org/Authorizer-Twin-Lakes-STEM-Academy-twinlakesacademy.org/">Authorizer – Twin Lakes STEM Academy (twinlakesacademy.org)</a>	
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	<a href="https://twinlakesacademy.org/wp-content/uploads/2022/05/591-admissions-policy.pdf">https://twinlakesacademy.org/wp-content/uploads/2022/05/591-admissions-policy.pdf</a>	
124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	No building corporation.	
124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i> .	<a href="https://twinlakesacademy.org/annual-reports/">https://twinlakesacademy.org/annual-reports/</a>	
World's Best Workforce Report	<a href="https://twinlakesacademy.org/annual-reports/">https://twinlakesacademy.org/annual-reports/</a>	
124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals	<a href="https://twinlakesacademy.org/wp-content/uploads/2022/05/policy-481-january-25-2021.pdf">https://twinlakesacademy.org/wp-content/uploads/2022/05/policy-481-january-25-2021.pdf</a>	

according to the school or cooperative policy, the proposals become public data under chapter 13.		
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<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 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.
<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 document provided by the school leader of suggested policies for review in FY23. However, policies were reviewed at less than half the board meetings.	
<b>Evidence:</b> Board minutes document that the board reviewed policies in August, November, and April. Some policies include: <ul style="list-style-type: none"> <li>• Kindergarten Enrollment Policy</li> <li>• Board Policy 220</li> <li>• Board policy 470</li> </ul>	

**SECTION TOTAL:** 14/17 Standards Met    1/17 Standards Partially Met    2/17 Standards Not Met

*TrekNorth Junior & Senior High School (TN)*

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.	

**Evidence:** The school met this standard. Both state statute and school bylaws state: Subd. 3.Membership criteria. (a) The ongoing charter school board of directors shall have at least five non-related members and include: (1) at least one licensed teacher who is employed as a teacher at the school or provides instruction under contract between the charter school and a cooperative; (2) at least one parent or legal guardian of a student enrolled in the charter school who is not an employee of the charter school; and (3) at least one interested community member who resides in Minnesota, is not employed by the charter school, and does not have a child enrolled in the school.

The board has 9 members: 5 teachers, 3 parents, and 1 community member.

The annual report provided the following board member roster.

**School Board Membership and Attendance 2022-2023**

Name	Board Position	Group Affiliation (if teacher, file folder #)	Date Elected	Date Seated	Term Expiration	Phone Number	E-Mail Address	Member Meeting Attendance Rate (percent)
Dave Vanengelenhoven	Board Chair	Parent	June 2017	August 2017	June 2026	218-444-1888	dvanengelenhoven@treknorth.org	60%
Hilary Anderson	Member	Community Member	Filled Vacancy	November 2021	June 2025	218-444-1888	handerson@treknorth.org	90%
Lydia Pietruszewski	Member	Parent	Filled Vacancy	April 2020	June 2025	218-444-1888	lpietruszewski@treknorth.org	70%
Tami Worner	Member	Teacher	June 2020	August 2020	June 2026	218-444-1888	tworner@treknorth.org	60%
Tara King	Member	Teacher	Filled Vacancy	June 2020	June 2025	218-444-1888	tking@treknorth.org	70%
Lisa Fisher	Member	Teacher	June 2019	August 2019	June 2025	218-444-1888	lfisher@treknorth.org	90%

Chance Adams	Member	Teacher	Filled Vacancy	October 2014	June 2025	218-444-1888	cadams@treknorth.org	90%
Alexis Pearson	Member	Teacher	Filled Vacancy	February 2022	June 2026	218-444-1888	apearson@treknorth.org	90%
Jennifer Dunham	Vice Chair/ Treasurer	Parent	June 2020	August 2020	June 2026	218-444-1888	jdunham@treknorth.org	60%

**Governance Standard 2** - 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.

**Data Source:** Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website

**Analysis:** The school met this standard. The board created a Board Development and Monitoring Calendar that includes activities, policies to be reviewed, and important items to cover each month.

**Evidence:** The annual report provided a Board Development and Monitoring Calendar that includes activities, policies to be reviewed, and important items to cover each month.

**Governance Standard 3** - 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.

**Data Source:** Board Minutes, Interview, Board Development Plan and/or Board Training Plan, Interview

**Analysis:** The school met this standard. Board orientation was conducted in August.

**Evidence:** Updates regarding new member training were provided at the August board meeting. Members received accounts to CharterSource and CharterBoard to complete requirements.

**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.

<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.

