

NCS 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 New City School’s mission and vision. This document does not supersede the NCS Bylaws and it is not an official policy document – it is for guidance only and is intended to reflect the operation of NCS as set forth in other controlling law or governing documents.

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 and practical duties in helping NCS.

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. Board Eligibility & Election** – A new Board candidate must notify the Executive Director in writing 21 days prior to the election and must be 21 years old, submit to a criminal background check. (*NCS Board Elections Policy*). 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. Criminal Background Check Reporting** – The NEO Contract with NCS provides that “Prior to the time such persons are seated as members of the Charter School Board, the School will conduct a criminal background check” and that NCS “will certify to the Authorizer that background checks have been completed.” NCS will also provide to the NEO any adverse information that is revealed as part of the background checks and “will evaluate, on a case-by-case basis, membership on the Charter School Board where the background check revealed adverse information.”

- (NEO Contract, Section 6.1(a)).* Background checks are required every 5 years and registered sex offenders are not eligible to serve. *(NCS Criminal Background Check Policy).*
- D. 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 meetings start at 5:00 pm at the NCS campus.
 - E. 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).*
 - F. 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).*
 - G. 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. Voting Process** - The Board election is conducted by the Executive Director using paper ballots submitted by voters present or by votes submitted by absentee ballot in person to the Executive Director. *(NCS Board Elections Policy).*

- G. 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).*
- H. Written Notice to Authorizer of New Board Members** – “The School will file changes in the membership of the Charter School Board in the form of an updated board roster with the Authorizer within one week of a change occurring.” *(NEO Contract, Section 6.1(a)).*
- I. 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

Top Ten General Board Duties:

- Define the Mission, Vision & Values of the School
- Recruit, Select, Support & Evaluate the School Director
- Ensure Effective Strategic Planning
- Monitor & Strengthen the School's Programs & Services
- Ensure Adequate Financial Resources
- Provide Financial Oversight & Protect the School’s Assets
- Build a Competent & Effective Board of Directors
- Ensure Legal Compliance & Ethical Integrity

- Enhance the School’s Public Standing
 - Maintain a Positive & Constructive Relationship with Authorizer
- 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*). (*See more detail below*). The Minnesota OML gives the public the right to attend Board meetings in order to watch and listen to the proceedings. It does not give the right to speak. If the Board chooses to allow public comments, the Board can set the rules for commenters.
- 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. Audit Report & Board Approval of the Audit – NCS financials are audited each year and findings of the audit are presented by MMKR around October.

V. Minnesota Open Meeting Law (“OML”) - Closing Board Meeting Guidelines

The OML also describes when a public body is required or permitted to close a meeting.

A. Legal Requirements for Closing a Meeting:

When the Board closes a meeting, it must explain what legal authority it has to close the meeting, and describe what it will discuss at the closed meeting. The Board must do three things:

1. Make a statement on the record.
2. Give the specific statutory section that requires or permits the meeting to be closed, or identify the statutory authority requiring or permitting a closed meeting.
3. Specifically describe what will be discussed at the closed meeting, which requires more than just identifying possible discussion issues.

(Minn. Stat., §13D.01, subd. 3).

Examples of Proper Statement in Record for Closing a Meeting

- *“The meeting will be closed as permitted by the attorney-client privilege. (Minn. Stat. §13D.05, subd. 3 (b)) to discuss the renewal terms and negotiations involving the School’s lease.”*
- *“The meeting will be closed as permitted by Minn. Stat. §13D.05, subd. 3 (a), to evaluate the performance of the School’s Executive Director.”*

Meetings that discuss the following **MUST** be closed:

- Alleged victims or mandated reporters of criminal sexual conduct, domestic violence, or Maltreatment
- Active criminal investigations
- Law Enforcement officer misconduct
- Not public education data
- Not public health data
- Not public medical data
- Not public welfare/mental health data
- An individual's medical records
- Preliminary consideration of allegations or charges, but the meeting must be open at employee's request

(Minn. Stat. § 13D.05, subd. 2)

Meetings that discuss the following **MAY** be closed:

- Meetings closed as expressly authorized by statute
- Meetings closed as permitted by the attorney-client privilege
- Labor negotiations
- Employee performance evaluations, but the meeting must be open at employee's request
- Certain property transactions (asking price for property, review of confidential appraisals, develop offers or counteroffers)

- Certain security matters
(*Minn. Stat. § 13D.05; 13D.05, subd. 3*)

B. Closed Meeting – Record Keeping, Agenda, Minutes & Votes:

1. Record Keeping - All closed meetings - except those closed by attorney-client privilege - must be recorded. The law states “[a]ll closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.” (*See Minn. Stat. § 13D.05, subd. 1(d): Labor Negotiations Strategy (2 years); Security Matters (4 Years); Purchase or Sale Property (8 Years)*).
2. No Agenda or Record of Votes Required - With limited exceptions, the Minnesota OML does not require preparation of agendas or minutes. Minn. Stat §13D.01(4), does require a Board to record and maintain votes of its members. In addition, Minnesota’s Official Records Act (*Minn. Stat., §15.17*) requires the public body to “make and preserve all records necessary to a full and accurate knowledge of [its] official activities.”

VI. Telephone or Other Electronic Meetings Guidelines

A Board meeting may be conducted by telephone or other electronic means so long as the following six conditions are met (*see Minn. Stat. 13D.021*):

1. Remote Meeting Determination - The presiding officer (Board Chair/President), chief legal counsel (if you have one), or chief administrative officer (Executive Director) determines that an in-person meeting is not practical or prudent because of a health pandemic and/or emergency declared under Minnesota Law.
2. Board Members Can Effectively Participate - All board members participating can hear one another and can hear all discussion and testimony (so each board member on a telephone count towards the quorum requirements).
3. Public Location Available for Member of Public - Members of the public present at the regular meeting location of the board can hear all discussion and testimony and all votes of the members of the board, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration. (To the extent practical and if requested, the board must allow a member of the public to monitor the meeting electronically from a remote location).
4. One Person Present At Public Location - At least one board member, chief legal counsel (if you have one), or chief administrative officer (Executive Director) is physically present at the regular meeting location, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration.
5. Roll Call Votes - All votes must be conducted by roll call, so each member’s vote on each issue can be identified and recorded.

6. Notice – Notice of a meeting held by telephone or other electronic means, shall identify the regular meeting location AND that some or all Board members may participate by telephone or other electronic means, and that the public may hear the board meeting at the regular meeting location (or remotely if the regular meeting location is unavailable).

VII. 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. Bring any policy suggestions to the full Board

C. Wellness Committee – The Board is required to Appoint a Wellness Committee (all requirements are spelled out in the Wellness Policy).

D. Executive Director Evaluation Committee – The committee will provide a framework and recommend to the Board how implement the framework to evaluate the Executive Director.

1. Recruitment of Diverse Student Body
2. Student Growth - Testing Results
3. Teacher Growth – Evaluations

VIII. Board Agenda Items by Month *(In Addition to Standing Agenda Items)*

A. January Meeting

- Conduct Official Annual Meeting (Required for Non-Profit Corporations) for Board Elections (Elected for 2-year term) – Last election was **January 2020**; next Board Elections: **January 2022; January 2024, January 2026.**
- Conduct Vote for 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 Annual Public Report (that includes WBWF Plan)
- Approve Banking Partner (Western Bank)
- 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 (MACS)
- Renew Corporate Status with MN Secretary of State (Executive Director)

B. April/May Meeting

- Approve Preliminary Budget for Upcoming School Year
- Approve School Days & Hours & Authorize Executive Director to determine Snow Days
- Approve School Calendar for Upcoming School Year (include Board meeting dates)
- Approve Renewal of Teacher & Staff Contracts
- Approve Renewal of Liability Insurance (Assured Partners) (March renewal date/Terrorism Policy 2 Year Renewal)
- Approve Renewal of Employee Benefits (Approve offer to list of teachers and Staff)
- Approve Vendor or Service Contracts (Approve by list of vendors and providers)
- Building Lease Renewal (Grace Center)
- Executive Director Evaluation Plan & Questionnaire to Community

C. June Meeting

- Executive Director Evaluation Review of Questionnaire
- Executive Director Goal Setting for Upcoming School Year

