

NEW CITY SCHOOL



Board Development Plan

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Purpose of Board Development Plan

The New City School (“NCS”) Board Development Plan is an effort to have a more formal process to help NCS Board sustain and regenerate itself. The purpose of the Plan is to help Board members understand NCS Board duties, and how the NCS Board functions, as well as assist with educating new Board members. By more clearly defining the duties and responsibilities of the Board, Board members can take actions and set goals to support the school’s mission and vision.

Specific Goals of the Board Development Plan

- Providing an organizational framework of state requirements and NCS requirements to assist with the continuity of the NCS Board given natural member turnover and changing needs of the school.
- Collecting all important governance material in a more easily understandable format - including law governing the NCS Board, NCS policies, and NCS operations procedures - in one place to assist new Board members existing Board members.
- Helping NCS Board members without a natural connection to the school (unlike parents and teachers) understand the culture of the school, including how Board members can attend special events and observe day-to-day functions of the school.
- Establishing methods and goals to ensure the NCS Board is fulfilling its legal duties, including suggestions to evaluate those goals.

I. Board Organization & Meetings

- A. Board Composition** - The Board of Directors must consist of not less than five and not more than nine members and must include at least: one NCS teacher; one parent of an NCS student; one community member (not a parent or employed by NCS). The Director and Treasurer are non-voting, *ex-officio*, Board members. **(NCS Bylaws, Art. IV, Sec. 2; Minn. §124E.07 Subd. 3(a)).** Currently, we have found that seven Board members is a good, workable number for the size of NCS.
- B. Prohibited** - An individual is prohibited from serving on the Board if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner or principal an entity with whom the school contracts, directly or indirectly, for services, goods, or facilities; or (2) an immediate family member is an employee of the school. **(Minn. §124E.07 Subd. 3(b)).**
- C. Meetings** - The Board is required to meet at least four times a year, but typically meets five times a year in January, April/May, June, August/September and October/November. Additional meetings are held as needed. All meeting start at 5:00 pm at the NCS campus.
- D. Quorum for Meeting** - A majority of the entire Board of Directors shall constitute a quorum for the transaction of business. For the purpose of filling any Board vacancies, a majority of the remaining Board members shall constitute a quorum. **(NCS Bylaws, Art. IV, Sec. 6).**

- E. **Meeting Notice** - Notice of Board meetings must be posted on the school Website at least five days prior to a Board meeting. The notice shall designate the time, place and date of such meeting; however, the notice need not specify the agenda. **(NCS Bylaws, Art. IV, Sec. 4).**
- F. **Special Meetings** - Special Board meetings may be called at any time, for any purpose, by the Board Chair or written request of one-third of Board members. Notice of a special meeting shall be posted at the school or on the school Website at least 24 hours prior to the meeting and in accordance with Minn. §13D.04 Subd. 2. **(NCS Bylaws, Art. IV, Sec. 5).**

II. Board Elections

- A. **Annual Meeting Election** - Except when no vacancy exists on the Board, an Annual Meeting of the Eligible Voters for the election of the Board shall be held prior to the end of January of each school year. **(NCS Bylaws, Art. IV, Sec. 3(c)(i)).**
- B. **Notice of the Annual Meeting Election** – Notice must be posted on the NCS Website at least 30 days prior to the meeting and identify each vacancy to be filled and the qualification required. **(NCS Bylaws, Art. IV, Sec. 3(c)(iii)); (See Minn. §124E.07 Subd. 5: Notice of any board election must be at least 30 days before the election.)**
- C. **Special Meetings to Fill Board Vacancies** - Special meetings of Eligible Voters to fill any Board vacancy may be called, at any time. Notice of such meetings must be posted on the NCS Website at least 30 days prior to the meeting date. **(NCS Bylaws, Art. IV, Sec. 3(c)(ii)); (See Minn. §124E.07 Subd. 5: Notice of any board election must be at least 30 days before the election.)**
- D. **Board Term** - Each NCS Board member holds office for a two-year term or until a successor has been duly elected. **(NCS Bylaws, Art. IV, Sec. 3).**
- E. **Eligible Voters** - The voters eligible to elect the members of the Board include: all Staff members employed by NCS (including teachers providing instruction under a contract with a cooperative), members of the Board, and all parents or legal guardians of children enrolled in the school. **(Minn. §124E.07 Subd. 5).**
- F. **Appointment by Board to Fill Board Vacancies** - Vacancies on the Board caused by death, disqualification, resignation, removal shall be filled by appointment of a new Board member by vote of a majority of the remaining Board members. A member filling a vacancy will hold office until the next Annual Meeting or a special meeting called to fill the vacancy. **(NCS Bylaws, Art. IV, Sec. 9).**
- G. **Officer Elections** - Officers of NCS shall be elected for one-year terms by the Board of Directors, and include: Board Chair, Executive Director and Treasurer. **(NCS Bylaws, Art. VI, Sec. 1).**