**Data Source:** Annual Report, School Website, Board Minutes and Documents

**Analysis:** The school met this standard. All members met the training requirement.

**Evidence:** It was documented in board minutes that board training was provided to all board members at the January board meeting. board members received membership accounts to Charter source in January.

The annual report provided a table detailing the training completed in FY23.

**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 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.

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

**Analysis:** The school met this standard. Evidence of board self-evaluation was completed in April.

**Evidence:** It was documented in board minutes that the board self-evaluation was completed in April.

**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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.

**Evidence:** The school met this standard. Date, time, and location of all meetings are listed on the website. Links for agendas and minutes can be found on the website. An opportunity for the public to address the board is provided during all board meetings. A statement of open meetings for all board meetings is posted on the school’s website.

**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.
<b>Data Source:</b> School Website, Board Minutes, Bylaws, Interview	
<b>Analysis:</b> The school met this standard. The board reviewed bylaws at the May board meeting.	
<b>Evidence:</b> It was documented in board minutes that the board reviewed bylaws at the May 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 election was held on a day while school was in session, all eligible voters were encouraged to vote, and there was more than 30-day’s notice.	
<b>Evidence:</b> It was documented in board minutes that in January the board established a board election committee. In March, nominations were solicited. In April nomination information and ballot casting information was mailed to eligible voters.	
The annual report provided the following election information:	
<ul style="list-style-type: none"> <li>● Notification of upcoming election - March 2023</li> <li>● Solicitation of Nominations Deadline: March 31, 2023</li> <li>● Ballots sent to all members/ stakeholders: April 11, 2023</li> <li>● Ballots due to TrekNorth on April 28, 2023 at 3:10 p.m. (counted that day)</li> <li>● Present results to board at May regular meeting</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.	
<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 evaluation was completed at the April board meeting.	
<b>Evidence:</b> It was documented in board minutes that the evaluation was completed at the April board meeting. This was a closed 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 as the executive director is a licensed administrator.	
<b>Evidence:</b> The school met this standard as the executive director is a licensed administrator. Erica Harmsen is the TN Executive Director. She has a Communication Arts/Literature license grades 5-12 and has a Masters in Educational Leadership (Minnesota State, Moorhead) with a Professional Administration Principal K-12 license. Her file folder is 402513.	

<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. The board utilizes policies and monitors the application of policies in its work throughout the year that impact school finances, administrative functions, school governance, and operations.	

**Evidence:** The school board utilizes policies and monitors the application of policies in its work throughout the year. Examples include:

- Examining board policy related to board membership and committees.
- Reviewing board member training requirements and board member roles and responsibilities.
- Monitoring compliance to open meeting law.
- Monitoring evaluation of leadership.
- Monitoring the Annual Report.
- Planning and organizing elections.
- Monitoring board training.

Some policies reviewed include:

- Treatment of students
- treatment of parents/ guardians
- Unity of Control
- Accountability of the Executive Director
- Delegation to the Executive Director
- Monitoring Executive Director Performance

**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 school has identified and trained Data Practice Officials and has the required Data Practice policies.

**Evidence:** It was documented at the August board meeting that a DPCO, RA, and DPA were designated. The following people serve these roles:

- RA - Responsible Authority - Erica Harmsen
- DPCO - Data Practices Compliance Officer - Dave VanEngelenhoven
- DPA - Designated Person Authority -

Kirby Ganske The school has adopted the following Data Practice policies:

- Public and Private Personnel Data
- Student Record Protection Plan

**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 monitors academic performance at meetings as a regular agenda item, as part of reviewing information found in the board packet, or as part of the Principal’s Report.

**Evidence:** The school met this standard. Evidence of academic oversight were mentioned in minutes for the following months: August: Sundog Status Report  
October: Sundog Status Report and Annual Report

November: Student Performance/Achievement  
February: Student Performance/Achievement and Sundog Status Report  
April: STAR winter data  
June: Student Performance/Achievement  
The director’s report often includes academic information.

**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 the three criteria. Parent satisfaction rate averaged over 89%, the student retention rate was 95.7%, and the teacher retention rate was 80%.

**Evidence:** The annual report provided information that the school met all three criteria.

**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. Board members always had access to packets 3 days prior to all board meetings.	
<b>Evidence:</b> According to VOA-MN records, board members always had access to packets 3 days prior to all board meetings.	

