



**NEW CITY SCHOOL
BOARD MEETING
SEPTEMBER 12, 2018**

Call to Order/Reading School Mission

NCS Vision: New City School is a supportive community which actively engages students to build knowledge, ask meaningful questions, design creative solutions, open their minds, care for themselves and their community, and become skilled, responsive citizens in the world.
NCS Mission: New City School will create a learning community that is diverse, knowledgeable, thoughtful, and caring. We will serve as a demonstration site for best practices in the integration of social and academic learning.

Todd, Andy, Kalli, Jackie, Hans, Vince, Tessa, Cheryl, Dave
Voting Members: Andy, Kalli, Hans, Vince, Karla, Tessa, Dave

5:05 p.m.

AGENDA ITEM (STANDING AGENDA BOLD)

Approve Agenda & Previous Meeting Minutes
Approve Proposed Agenda
Approve Previous Meeting Minutes from June 6, 2018

PURPOSE

Motion: Approve Agenda
1st: Andy
2nd: Kalli
Discussion: None
Yeah: Andy, Kalli, Hans, Vince, Karla, Tessa
Neh: none

Motion: Approve June minutes

1st: Andy
2nd: Kalli
Discussion: None
Yeah: Andy, Kalli, Hans, Vince, Karla, Tessa
Neh: none

ACTION

Approval

WHO

Board members

TIME

5

Public Comment

Budget / Financials
Review Summary Financials
Budget Updates
Approve Revised Budget
Approve Check Register
Approve Journal Entries
Update Cash Flows
Update Bank Reconciliation
Update Uncashed Checks

None

Provide timely financial information to board members for oversight of financial matters.
Jackie:
 Last year we had add \$21,000 to the fund balance
 Current enrollment is 303
 Every student is roughly \$10-11,000
Vince: Historically we would buffer about 8-10 student lower than expected. Maybe we should look at 10-15?

Vet and approve the financial report.

Jackie Paradis, accountant & Board members

15-20

Jackie: There is a concern about how the state would see our budget if we move to being off by 15 students.

Revised budget:

Looking at going from 290 to 298 in student enrollment. Salaries are updated for current staff. Lease information is updated.

Instead of adding \$52,000 we will be spending approx. \$38,000 of the fund balance. This is in part related to additional maintenance costs at the new building. Our fund balance remains over \$590,000 or approx. 21.27%.

NCCS pays the same rate per square foot for leasing the space as other occupants.

Motion: Approve Revise budget

1st: Andy

2nd: Hans

Discussion: Todd, mentioned that: NCCS has an expectation to be at or above 20% fund balance with our authorizer, NEO.

We may need to revise our NCCS fund balance policy.

Vince discussed the last revision of the fund balance policy stated we should be between 15% and 20%, and if we go below 15% there must be board action.

Kalli: Our policy and NEO expectation should align.

Vince: We have been maintaining over 20% and should look at having a conversation with NEO.