III. Board Training - Initial & Annual

- A. Initial Training** - All new Board members are required by law to attend initial training on the Board's role and responsibilities, employment policies and practices, and financial management. A new Board member must begin the required initial training within 6 months after being elected and complete the training within 12 months. *(Minn. §124E.07 Subd. 7).*
- B. Annual Training** - All Board members are required by law to have annual training throughout the member's term. The law does not prescribe content, hours or who does the annual training. *(Minn. §124E.07 Subd. 7).*
 - 1. NCS embraces learning by having a standing Board training agenda item where training is presented on a subject during regular Board meetings and is related to something relevant to the Board's business at that time.
 - 2. Board members are charged with preparing and leading the trainings. The Board embraces the efficiency, effectiveness, and responsiveness of a Board self-training routine and is always looking to identify Board training needs. Such trainings have included, examination of the statutes guiding board representation, communication, access, and transparency and common board dysfunctions.
- C. Training Report** - The school must include in its annual report the training each Board member received during the previous year. NCS must also maintain proof (certificates) that Board members attended initial training. *(Minn. §124E.07 Subd. 7).*

IV. Board Responsibilities, Duties & Functions

- A. Open Meeting Laws** - Board meetings must comply with Minnesota open meeting laws. *(Minn. §124E.07 Subd. 8 & 13D).* The Board must publish and maintain on the school's Website: (1) the meeting minutes of the Board and committees having Board-delegated authority for at least a year; (2) directory information for the Board and for the members of committees having Board-delegated authority; and (3) contact information for the school's authorizer. *(Minn. §124E.07 Subd. 8).*
- B. Board Approval of All Contracts** - Unless authorized by the NCS Board (or the NCS Bylaws), no Officer or employee has any authority to enter into any contract or engagement on behalf of NCS, or to pledge NCS's credit or to render it liable for any purpose or to any amount. The NCS Board may authorize any officer or employee to enter into any contract or engagement on behalf of NCS and any such authority may be general or confined to specific instances. *(NCS Bylaws, Art. X, Sec. 1).*
- C. Annual Filing of Corporate Documents with Minnesota Secretary of State** – Board duty to make sure all corporate documents are properly filed and maintained.
- D. Statutory Duties** - The Board is responsible for policy matters related to operating the school, including budgeting, curriculum programming, personnel, and operating procedures. The Board must adopt personnel evaluation policies and practices that, at a minimum: (1) carry out the school's

- mission and goals; (2) evaluate how charter contract goals and commitments are executed; (3) evaluate student achievement, postsecondary and workforce readiness, and student engagement and connection goals; (4) establish a teacher evaluation process under section 124E.03, subdivision 2, paragraph (h); and (5) provide professional development related to the individual's job responsibilities. (*Minn. Stat. §124E.07 Subd. 6*).
- E. Board Approval of School Calendar; Hours Of Instruction** – The Board's school calendar must include: (1) 935 hours of instruction for grades 1 through 6; (2) 1,020 hours of instruction for grades 7 and 8; and (3) 850 hours of instruction for all-day kindergarten. (*Minn. Stat. §120A.41*).
- F. Board Member Conflicts Of Interest** - No Board member, Officer, employee, or agent of a charter school shall participate in selecting, awarding, or administering a contract if a conflict of interest exists. A conflict exists when: (1) the Board member, employee, Officer, or agent; (2) the immediate family of the Board member, employee, Officer, or agent; (3) the partner of the Board member, employee, Officer, or agent; or (4) an organization that employs, or is about to employ any individual in clauses (1) to (3), has a financial or other interest in the entity with which the school is contracting. These conflict provisions do not apply to compensation paid to a teacher employed a by the school. (*Minn. Stat. §124E.14*).
- G. Conflict of Interest Certification** – Each Board member is required to certify that no conflicts of interest exist with building lessor in order to qualify for state Lease Aid. (*Minn. Stat. §124E.14*).
- H. United States Flag & Pledge of Allegiance.** (*Minn. Stat. §121A.11*). (1) Flag display requirement - Every public school in Minnesota must display an appropriate United States flag when in session. The flag must be displayed on school grounds or outside the school building, on a proper staff, on every legal holiday occurring during the school term. The flag must be displayed within the principal rooms of the school building at all other times while school is in session; (2) Reciting Pledge of Allegiance – The NCS Board has exempted students from the requirement to recite the pledge of allegiance every morning
- I. Audit Report & Board Approval of the Audit** – NCS financials are audited each year and findings of the audit are presented by MMKR around October. **NOTE:** (1) Each year NCS has functioned, one finding is always made: *“The auditor participated in the preparation of the NCS year-end financial statement, in addition to auditing the school finances. The state prefers that these two functions be performed by two different accountants”* Despite this finding, each year the Board concludes that because of the added expense and because it is not required - there is no corrective action that NCS needs to take. (2) A finding that has been made in the past is that NCS failed to pay a few invoices within 45 days of receipt. A corrective action plan was submitted to MDE to date stamp all invoices on the date received (This is because invoices that appeared to be paid late were in fact received later than the date indicated on the invoice).