**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. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

**Evidence:** The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

Statutory Requirement	Link
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;	<a href="https://drive.google.com/drive/folders/1BuQGVfbds_Pi8rKtqEwRfhGPqxKe5MA5?usp=sharing">https://drive.google.com/drive/folders/1BuQGVfbds_Pi8rKtqEwRfhGPqxKe5MA5?usp=sharing</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (2) directory information for the board of directors and for the members of committees having board-delegated authority;	<a href="https://www.treknorth.org/page/Board">https://www.treknorth.org/page/Board</a>
124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i> : (3) identifying and contact information for the school's authorizer.	<a href="https://www.treknorth.org/page/authorizer-information">https://www.treknorth.org/page/authorizer-information</a>
124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i> , a lottery policy and process that it must use when accepting pupils by lot.	<a href="https://www.treknorth.org/page/policies">https://www.treknorth.org/page/policies</a>

124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation	<a href="https://www.treknorth.org/page/Board">https://www.treknorth.org/page/ Board</a>	
124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i> .	<a href="https://5il.co/k10k">https://5il.co/k10k</a> (found from <a href="https://www.treknorth.org/page/policies">https://www.treknorth.org/page/policies</a> )	
124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.	<a href="https://5il.co/knsh">https://5il.co/knsh</a>	

<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 school has a policy review calendar and reviewed policies at most board meetings.	
<b>Evidence:</b> The annual report provides a Board Development Plan that includes renewal of policies. According to the calendar, policies were reviewed in August, October, November, January, February, April, May, and June. Some policies include: <ul style="list-style-type: none"> <li>● Treatment of students</li> <li>● treatment of parents/ guardians</li> <li>● Unity of Control</li> <li>● Accountability of the Executive Director</li> <li>● Delegation to the Executive Director</li> <li>● Monitoring Executive Director Performance</li> </ul>	

**Woodbury Leadership Academy (WLA)**

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.

**Data Source:** School Annual Report, School Website, Bylaws

**Analysis:** The school met this standard. The board meets MN state statute and its bylaws.

**Evidence:**

The annual report included the following board member roster demonstrating alignment with bylaws and statute.

**2022-2023 Board Members**

Position	Name	Email	Term
Board Chair, Parent	Folks, Mandi	<a href="mailto:mfolks@wlamn.org">mfolks@wlamn.org</a>	1/2017
Treasurer, Teacher	Skordahl, Jolene	<a href="mailto:jskordahl@wlamn.org">jskordahl@wlamn.org</a>	8/2017
Secretary, Teacher	Sjoberg, Natalie	<a href="mailto:nsjoberg@wlamn.org">nsjoberg@wlamn.org</a>	1/2020
Community Member	Shelbi Pool	<a href="mailto:spool@wlamn.org">spool@wlamn.org</a>	06/2021
Teacher	Julie Ohs	<a href="mailto:Johs@wlamn.org">Johs@wlamn.org</a>	02/2022
Parent	Ryan Sheak	<a href="mailto:rsheak@wlamn.org">rsheak@wlamn.org</a>	6/2022
Parent	Washington, Rich	<a href="mailto:rwashingotn@wlamn.org">rwashingotn@wlamn.org</a>	8/2022
Ex-Officio, Director	Mortensen, Kathleen	<a href="mailto:kmortensen@wlamn.org">kmortensen@wlamn.org</a>	

**Governance Standard 2** - 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.

**Data Source:** Board Development and/or Board Training Plan and/or Training Table or Calendar, Board Development Committee Minutes, Board Minutes, Annual Report, School Website



**Analysis:** The school met this standard. The board put together a training and policy review calendar for FY23.

**Evidence:** It was documented in the July board minutes that the board would be following A Training/Policy Review Timeline. Ms. Sjoboberg was responsible for ensuring the timeline was followed and provided updates on the board’s progress for following the timeline.

<b>Governance Standard 3 - The board adheres to an orientation process for bringing on new members.</b>	
<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 and follows a process for orientation of its new board members.	
<b>Evidence:</b> It was documented in the annual report that whenever new board members are first seated, Woodbury Leadership Academy immediately works to provide training as soon as possible, and oftentimes this training can be completed within 60-90 days of being seated. A board binder is provided to all members.	