D. August/September Meeting

- Approve Bank Fee to Renew Line of Credit
- 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)
- Report of State Goals Results (Reading, Math, Science)
- Academic Assessment Data Analysis (MCS, F&P, iReady, Aspire)
- Authorize "District Advisory Committee" to prepare WBWF Plan

E. October/November Meeting

- Presentation and Approval of School Audit Report (MMKR CPAs)
- Authorizer (NEO) Visit.
- Review and Approve WBWF Plan and Set Date for "Annual Public Meeting" for presentation of the Plan (typically set for February/March)
- Approve Executive Director as Authorized External User for MDE Access
- Report of District Testing
- Report of Goal-Setting Conferences Between Teachers and NCS Families

IX. NCS Board Approved Policies

- [Attendance Policy](#)
- [Board of Directors Eligibility & Election Policy](#)
- [Bullying and Harassment Policy](#)
- [Busing Transportation Policy](#)

- [Bylaws of New City School](#)
- [Computer & Internet Usage Policy](#)
- [Conflict of Interest Policy](#)
- [Criminal Background Check Policy](#)
- [Dangerous Drugs/Controlled Substances and Alcohol Policy](#)
- [Dress Code Policy](#)
- [Educational Field Trip Policy](#)
- [ELL Instruction Educational Program Plan & Policy](#)
- [Enrollment Policy](#)
- [Equal Opportunity Non-Discrimination Policy](#)
- [Fund Balance Policy](#)
- [Gender Inclusion Policy](#)
- [Grade Acceleration Policy](#)
- [Immunization Policy](#)
- [Misuse of Technology Policy](#)
- [Mobile Phone and Personal Device Policy](#)
- [Nepotism Policy](#)
- [Pledge of Allegiance Policy](#)
- [Protection and Privacy of Pupil Records](#)
- [School District Funds Investment Policy](#)
- [Sexual Harassment \(Title IX\) Policy](#)
- [Special Education Procurement Policy](#)
- [Student Educational Data Policy](#)
- [Tobacco and Weapons Policy](#)
- [Wellness Policy](#)

X. Annual Public Report & World’s Best Workforce Plan

A. Timeline for Annual Public Report & WBWF Plan

August/September – The Board establishes the District Advisory Committee that will prepare the World’s Best Workforce Plan (“[WBWF Plan](#)”)

September - MCA scores are made available. The District Advisory Committee analyzes the MCA scores and prepares the [WBWF Plan](#).

November – District Advisory Committee presents the [WBWF Plan](#) to the **Board for review and Board approval**. The Board must also set a date for, and “**hold an annual public meeting**” to present & review the approved [WBWF Plan](#). Once the date for the WBWF annual public meeting is set, the School (*i.e. the District Advisory Committee or Executive Director*) is required to present the Board-Approved [WBWF Plan](#) to the entire school Community at the meeting. The annual public meeting is typically scheduled to coincide with an all-school event in February or March.

December 15 – A summary of the WBWF Plan (“[WBWF Summary Plan](#)”) must be submitted to New City School Authorizer (NEO) and Minnesota Commissioner of Education. MDE provides

a template for schools to use when submitting the [WBWF Summary Plan](#). **NOTE: Because the [WBWF Plan](#) was previously approved by the Board – the Board does not need to separately approve the [WBWF Summary Plan](#).**

January 1-14 – The Board must approve (and publish on the School Website) an **Annual Public Report**, that “must at least include information on school enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans.” The [WBWF Plan](#) is included as part of the **Annual Public Report** which is also approved at the January Board meeting.

January 15 – The New City School Authorizer (NEO) must submit school’s Board-approved **Annual Public Report** in a manner specified by the Commissioner of Education by January 15.

January 25 – Date by which the Commissioner of Education must report to the legislature schools that fail to submit a [WBWF Summary Plan](#).

February/March – Date the Board holds WBWF annual public meeting where the School presents the [WBWF Plan](#) to the entire school Community.

April/May – School conducts survey regarding the School Community’s connection to and level of satisfaction with school. The school must include the results of this survey in the [WBWF Summary Plan](#).