Yeah: Andy, Kalli, Hans, Vince, Karla, Tessa
Dave

Neh: none

	<p>Year to date Jackie: We have received 12% at this point, and is in line with what we have done in the past. We have spent 11%, compared to the past. In part it is because of the timing of our insurance payments, this should balance out this fall. Additional items were purchased for the opening of the new site.</p> <p>Hans: Did we budget for additional materials this fall as staff get settled into the building? Kalli: As Todd has said, lets live in the building and see what is needed. Andy: I have what I need for this time of the year. Todd: We have not hired a building sub yet, so the budget is settled there. We added projectors, technology and furniture helping us start the year off well.</p> <p>Jackie: Pages 8-11</p> <p>Motion: Approve Year to Date 1st: Andy 2nd: Kalli Discussion: Karla: question on the \$53,963? Jackie: That is the lease payment. Hans: Question about payment to TIES? Jackie: We are not member owners, we won't have an issue. We are moving to SMART for our service in December and will no longer be affiliated with TIES Yeah: Andy, Kalli, Hans, Vince, Karla, Tessa, Dave Neh: none</p>			
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	<p>Journal Entries: Jackie: Entries are on the following pages. Take time to review.</p> <p>Motion: Approve Journal entries 1st: Andy 2nd: Kalli Discussion: None Yeah: Andy, Kalli, Hans, Vince, Karla, Tessa Neh: none Abstain: none</p> <p>Cash Flow Jackie The biggest item missing at this point is the lease aide amount which is due to be coming, approx.. \$345,000, we have line of credit of \$120,000 and are sitting well in our cash flow over all.</p> <p>Bank reqs: Explained the few outstanding that are due post.</p> <p>Motion: Approve Cash Flow 1st: Andy 2nd: Kalli Discussion: None Yeah: Andy, Kalli, Hans, Vince, Karla, Tessa Neh: none Abstain: none</p> <p>Adjourn for break. 5:46</p>		
<p><u>Director's Report</u></p> <ul style="list-style-type: none"> • Enrollment update, budget projection, staffing/program proposal • Policies 	<p>6:05 – Director's Report Todd: Will move to MCA updates and have Cheryl share out.</p> <p>MCA updates: Strong growth in reading, slight decline in math. iReady aligns to these results. This will supplement our Eureka math work. PD</p>	<p>Approval of employment letters.</p> <p>Approve 2018-19 vendor/service contracts</p>	<p>Director Todd Board</p> <p>10</p> <p>2</p>

<ul style="list-style-type: none"> ● Update on Grace Move ● Staff survey results from June 2018. ● MCA state assessment results review. ● Instructional goals identified through assessment data analysis. WBWF Goals; Literacy Plan ● Director Work update for evaluation process 	<p>and coaching work with focus on math this year.</p> <p>Reviewed, aspirations, alignments, achievements and adjustments.</p> <p>Discussion: How iReady supports timely data along the way to MCA assessments. Todd: there was time spent with helping students in 1 to 1 and small group to support students in Tier II or Tier III in reading. This can be modeled in math for this year. Cheryl: This Eureka work will support our transition and blending into EL in the future. Andy: How should we as a board react and respond to the numbers? There is a need to balance assessments. Cheryl: There is a need to state how we are adjusting to address math. Additional funds are being allocated. Vince: How did teacher turn over effect the scores? Cheryl: May have had some, but the reading data didn't mirror the math. Hans: As a board member we look at trends and want to hear how the school is responding. We also want to know what worked in reading and see if those strategies can be applied to math. Dave: I am interested in what areas the increase in reading came from, certain grade levels or demographic areas. Cheryl: We are still working on looking into those results. Todd: We are also setting individual goals for students to grow. Tessa: Are their funding impacts for lower scores?</p>	<p>Feedback/input</p> <p>Feedback/input</p> <p>Input/feedback</p>	<p>Cheryl, Data Lead</p>	<p>2</p> <p>10</p> <p>5</p> <p>15</p>
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Cheryl: Not from the state.
Todd: We do have goals in our contract with our authorizer that we need to meet.
Kalli: It is nice to see the adjustments section of Cheryl's update and this will help us to improve overall.

Cheryl departed.

Todd:

School update

Enrollment at 303.

We have new staff:

P.E. teacher, and a new gym space

5th grade: 2 sections for the first time

Student support staff: Special Education background

Special Education teacher

Middle School ELA

Middle School Math

4 NCCS paraprofessionals, no longer through Teachers on Call

Started a before school program, and is going well. Approximately 15 students daily. This is helping our families overcome challenges in attending the school.

New food service program, this includes some nutrition education, also a nice salad bar.

Overview of the move.

NCCS used the 11th and 12th of June to do much of the move. Teachers and staff dug in well and accomplished a lot. Local church youth group assisted as well.

Carpeting, painting, some new sinks in bathrooms, and other additional

improvements were completed over the summer.

Vince: There were positive comments at the open house, families liked the experience and are generally happy with the space.

Board Development Plan

This is essentially a handbook for the board. There is a family and student version that will be handed out at the curriculum night September 13, 2018.