<b>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.</b>	
<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. All board met the training requirement.	
<b>Evidence:</b> The information below lists the months and training that was documented in board minutes: <ul style="list-style-type: none"> <li>• July: Mandated Reporting Policies and Procedures Training.</li> <li>• November: Board Training: Annual Audit Presentation: Brad presented on the Annual Audit and reviewed the average daily membership and general fund expenditures over the years.</li> </ul> <p>It was documented in the annual report that all members had completed the required trainings related to board member roles and responsibilities, employment policies and practices, and financial management. All members participated in trainings regarding Open Meeting Law requirements as well. The trainings were conducted by the Minnesota Association of Charter Schools, VOA, and Booth Law Group.</p>	

<b>Governance Standard 5 - The board of directors completes a self-evaluation each year.</b>	
<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 formal self-evaluation was completed in October.
<b>Evidence:</b> Board minutes documented that the board self-evaluation was conducted in October.

**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 followed open meeting law requirements. Monthly logs of school board meeting minutes provided evidence that the school maintained a quorum for scheduled board meetings. There is a board meeting calendar on the website, in addition to minutes and agendas.

**Evidence:** The school met this standard. Date, time, and location of all meetings are listed on the website. Links for agendas and minutes can be found on the website. An opportunity for the public to address the board is provided during all board meetings. A statement of open meetings for all board meetings is posted on the school’s website.

**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 were reviewed in July of 2023.

**Evidence:** The school met this standard. Bylaws were reviewed in FY22 and in July of 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.

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

**Analysis:** The school met this standard. The board election was held on a day while school was in session, there was more than 30- day’s notice, and all eligible voters were encouraged to vote.

**Evidence:** Election information was documented in board minutes.

- March 23: Elections were announced and a committee was organized.
- April: The board called for nominations.
- May 24: Ms. Folks informed the board of the open spots for the board of directors and reviewed the process for the nomination process. Ms. Folks informed the board that the elections start next week and encouraged stakeholders to vote!

<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.	
<b>Evidence:</b> It was documented in board minutes that the school leader feedback survey was sent to board members in May. In June, a closed meeting was held to discuss the Executive Director Annual Evaluation according to Minnesota Statute 13D.03 Subd. 3a.	

<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 as the executive director is a licensed administrator.	
<b>Evidence:</b> The school met this standard as the executive 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. The school board utilizes policies and monitors the application of policies in its work throughout the year	
<b>Evidence:</b> The school met this standard. The school board utilizes policies and monitors the application of policies in its work throughout the year. Examples include: <ul style="list-style-type: none"> <li>● Examining board policy related to board membership and committees.</li> <li>● Reviewing board member training requirements and board member roles and responsibilities.</li> <li>● Monitoring compliance to open meeting law.</li> <li>● Monitoring the World’s Best Workforce compliance.</li> <li>● Planning and organizing elections.</li> <li>● Monitoring board training.</li> <li>● Evaluating the school leader.</li> </ul> <p>Some policies reviewed include:</p> <ul style="list-style-type: none"> <li>● Policy 413 (Harassment and Violence)</li> <li>● Policy 515 (Protection and Privacy of Pupil Records)</li> <li>● Amending BOD Code of Ethics to include process for remediation or interventional steps that should be considered prior to the vote for a removal of a board</li> <li>● BOD Elections</li> <li>● Development, Adoption, and Implementation of policies</li> <li>● BOD meeting complaints and data privacy</li> <li>● Promotion/Retention policy</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. Data Practice Officials were named, and they reviewed the Data Practice policies.	

**Evidence:** The school met this standard.  
 -Responsible Authority: Dr. Kathleen Mortensen  
 -Data Practice Designee: Shelbi Pool  
 -Data Practices Compliance Official: Shelbi Pool

The school has adopted the following Data Practice policies:

- Access to Public Data
- Public and Private Personnel Data

**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 monitors academic performance at meetings as an agenda item, as part of reviewing information found in the board packet, or as part of the Principal's Report.

**Evidence:** The school met this standard. Evidence of academic oversight were mentioned in minutes for July, September, and October. The director's report often includes academic information.

**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.

**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.

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

**Analysis:** The school met this standard. The school all three criteria. The school had an 81.7% student retention rate, an 86.1% staff retention rate, and a 96% parent satisfaction rate.

**Evidence:** The annual report provided the following information about student and teacher retention rates:

- 81.7% student retention.
- 62 out of 72 staff members returned for FY24. 86.1% staff retention rate.

Number of Parents who took the Survey	Number of Parents who were satisfied or very satisfied with the school	Percent Satisfaction Rate
253	237	96%

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

**X** **2: Meets** - Board documents were distributed to all board members at least 3 days prior to each board meeting.

**1: Partially Meets** - Board documents were not distributed to all board members one or two times.

**0: Does Not Meet** - 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 as board members always had access to packets 3 days prior to all board meetings.

**Evidence:** According to VOA-MN records, board members always had access to packets 3 days prior to all board meetings.