B. Legal Requirements of the Annual Public Report

New City School must publish an Annual Public Report, approved by the Board, that “must at least include information on school enrollment, student attrition, governance and management, staffing, finances, academic performance, innovative practices and implementation, and future plans.” (*Minn. Stat. § 124E.16, subd. 2(a)*). The statute also states:

- A school may combine the Annual Public Report with the WBWF Plan;
- A school must post the Annual Public Report on the school’s website;
- A school “also must distribute the annual report by publication, mail, or electronic means to its authorizer, school employees, and parents and legal guardians of students enrolled in the charter school.” (*Minn. Stat. § 124E.16, subd. 2(a)*).
- “An authorizer must submit an annual public report in a manner specified by the commissioner by January 15 for the previous school year ending June 30 that shall at least include key indicators of school academic, operational, and financial performance. The report is part of the system to evaluate authorizer performance under section 124E.05, subdivision 5.” (*Minn. Stat. § 124E.16, subd. 2(b)*).
- “Administrators. (b) The board of directors and an individual who does not hold a valid administrative license and who serves in an administrative, supervisory, or instructional leadership position shall develop a professional development plan. The school’s annual report must include public personnel information documenting the professional development plan.” (*Minn. Stat. § 124E.12 Subd. 2*).

C. Legal Requirements for World’s Best Workforce Plan (“WBWF Plan”) (Minn. Stat. § 120B.11), per Minn. Stat. § 124E.03, subd. 2(i))

1. **The Board is Required to Adopt a WBWF Plan** - “A school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce . . .” (Minn. Stat. § 120B.11, subd.2). This means striving to:

- Meet school readiness goals;
- Have all third-grade students achieve grade-level literacy;
- Close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty;
- Have all students attain career and college readiness before graduating from high school; and
- Have all students graduate from high school.

(Minn. Stat. § 120B.11, subd.1(c))

2. **The Board is Required to Establish a District Advisory Committee** – The Advisory Committee should ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards. (Minn. Stat. § 120B.11, subd.3). The District Advisory Committee must, according to the statute:

- Reflect, to the extent possible, the diversity of the school, and include teachers, parents, support staff, students, and other community residents;
- Pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults;
- Recommend to the Board rigorous academic standards, student achievement goals and measures district assessments, means to improve students' equitable access to effective and more diverse teachers, and program evaluations;
- Whenever possible, parents and other community residents shall comprise at least two-thirds of Advisory Committee Members. (Minn. Stat. § 120B.11, subd.3)

3. **The School Must Establish a Site Team** - The School must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. (Minn. Stat. § 120B.11, subd.4). See Minn. Stat. § 120B.11, subd.3 (“The district may establish site teams as subcommittees of the district advisory committee”).

- The site team must include an equal number of teachers and administrators and at least one parent.
- The site team advises the District Advisory Committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

4. **The Board Must Publicly Report the WBWF Plan** - The Board must report/publish (*consistent with Minn. Stat. §120B.36, subd. 1*) the WBWF Plan on the School Website. (**Minn. Stat. §120B.11, subd.5**).
5. **The Board Must Hold an Annual WBWF Public Meeting to Review the WBWF Plan** – “The school board shall hold an annual public meeting to review, and revise where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce.” (**Minn. Stat. § 120B.11, subd.5**).
6. **The Board Must Transmit an Electronic Summary of its Plan to the Commissioner of Education** - (“The report must be in the form and manner the commissioner determines.”) (**Minn. Stat. § 120B.11, subd.5**). The MDE Commissioner set this date for transmitting a Summary of the WBWF Plan by December 15.
7. **The School Must Conduct a Periodic Survey** - The School must periodically survey affected constituencies, (*in their native languages where appropriate and practicable*), about their connection to and level of satisfaction with school. The school must include the results of this evaluation in the summary report required under subdivision 5). (**Minn. Stat. § 120B.11, subd.7**).
8. **Commissioner Will Report Schools by January 25 That Fail to Submit a WBWF Plan** - “The commissioner shall report by January 25 of each year to the committees of the legislature having jurisdiction over kindergarten through grade 12 education the list of school districts that have not submitted their report to the commissioner under subdivision 5 and the list of school districts not achieving their performance goals established in their plan”. (**Minn. Stat. § 120B.11, subd.9(c)**).