Vince: this is meant to be revised over time. Citations are added to be a frame of reference.

Staff Survey

Was available May through the end of June, 8 staff responded.

Todd summarized some themes. This was built with some guidance from an outside consultant on types of questions. This will be revised and redone near winter break as a mid-year tool.

Key themes:

- More attention to Social Studies and Science curriculum.
- More Alma training, learning management system
- Support for classroom management
- Want support for buddy rooms, fix-its and structured play
- Some comments around team and PLC meetings relative to their day-to-day work. Looking to have professional development more differentiated.

<p>Board Report</p> <p>Board Committees Report--No items</p> <p>Board Action:</p> <ul style="list-style-type: none"> • Authorization of Financial Manager and Director to make electronic transfers • Approve Bank Fee to Renew Line of Credit • Approval of vendor and service contracts • Approval of teacher and staff contracts • Approval of Policies/handbook <p>BOARD TRAINING</p> <p>Possible committees for 2018-19:</p> <ol style="list-style-type: none"> 1. Committee tasked with advising on comprehensive assessment, feedback, and evaluation plan to be designed this year and implemented with new NEO contract in 2019-20. First draft by November meeting. 	<p>Teachers feel support from and with each other in general.</p> <p>In general the vision is seen as appropriate, and leads to the work of actualizing the vision now.</p> <p>Vince: It makes sense to use this again over time and look for trends. Additionally, it is important to get responses from more staff.</p> <p>Discussion around how often to use the tool. Plans are to use this mid-year before winter break. Additionally, collecting feedback on professional development work. Possibility of having teacher generated questions to get authentic feedback.</p> <p>Todd: Summarizing some pieces in the director's report.</p>			
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2. Committee tasked with developing transparent compensation guide to inform staff current and prospective staff

● Authorization of Financial Manager and Director to make electronic transfers

1st: Andy

2nd: Kalli

Discussion: None

Yeah: Andy, Kalli, Hans, Vince, Karla, Tessa

Neh: none

Abstain: none

● Motion: Approval of vendor and service contracts

1st: Andy

2nd: Tessa

Discussion: Noted in director's update and the Insurance through Hanover. Food service is Culinary and Wellness. The lease aid was approved above as part of the financial.

Yeah: Andy, Kalli, Hans, Vince, Karla, Tessa

Neh: none

Abstain: none

● Motion: Approval of teacher and staff contracts, other than Andy and Kalli

1st: Andy

2nd: Dave

Discussion: Hans asked about how the compensation guide helped with hiring. Todd stated that this is still in the process of development

Yeah: Andy, Kalli, Hans, Vince, Karla, Tessa

Neh: none

Abstain: none

● Motion: Approval of teacher and staff contracts, for Andy and Kalli

1st: Karla

2nd: Tessa

Discussion: none

Yeah: Hans, Vince, Karla, Tessa

Neh: none

Abstain: none

● **Approval of Policies/handbook**

This was done at the April board meeting.

Development of board skills and knowledge for:

- Governance;
- Financial and budget oversight;
- Oversight of essential compliance, accountability, and quality systems.

Discussion about needed committees

- Possible wellness committee?
- Policy committee

Policy Committee

- Vince and Hans is willing to serve on policy committees

Finance committee members would review items prior to board meetings.

- Dave, Jackie and Todd

New Board Orientation

- Not necessary at this time

Wellness Committee

- Tessa and Karla
- First goal is to become familiar with what the school is already doing.
- It is not to fully implement but to review the implementation occurring at the school.

Todd: Discussing the implementation of the gender inclusion policy. As a staff and school community we are working on this and student are benefiting.