V. **Board Committees**

A. Finance Committee - Membership should include the Executive Director and Treasurer and also consider adding a non-Board member with external expertise. Duties of the committee may include:

1. Review proposed expenditures through contracts (bids)
2. Develop a contract review process
3. Preview monthly financials
4. Assist in budget development
5. Assist with Annual Audit

B. Policy Review Committee - Membership should include the Executive Director and consider adding a non-Board member with legal expertise.

Duties of the committee may include:

1. Create a policy review calendar
2. Develop procedure for policies in review
3. Develop procedure to review changes to law affecting existing or new policies
4. Bring any policy suggestions to the full Board

C. New Board Member Orientation Committee - Membership should include the Executive Director and also an experienced Board member. Duties of the committee may include:

1. **Provide Materials Package** - (1) Board Development Plan; (2) NCS Bylaws; (3) NCS Policies & Resolutions; (4) NCS Calendar; (5) Authorizer contract.
2. **Provide Summary of Expectations for New Board Member** – Approximately 5 meetings per year (weekdays); Meetings start at 5:00 pm and typically last hours around 2 - 3 hours; Dinner provided at meetings; Committees and assignments; New Board members should be encouraged to attend a Board meeting before being seated; Disclose that new Board members start initial training within 6 months (finish within first year of election).

D. Wellness Committee – Review and implement the Wellness Policy.

VI. **Goal Setting & Evaluation**

A. Board Goals & Evaluation

1. Finance – Finish year on budget with a positive fund balance and clean audit.
2. Director Performance
3. Teacher Performance
4. Policies Up To Date

B. Executive Director Goals & Evaluation

1. Executive Director Presents Goals at first Board meeting of new school year.
2. Evaluation of Goals
 - a. Recruitment of Diverse Student Body
 - b. Student Growth - Testing Results

c. Teacher Growth - Evaluations

VII. Important Events at NCS

Below is a general description of important events at NCS - although not every event takes place every year and new ones may be added.

- A. New City School Family Meet & Greet** - The meet and greet is usually held the Thursday before the first day of the school year from 5:00 pm until 6:30 pm. The school doors are open so that students and parents can get familiar with the school facilities. The teachers are in their classrooms and available to chat during this informal and casual time before the school year official starts.
- B. New City Circle (“NCC”) Parent Group Events** - As explained more fully in this information packet, NCC events are held throughout the school year and are a great opportunity for parents to become involved in the school and to connect with other parents.
- C. Curriculum Night** - Curriculum night is held at the beginning of the school year to provide an opportunity for parents to meet with the teachers to learn about their child’s teacher’s plans for the upcoming academic year.
- D. The Family Welcome Back Potluck** - The welcome picnic is a potluck held during the first month of school where parents are encouraged to bring some food to share if they can – or to otherwise just enjoy what others brought to share – and to get to know the other parents, teachers and staff in a relaxed environment. The picnic is held right outside of the school typically during the week right after school so the students can also participate. This event is coordinated by the NCC and vegetarian and non-pork items are provided.
- E. Goal Setting Conferences & Parent/Teacher Conferences** - Parents and students meet with their student’s teacher to go over goals that the student will attempt to achieve during the course of the school year, both academically and socially. The progress towards these goals will be reviewed at parent teacher conferences held in the late Fall and Spring.
- F. NCC Fall Dinner & Spring Lunch for NCS Staff** - The NCC coordinates and provides meals for the teachers and staff during the Fall and then the Spring goal setting conferences because they are meeting throughout the evening with parents
- G. Fall Festival** - The Fall festival is a carnival-type type celebration where there are fall-themed stations of games and activities for the students set up at the school. The festival is typically held during the school day at about 3:00 pm on a date in October near Halloween. This event is coordinated by the NCC along with middle school volunteers to help out.
- H. Chili Potluck** - Students make lanterns and then during an evening in December, the students and parents light the lanterns and walk through the neighborhood signing songs. When the walk is complete, everyone returns to the school for a chili potluck and as with all potlucks parents are encouraged to bring chili to share if they can – or to otherwise just enjoy

what others bring. The NCC coordinates this event - vegetarian and non-pork items are provided.