XI. New City School Required Website Content

Board of Directors Related

- **Directory Information for the Board of Directors.** Minn. Stat. § 124E.07, subd. 8(b). (*If applicable, directory information for members and committees having board-delegated authority. Minn. Stat. § 124E.07, subd. 8(b)*)
- **Board Meeting Notice.** Notice (time, place and date) of Board meetings must be posted at least five days prior to a Board Meeting. NCS Bylaws, Art. IV, Sec. 4.
- **Special Meetings.** Notice (time, place and date) of Special Board meetings must be posted at least 24 hours prior to the Meeting. NCS Bylaws, Art. IV, Sec. 5.

- **Meetings Minutes of the Board.** Minn. Stat. § 124E.07, subd. 8(b). *(If applicable, meeting minutes of members and committees having board-delegated authority Minn. Stat. § 124E.07, subd. 8(b))*
- **Notice of the Annual Meeting Election.** Notice of Board Elections must be posted 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.)*
- **Special Meetings to Fill Board Vacancies.** Although Board vacancies may be filled by a simple vote of the majority of the remaining Board members, notice of any Special Meeting to fill a Board vacancy must be posted at least 30 days prior to the meeting date. NCS Bylaws, Art. IV, Sec. 3(c)(ii).
- **New City School’s Authorizer and Contact Information.** Minn. Stat. § 124E.07, subd. 8(b)
- **Suggested For “Board Governance” Webpage:** Bylaws; Articles of Incorporation; Board Development Plan.

Enrollment Policy (Admissions and Lottery)

- **The Lottery Policy and Process.** Minn. Stat. § 124E.11(b)
- **Early Admission Policy.** Minn. Stat. § 124E.11(d)

Annual Reports

- **The Annual Report approved by the Board.** Minn. Stat. § 124E.16, subd. 2(a) *(This can be combined with the school’s world’s best workforce plan. See below.)*
- **The World’s Best Workforce Plan.** Minn. Stat. § 120B.11, subd. 5 per Minn. Stat. § 124E.03, subd. 2(i).

Academic Information

- **A Comprehensive Calendar of Standardized Tests to be Administered During the School Year.** Minn. Stat. § 120B.301(c) *(This must be posted before the first day of school each year and must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law).*
- **The Literacy Plan.** Minn. Stat. § 120B.12, subd. 4a per Minn. Stat. § 124E.03, subd. 2(b).

Safety and Health

- **Title IX Coordinator Contact Information.**
- **The Policy to Prevent and Prohibit Student Bullying.** Minn. Stat. § 121A.031, subd. 3 per Minn. Stat. § 124E.03, subd. 4(c).
- **The Wellness Policy.** Minn. Stat. § 121A.215 per Minn. Stat. § 124E.03, subd. 2(a).
- **MN Healthcare Program Link.** A link to information on how to obtain an application and application assistance for Minnesota health care programs. Minn. Stat. § 256.962, subd. 6. *(The following link must be included on the charter school’s website):*
<https://mn.gov/dhs/people-we-serve/children-and-families/health-care/health-care-programs/programs-and-services/children-families-apply.jsp>
- **Notification of Criminal Background Check Policy.** At the beginning of each school year or when a student enrolls, New City School will notify parents and guardians

regarding the criminal background check policy by posting it on the school Website.
Minn. Stat. §123B.03 Subd. 1(e).

Miscellaneous

- **The collaborative agreement and all accountability measures between the charter school and other entities.** Minn. Stat. § 124E.08(c). (districts, authorizers or charter schools)
- **The Policy for Purchasing Group Health Insurance.** Minn. Stat. § 124E.12, subd. 5(b). (*“A charter school board or a cooperative of teachers that provides group health insurance coverage must establish and publish on its Web site 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”*)

XII. Other Important Events at NCS

Below is a general description of several 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. 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.
- E. 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
- F. 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.
- G. 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.

- H. 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 school's *Options* program.
- I. 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
- J. 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.

XIII. Minnesota General Law Applicable to Charter Schools

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