<p><u>Board Training Subject:</u></p> <ul style="list-style-type: none"> • Building/facilities tour • Committees review and assignments as per Board Development Plan • Possible consent agenda adoption to expedite business and allow for committee time. 	<p>Todd discussing the need to have board member involvement on the topics at the end of the director report. Program Evaluation Plan and Personnel Compensation guide. Todd will come back in November with particular requests.</p>		
<p><u>Gift & Donations & Fundraising Approve Gifts & Donations</u></p> <p><u>Board Mtg Calendar for School Year</u></p> <p>September 12, 2018 November 14, 2018 January 16, 2019 April 17, 2019 June 5, 2019</p>	<p>-Revise and refresh the governance and guidance documents that can serve to sustain the NCS board over time.</p> <p>-Systems alignment and improvement</p> <p>Discussion: Consent agenda process. Todd and Vince will look at a process for consent agenda.</p> <p>None for this meeting.</p> <p>• Motion: To adjourn 1st: Andy 2nd: Hans Discussion: none Yeah: Hans, Vince, Karla, Tessa, Kalli and Andy Neh: none Abstain: none</p>	<p>Tour</p> <p>Define committee membership</p> <p>Vote on implementation/option.</p> <p>Accept</p>	<p>Chair Vince Esades</p> <p>Board and Director</p> <p>15</p> <p>20</p> <p>5</p> <p>2</p>

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 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.

New City School
1500 6th Street NE, Minneapolis, MN 55413
Phone 612-623-3308 Fax 612-623-3319
www.newcitycharterschool.org



BYLAWS OF NEW CITY SCHOOL

These Bylaws are a restatement in their entirety of the original Bylaws of New City School (referred to in this document as “NCS”) and are intended to take effect when approved.

ARTICLE I PURPOSE

The objects and purposes of NCS are as stated in its Articles of Incorporation.

ARTICLE II OFFICES

NCS shall have and continuously maintain a registered office in the State of Minnesota. The registered office may be, but need not be, identical with the principal office in the State of Minnesota.

ARTICLE III MEMBERSHIP

NCS shall have no members.

ARTICLE IV BOARD OF DIRECTORS

Section 1. General Powers. The affairs of NCS shall be managed by its Board of Directors. Except as limited by the Articles of Incorporation, these Bylaws and other applicable Minnesota statutes the Board of Directors shall have the power and authority to do all acts and perform all functions that NCS may do or perform.

Section 2. Number and Qualifications. The Board of Directors shall consist of not less than five (5) nonrelated members, and not more than nine (9) members. The Board of Directors shall include (i) at least one licensed teacher employed at NCS or a licensed teacher providing instruction under a contract between NCS and a cooperative; (ii) a parent or legal guardian of a student enrolled in NCS; and (iii) an interested community member who is not employed by NCS and does not have a child

enrolled in NCS. The Executive Director and the Treasurer shall be ex-officio, nonvoting Board members.

Section 3. Tenure and Election. Each director shall hold office for a two (2) year term or until a successor has been duly elected and qualified, or until the Director dies, resigns, is removed or the term otherwise expires as provided by law or by the Bylaws of NCS. The election of the Board of Directors shall be in compliance with Section 124E.07 of the Minnesota Statutes and as set forth below:

(a) Eligible Voters. The persons eligible to elect (hereafter referred to as “Eligible Voters”) the members of the Board are:

(i) All adult parents or legal guardians of every student registered at NCS on the 30th day prior to the date set for such election. Any such person otherwise qualified, but whose student is no longer attending NCS at the date set for the Board election, shall lose any rights as an Eligible Voter.

(ii) Any staff member employed at NCS, including teachers providing instruction under a contract between NCS and a cooperative.

(b) Notice of Elections. NCS shall notify Eligible Voters of the Board election dates at least 30 days before the election and such elections must be held when school is in session.

(c) Open Meeting Law, Place of Election and Procedures for Election Meetings. All meetings of the Eligible Voters shall be noticed and held under the provisions of the Minnesota Open Meeting Law, MN. Stat. 13D.01 *et seq.* Such meetings shall be held at NCS or such place as the Board of Directors may designate.

(i) Annual Meeting: Except when no vacancy exists on the Board of Directors, an Annual Meeting of the Eligible Voters for the election of the Board shall be held prior to the end of January each school year when school is in session.