**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\*.

**X** **2: Meets** - 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.

**1: Partially Meets** - 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.

**0: Does Not Meet** - Information is incomplete in the binder or on the school's website.

**Data Source:** School Website

**Analysis:** The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it. Links to necessary policies and documents are on the school's website.

**Evidence:** The school met this standard. The board has a Documents Binder which includes meeting minutes, bylaws and articles of incorporation and financial statements located in the school office records room for public access and all board members have digital access to it.

Links to necessary policies and documents are on the school's website.

Statutory Requirement	Link
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (1) the meeting minutes of the board of directors and of members and committees having board-delegated authority, for at least 365 days from the date of publication;</p>	<p>As of August 14, 2022, the last minutes posted were June 22, 2022.</p> <p>the board minutes:  <a href="http://www.wlamn.org/about-wla/Board/minutes/">http://www.wlamn.org/about-wla/Board/minutes/</a></p>
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (2) directory information for the board of directors and for the members of committees having board-delegated authority;</p>	<p>Board members:  <a href="http://www.wlamn.org/about-wla/Board/">http://www.wlamn.org/about-wla/Board/</a></p>
<p>124E.07 Subd. 8.(b) A charter school shall publish and maintain on the school's official <i>Web site</i>: (3) identifying and contact information for the school's authorizer.</p>	<p>Authorizer contact information is found at the bottom of every page.</p>
<p>124E.11 Subd. 3 (b) The charter school must develop and publish, including on its <i>Web site</i>, a lottery policy and process that it must use when accepting pupils by lot.</p>	<p><a href="http://www.wlamn.org/files/6514/3986/5435/537Kindergarten_Lottery_Policy.pdf">http://www.wlamn.org/files/6514/3986/5435/537Kindergarten_Lottery_Policy.pdf</a></p>



<p>124E.13 Subd. 3. (b) (3) post on the school <i>Web site</i> the name, mailing address, bylaws, minutes of board meetings, and names of the current board of directors of the affiliated nonprofit building corporation</p>	<p>Name: Found at the upper left of every page.  Mailing address: Found at the lower left of every page.  Bylaws:  <a href="http://www.wlamn.org/files/5815/0661/1670/WLA_Bylaws_-_Amended_09.26.2017.pdf">http://www.wlamn.org/files/5815/0661/1670/WLA_Bylaws_-_Amended_09.26.2017.pdf</a>  Board of affiliated nonprofit building corporation: No Building Company</p>	
<p>124E.16 Subd. 2. Annual public reports. (a) A charter school must post the annual report on the school's official <i>Web site</i>.</p>	<p><a href="http://www.wlamn.org/files/7416/4123/2273/Annual_Report_and_WBWF_2021_2022_.pdf">http://www.wlamn.org/files/7416/4123/2273/Annual_Report_and_WBWF_2021_2022_.pdf</a></p>	
<p>World's Best Workforce Report</p>	<p><a href="http://www.wlamn.org/files/7416/4123/2273/Annual_Report_and_WBWF_2021_2022_.pdf">http://www.wlamn.org/files/7416/4123/2273/Annual_Report_and_WBWF_2021_2022_.pdf</a></p>	
<p>124E.12 (b) A charter board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its <i>Web site</i> the policy for purchasing group health insurance coverage. A charter board policy must include a sealed proposal process, which requires all proposals to be opened at the same time. Upon opening the proposals according to the school or cooperative policy, the proposals become public data under chapter 13.</p>	<p>Yes.  <a href="https://www.mnmsa.org/files/3415/4213/1601/MSA_Policy_4_28_Health_Insurance.pdf">https://www.mnmsa.org/files/3415/4213/1601/MSA_Policy_4_28_Health_Insurance.pdf</a></p>	

<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 has a policy review calendar and reviewed policies as a regular component of regular board meetings.	
<b>Evidence:</b> Board minutes documented that policies were reviewed as a regular component of the meetings. The board reviewed policies in July, August, September, November, January, and March. Some policies include:	
<ul style="list-style-type: none"> <li>● Policy 413 (Harassment and Violence)</li> <li>● Policy 515 (Protection and Privacy of Pupil Records)</li> <li>● Amending BOD Code of Ethics to include process for remediation or interventional steps that should be considered prior to the vote for a removal of a board</li> <li>● BOD Elections</li> <li>● Development, Adoption, and Implementation of policies</li> <li>● BOD meeting complaints and data privacy</li> <li>● Promotion/Retention policy</li> </ul>	