- I. Pancake Dinner & Game Night** - This is the first fundraiser of the school year and is typically held during January or early February. The NCC sells tickets to the event where pancakes, waffles and other goodies are provided along with games such as bingo.
- J. History Day** – History Day is an inter-disciplinary research project for students in grades 6-12. Students choose a topic that relates to an annual theme, they then conduct in-depth research, write and present historical content during the school day, usually in late February/Early March.
- K. Talent Show** - Students sign up for two performances (afternoon and evening) during one day typically in March. The students themselves determine what they will perform and are able to practice and work on their performance in conjunction with the schools *Options* program.
- L. Art-A-Whirl Open House** - This event is held in conjunction with the Northeast Minneapolis Art-A-Whirl event – it provides an opportunity to showcase and promote the school and sometimes as a fundraiser sale for the school. The event is set by the Art-A-Whirl organization in May.
- M. End of Year Day** - The last day of the school year schedule:
 - 10:00 am -10:25 am: Breakfast
 - 10:30 am - 11:30 am: Portfolio Share
 - 11:30 am - 1:30 pm: Lunch – NCC Parents serve Kids Picnic Lunch
 - 1:30 pm - 4:15 pm: Students go to the Park
 - 4:45 pm: All staff in front for busing
 - 4:50 pm: Standing Circle in Office
- N. State Testing** - Tests and testing dates are set by the state with broad time windows to accommodate for all secure materials to arrive in a staggered manner for math, reading and science to allow for all schools and students to take the tests.

VIII. NCS Board Approved Policies

Attendance Policy

Bullying, Harassment Violence & Misuse of Tech Policy

Busing Transportation Policy

Computer & Internet Usage Policy

Conflict of Interest Policy

Dangerous Drugs/Controlled Substances and Alcohol Policy

Data Practices/Access Policy

Dress Code Policy

Educational Field Trip Policy

English Language Policy

Enrollment Policy

Equal Opportunity Non-Discrimination Policy

Fund Balance Policy

Gender Inclusion Policy

Grade Acceleration Policy
Immunization Policy
Mobile Phone & Personal Device Policy
Nepotism Policy
Pledge of Allegiance Policy
Retention & Destruction of SPED Student Records
School District Funds Investment Policy
School Hours, Picking up/Dropping off; Visitors, Leaving Building/Closing Policy
Student Educational Data Policy
Tobacco Weapons Policy
Wellness Policy

IX. Board Agenda Items (In addition to Standing Agenda Items)

A. January Meeting

- Conduct Official Annual Meeting (Non-Profit Corporation) for Board Elections (Elected for 2-year term) – Last election was in 2018, next Board Election set for 2020.
- Conduct Vote for Board Officers (Elected by Board of Directors for 1-year term) – Permissible to have any officers but required to have at least: Chair, Executive Director and Treasurer
- Approve Banking Partners (US Bank - One account for flow-through / BMO Harris - 3 accounts)
- Approve authority for Finance Manager (Jackie Paradis) and firm (SMS) to move NCS funds to manage NCS financial needs.
- Approve Specific Signatories For signing checks (SMS/Finance Manager; Executive Director)
- Approve Users For NCS Credit/Debit Card (Executive Director)
- Approve contract with Minnesota Association of Charter Schools
- Vision and programming examination/adjustment. Longer term planning and goal setting

B. April/May Meeting

- Approve Preliminary Budget for Upcoming School Year
- Approve School days and hours & authorize Executive Director to Determine snow days
- Approve School Calendar for upcoming School Year
- Approve Renewal of Teacher & Staff Contracts
- Approve Renewal of Liability Insurance with Advanced Insurance Corporation (March renewal date? Terrorism Policy 2 Year Renewal)
- Approve Renewal of Employee Benefits
- Approve and Vendor or Service Contracts
- Building Lease Renewal
- Executive Director Evaluation