(ii) Notice of Special Meetings: Special meetings of the Eligible Voters may be called to fill a vacancy on the Board, at any time, pursuant to notice posted at the school or on the school Website at least 30 days prior to the meeting date and in accordance with such notice as provided MN. Stat. 13D.01 *et seq.*

(iii) **Notice of Annual Meetings:** Notice of the Annual Meeting shall be posted at the school or on the school Website at least thirty (30) days prior to the meeting date. The notice of an annual meeting shall identify each vacancy to be filled and the qualification required to fill such vacancy.

(iv) **Presiding Officer:** The Board Chair shall preside at a meeting of Eligible Voters. In the event that the Board Chair is unable to attend a meeting of the Eligible Voters, another member of the Board of Directors as designated by the Board Chair or the Board shall preside over the meeting.

(d) **Nomination Process.** The Board of Directors, in its discretion, may establish a Nominating Committee consisting of (i) at least one Board member who shall act as Chair; (ii) one teacher employed by NCS; (iii) one parent of a student currently enrolled at NCS; and (iv) such other persons as the Board shall determine. Said Committee will make nominations for all of the Director positions that will be filled at such meeting. Any Eligible Voter may propose nominations for any vacant Director position to the Committee at least twenty-one (21) days before the date set for the election. The Committee, with the approval of the Board of Directors, or the Board itself, shall establish such procedures and rules as it deems advisable to select appropriate and qualified nominees, and to inform the Eligible Voters as to the nominees selected to be nominated and their qualifications to serve as a Director.

(e) **Election.** The Board of Directors shall establish such procedures as it deems appropriate for the conduct of the election, including the procedure for voting by absentee ballot, at such annual or special meeting. Each Eligible Voter shall be entitled to cast one vote for each Director position being filled. A vote must be cast in person at the meeting. There shall be no cumulative voting. To be elected, a Director must receive a majority of votes cast by Eligible Voters.

Section 4. **Regular Meetings.** Regular meetings of the Board of Directors shall be held at least four (4) times during the year (unless more frequent meetings are required by Minnesota Statutes or other applicable regulations) at the call of the Board Chair or at the request of a majority of the Board of Directors. Notice of the regular meeting shall be posted at the school or on the school Website at least five (5) days prior to the meeting. The notice shall designate the time, place and date of such meeting; however, the notice need not specify the business to be transacted thereat.

Section 5. **Special Meetings.** Special meetings of the Board of Directors may be called at any time, for any purpose, by the Board Chair or upon the written request

of one-third (1/3) of the members of the Board. Notice of the special meeting shall be posted at the school or on the school Website at least twenty-four (24) hours prior to the meeting and in accordance with MN. Stat. 13D.04 Subd. 2.

Section 6. Voting and Quorum. Each member of the Board of Directors shall have the power to exercise one (1) vote on all matters to be decided by resolution of the Board. The affirmative vote of a majority of the entire Board of Directors shall constitute a duly authorized action of the Board. A majority of the entire Board of Directors shall constitute a quorum for the transaction of business; provided, however, that if any vacancies exist by reason of death, resignation or otherwise, a majority of the remaining directors shall constitute a quorum for the purpose of filling of such vacancies.

Section 7. Waiver of Notice and Action Without Meeting. Whenever any notice whatever is required to be given by these Bylaws, the Articles of Incorporation or any of the laws of the State of Minnesota, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before, at or after the time stated therein, shall be deemed equivalent to the actual required notice. An action required or permitted to be taken at a Board meeting may be taken by written action signed, or consented to by authenticated electronic communication, by the number of Directors that would be required to take the same action at a meeting of the Board at which all Directors were present.

Section 8. Resignation and Removal. A Director may resign at any time, effective immediately or at a specified later date, by giving written notice to the Board Chair of NCS. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. A Director may be removed at any time, with cause, by a vote of a majority of all remaining directors of NCS. Failure to attend four (4) consecutive meetings or two (2) consecutive quarterly meetings shall constitute cause.

Section 9. Filling Vacancies. Unless otherwise provided by Minnesota Statutes, vacancies on the Board of Directors caused by death, disqualification, resignation, disability, removal or such other cause shall be filled by appointment of a new Director by the affirmative vote of a majority of the remaining Directors. A Director filling a vacancy shall hold office until the next annual meeting of the Eligible Voters, or until a successor has been duly elected at a special meeting of the Eligible Voters (as provided in these Bylaws), subject to the earlier death, disqualification, resignation or removal.

Section 10. Compensation. A Director shall not receive compensation for services as a Director. A Director may be reimbursed for reasonable out-of-pocket expenses

incurred in rendering services to NCS, to the extent authorized by the Board of Directors.

Section 11. Committees of the Board. The Board of Directors may designate, define the authority of, set the number and determine the identity of, members of one or more committees. Committee members must be natural persons, but need not be members of the Board of Directors. The Board may designate one or more alternate members of any committee who may replace any absent or disqualified member at any meeting of the committee. An up to date list of all committees, identifying the function of each committee, and the names, addresses and phone number of each committee member, shall be maintained at the office of NCS.

- (a) Authority of Committees. Each committee shall be under the direction and control of the Board.
- (b) Procedures for Conducting Meetings. Each committee shall fix its own rules of procedure and other regulations which shall be consistent with the Articles of Incorporation, these Bylaws and the policies of NCS.

ARTICLE V CHANGES IN GOVERNANCE MODEL

Section 1. Changes in Governance Model. The governance model set forth in Article IV above may be changed only:

- (a) by a majority vote of the Board of Directors and the licensed teachers employed by NCS, including licensed teachers providing instruction under a contract between NCS and a cooperative; and
- (b) with approval of NCS's authorizer (as determined under Minnesota Statute section 124E.07).

Section 2. Conform with Minnesota Statute 124E.07. Any change in board governance must conform with the board structure established under Minnesota Statute 124E.07.

Section 3. Procedures. The procedure for voting on a change in governance model shall be as follows:

- (a) A combined meeting of the Board of Directors and the teachers eligible to vote on any change in the governance model shall be held pursuant to a call by the Board Chair, or written request by one-third (1/3) of the Board of Directors, and pursuant to notice to each such person given by NCS at least

thirty (30) days prior to such meeting in the manner provided for special meetings of the Board.

(b) Each person eligible to vote as determined above shall have one vote on the matter and the matter shall be decided by a majority vote of all such persons. A quorum for such meeting shall be a majority of all such persons eligible to vote.

ARTICLE VI OFFICERS AND EMPLOYEES

Section 1. Number; Election. The officers of NCS shall be elected for one (1) year terms by the Board of Directors, and shall consist of a Board Chair, Executive Director, Treasurer and such other officers as the Board of Directors shall determine.

Section 2. Vacancies. A vacancy in any office of NCS occurring by reason of death, disqualification, resignation or removal shall be filled for the unexpired portion of the term by appointment of a successor by the Board of Directors.

Section 3. Board Chair. The Board Chair shall:

- (a) Act as the chairperson of the Board of Directors;
- (b) Preside at all meetings of the Board of Directors;
- (c) Exercise such powers as the Board of Directors may prescribe;

Section 4. Treasurer. The Treasurer shall be the chief financial officer, and shall, or ensure that those persons with financial management responsibilities:

- (a) Keep accurate accounts of all monies received or disbursed by NCS ;
- (b) Deposit all monies, drafts and checks in the name of, and to the credit of, NCS in such banks and depositories as the Board of Directors shall designate;
- (c) Have the care and custody of the corporate funds and securities;
- (d) Have the power to endorse for deposit all notes, checks and drafts received by NCS;
- (e) Disburse the funds of NCS as ordered by the Board of Directors, making proper vouchers therefor;

(f) Render to the Board Chair and the Board of Directors, whenever required, an account of all of the Treasurer's transactions as Treasurer and of the financial condition of NCS; and

(g) Perform such other duties and have such other powers as may be prescribed by the Board of Directors.