C. June Meeting

- Executive Director Goal Setting for Upcoming School Year

D. August/September Meeting

- Approve Bank Fee to Renew Line of Credit (BMO Harris)
- Authorization for Financial Manager and Executive Director to make electronic fund transfers (EFT's)
- Approving Teacher & All Staff Contracts (Signed by Board Chair)
- Approving Vendor & Service Contracts (Give authority to ED where needed) (eg. *ISES, OT, Speech, School Management Services, Wilder Research, MacPhail Alliance, Francaise, Authorizer-NEO, America Reads, ESNS, CKC, MACS, CSP*)
- Report of State Goals Results (Reading, Math, Science)
- Year goals based on analysis of needs.
- Academic assessment data analysis (MCS, F&P, iReady, Aspire)
- WBWF Goals; Literacy Plan

E. October/November Meeting

- Presentation and Approval of School Audit Report (MMKR CPAs)
- Authorizer (NEO) Visit.
- Approve Executive Director as Authorized External User for MDE Access
- Report of District Testing (Woodcock Johnson K-2/Aspire 3-8)
- Report of Goal-Setting Conferences Between Teachers and NCS Families

X. Minnesota Law Applicable to Charter Schools

Below is the verbatim statute that lists the laws generally applicable to Charter Schools

(Minn. Stat. 124E.03) APPLICABLE LAW

Subdivision 1. Public status; exemption from statutes and rules.

A charter school is a public school and is part of the state's system of public education. A charter school is exempt from all statutes and rules applicable to a school, school board, or school district unless a statute or rule is made specifically applicable to a charter school or is included in this chapter.

Subd. 2. Certain federal, state, and local requirements.

(a) A charter school shall meet all federal, state, and local health and safety requirements applicable to school districts.

(b) A school must comply with statewide accountability requirements governing standards and assessments in chapter 120B.

(c) A charter school must comply with the Minnesota Public School Fee Law, sections 123B.34 to 123B.39.

(d) A charter school is a district for the purposes of tort liability under chapter 466.

(e) A charter school must comply with the Pledge of Allegiance requirement under section 121A.11, subdivision 3.

(f) A charter school and charter school board of directors must comply with chapter 181 governing requirements for employment.

(g) A charter school must comply with continuing truant notification under section 260A.03.

(h) A charter school must develop and implement a teacher evaluation and peer review process under section 122A.40, subdivision 8, paragraph (b), clauses (2) to (13), and place students in classrooms in accordance with section 122A.40, subdivision 8, paragraph (d). The teacher evaluation process in this paragraph does not create any additional employment rights for teachers.

(i) A charter school must adopt a policy, plan, budget, and process, consistent with section 120B.11, to review curriculum, instruction, and student achievement and strive for the world's best workforce.

(j) A charter school is subject to and must comply with the Pupil Fair Dismissal Act, sections 121A.40 to 121A.56.

Subd. 3. Pupils with a disability.

A charter school must comply with sections 125A.02, 125A.03 to 125A.24, 125A.65, and 125A.75 and rules relating to the education of pupils with a disability as though it were a district. A charter school enrolling prekindergarten pupils with a disability under section 124E.11, paragraph (h), must comply with sections 125A.259 to 125A.48 and rules relating to the Interagency Early Intervention System as though it were a school district.

Subd. 4. Students' rights and related law.

(a) A charter school must release a student for religious instruction, consistent with section [120A.22, subdivision 12](#), clause (3).

(b) A charter school must comply with chapter 363A governing the Minnesota Human Rights Act and section [121A.04](#) governing student athletics and sex discrimination in schools.

(c) A charter school must comply with section [121A.031](#) governing policies on bullying.

Subd. 5. Records and data requirements.

(a) A charter school must comply with chapter 13 governing government data; and sections [121A.75](#) governing access to juvenile justice records, and [260B.171](#), subdivisions 3 and 5, governing juvenile justice records.

(b) A charter school must comply with section [120A.22, subdivision 7](#), governing the transfer of students' educational records and sections [138.163](#) and [138.17](#) governing the management of local records.

Subd. 5a. Open meetings.

A charter school must comply with chapter 13D governing open meetings.

Subd. 6. Length of school year.

A charter school must provide instruction each year for at least the number of hours required by section [120A.41](#). It may provide instruction throughout the year under sections [124D.12](#) to [124D.127](#) or [124D.128](#) governing learning year programs.

Subd. 7. Additional program-specific requirements.

(a) A charter school offering online courses or programs must comply with section [124D.095](#) governing online learning.

(b) A charter school that provides early childhood health and developmental screening must comply with sections [121A.16](#) to [121A.19](#) governing early childhood screening.

(c) A charter school that provides school-sponsored youth athletic activities must comply with section [121A.38](#) governing policies on concussions.