Section 5. Executive Director. The Executive Director shall act as the chief administrative officer. The Executive Director shall actively manage the business and affairs of NCS, and shall see to it that all orders and resolutions of the Board of Directors are carried into effect. The Executive Director shall be responsible for overseeing the application and implementation of established policies in the operations of NCS. Subject to Minnesota law, in general, the Executive Director shall perform all duties usually incident to the office of executive director or president and all duties prescribed by the Board of Directors.

Section 6. Management and Administrative Employees. NCS may have such management and administrative employees as are determined necessary by the Board of Directors. Such employees shall be appointed, have the duties and responsibilities, and be compensated, as authorized by the Board of Directors.

Section 7. Removal of Officer. Any officer may be removed at any time, with or without cause, by the vote of a majority of the Board of Directors at any regular meeting or at a special meeting called for that purpose.

Section 8. Resignation. Any officer may resign at any time. Such resignation shall be made in writing to the Board Chair and shall take effect at the time specified therein or, if no time be specified, at the time of its receipt by the Board Chair. The acceptance of a resignation shall not be necessary to make it effective.

ARTICLE VII DISTRIBUTION OF ASSETS

Section 1. Right to Cease Operations and Distribute Assets. By a two-thirds (2/3) vote of all Directors, the Board may resolve that NCS cease operations and voluntarily dissolve. Such resolution shall set forth the proposed dissolution and direct designated officers of NCS to perform all acts necessary to effect a dissolution.

Section 2. Cessation and Distribution. When cessation of operations and distribution of assets has been called for, the Board of Directors and the designated officers shall cause NCS to discontinue its regular business activities and operations as soon as practicable, and shall liquidate and distribute all NCS's assets to other entities in accordance with Minnesota Statutes, Section 317A.735 and in accordance with the

Articles of Incorporation. Notice of intent to dissolve shall be filed with the Secretary of State pursuant to Minnesota Statutes, Section 317A.723.

ARTICLE VIII INDEMNIFICATION

Section 1. Indemnification. Each Director, Officer and Employee of NCS, past or present, and each person who serves or may have served at the request of NCS as a Director, Officer, Partner, Trustee, Employee, Representative or Agent of another organization or employee benefit plan, and the respective heirs, administrators and executors of such persons, shall be indemnified by NCS in accordance with, and to the fullest extent permitted by, Minnesota Statutes, Section 317A.521. NCS shall not be obligated to indemnify any other person or entity, except to the extent specifically approved by resolution of the Board of Directors. This Section is for the sole and exclusive benefit of the individuals designated herein and no individual, firm or entity shall have any rights under this Section by way of assignment, subrogation or otherwise, whether voluntarily, involuntarily or by operation of law.

Section 2. Insurance. NCS may purchase and maintain insurance on behalf of any person who is or was a Director, Officer, Employee or agent of NCS, against any liability asserted against and incurred by such person in that person's official capacity, or arising out of that person's status as such, whether or not NCS would have the power to indemnify such person against liability under Minnesota Statutes, Section 317A.521, the Articles of Incorporation or these Bylaws.

ARTICLE IX AMENDMENTS TO BYLAWS

Subject to the provisions of Article V, these Bylaws may be repealed or amended by a majority vote of the Board of Directors at a Board meeting properly noticed for such purpose and held pursuant to these Bylaws.

ARTICLE X FINANCIAL MATTERS

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of NCS to enter into any contract or execute and deliver any instrument in the name and on behalf of NCS, and any such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors or these Bylaws, no officer, agent or employee shall have any power or authority to bind NCS by any contract or engagement, or to pledge its credit or to render it liable for any purpose or to any amount.

Section 2. Loans and Pledges. No loans shall be contracted nor pledges or guarantees given on behalf of NCS unless specifically authorized by the Board of Directors.

Section 3. Authorized Signatures. All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of NCS shall be signed by such person or persons and in such manner as shall be determined by the Board of Directors or these Bylaws.

Section 4. Deposits. All funds of NCS shall be deposited to the credit of NCS in such banks, trust companies or other depositories as the Board of Directors may designate and shall be disbursed under such general rules and regulations as the Board of Directors may determine.

Section 5. Corporate Seal. NCS shall not have a corporate seal.

Section 6. Accounting System and Audit. The Board of Directors shall cause to be established and maintained, in accordance with generally accepted accounting principles applied on a consistent basis, an appropriate accounting and financial reporting system for NCS. The Board shall cause the records and books of account of NCS to be audited at least once each fiscal year and at such other times as it may deem necessary or appropriate, and may retain such person or firm for such purposes as it may deem appropriate.

Section 7. Documents Kept at NCS Office. The Board of Directors shall cause to be kept at the office of NCS or on the school Website, copies of:

- (a) Records of all proceedings of the Board of Directors and all committees;
- (b) Records of all votes and actions of the members;
- (c) All financial statements of NCS; and
- (d) Articles of Incorporation and Bylaws of NCS and all amendments and restatements thereof.

Section 8. Insurance. The Board of Directors shall determine the liability, property or other insurance requirements for NCS. The Board shall also determine which, if any, officers, agents or employees of NCS shall be bonded and the amount of each bond.

Approved by the Board of Directors on April 18, 2018

Reading

NCS has seen strong growth in reading in 2017-18. Based on grades 3-8 MCA data, our overall scores increased about 12% points from the prior year, up to 66.3% proficient, making up most of the loss we have seen over the last few years with our lowest point at 54.3% proficient. We are about 30% points more than MPS, and about 6% points higher than the state average.

Wilder's evaluation in reading demonstrates that broad reading skills at or above grade level in 1st grade are 71%, 53% in 2nd grade.

After using iReady Reading diagnostics in 6-8 last year, we will be implementing school-wide iReady reading diagnostics in 2018-19. We will analyze with MCA results for any correlation to use as a predictor.

We would like to increase our Reading proficiency from 66.3% to 70.0% as measured by the MCAs in spring 2019.

Math

NCS has seen a decline in math in 2017-18. Based on grades 3-8 MCA data, our overall scores decreased about 3% points from the prior year, at 50.3% of our students proficient. Overall, we are seeing inconsistent scores, with no specific trend data. We are about 7% points higher than MPS and about 7% points below the state average.

Wilder's evaluation in math demonstrates broad math skills at or above grade level in 1st grade at 59%, and 53% in 2nd grade.

iReady math data for grades 1-8 in 2017-18 show 58% of our students on or above grade level. The results are inconsistent across the grades, not demonstrating a pattern in the outcomes.

We will analyze iReady results with MCA results for any correlation to use as a predictor. We will use iReady individual online instruction as a support system for all students at all performance levels to meet their individual needs. It will not supplant core Eureka instruction, and will be used as a supplement.

Due to the inconsistencies in math, and the lower scores, we will focus our instructional professional development in math.

We would like to increase our math scores in grades 3-8 from 50.3% to 60.3% as measured by the MCAs in spring 2019.

<p>Aspirations:</p> <ul style="list-style-type: none"> • We hope to implement highly effective core math instruction at all grade levels. • We want classroom teachers to be able to meet the needs of a wider range of student learners, encompassing both Tier 1 & 2 in the classroom. 	<p>Alignments:</p> <ul style="list-style-type: none"> • NCS is already aligned with our curriculum K-8. Eureka is highly rated, is aligned with CCSS, and has correlation charts to MN Standards. • We have all the materials and manipulatives required for the curriculum.
<p>Achievements:</p> <ul style="list-style-type: none"> • Classroom teachers have re-aligned curriculum lessons with MN Standards. • Classroom teachers have submitted year-long pacing and planning calendars. • We have had some in-house training in Eureka (by novices – we are learning together). • Teachers are mostly self-taught in their knowledge base of our math curriculum. 	<p>Adjustments:</p> <ul style="list-style-type: none"> • We will have a highly skilled Eureka trainer on-site in November for in-depth training K-8. • We need to have a clearer understanding of all the components of Eureka to better plan the critical vs. flexible components. • We need initial support in lesson pacing by our trainer. • We need ongoing support in pacing by peers/Cheryl/Mary