

Adopted: 3-25-2020

Revised:

NORTH METRTO FLEX ACADEMY
POLICY No. 2.1
BOARD OF DIRECTORS ELECTION PROCESS

I. PURPOSE

The Board shall appoint a Board Nominations Committee (herein referred to as the “Committee”) that will follow the election procedures described below for the North Metro Flex Academy (NMFA) Board of Directors.

II. POLICY STATEMENT

In accordance with NMFA Bylaws and Minnesota law, elections for the Board of Directors will be held in May of every year unless called for by the Board.

III. SELECTING PROSPECTIVE BOARD CANDIDATES AND COMPOSITION

- A. A call for prospective candidates should be made by posting informational material on social media and transmitting to NMFA families.
- B. The Committee should gather enough candidates to fill the upcoming vacant seats to present to the Board. If a vacant position was filled by appointment during the school year, that position will also be up for election. If the current member wishes to be considered, this process should be followed.
- C. The Board of Directors Nomination Form (Attachment A) should be completed for each prospective candidate.
- D. The Committee shall present the list of prospective candidates to the Board of Directors.
- E. The Board of Directors shall be composed of at least five members who are not related or affiliated with one another, with at least one of each of the following:
 - licensed teacher teaching in the classroom
 - a parent or legal guardian who is not an employee of NMFA
 - a community member who is not an employee or parent/legal guardian of a NMFA student.
- F. Immediate family members of school employees are not eligible to serve on the Board.

G. Board member terms:

- Community member – 1 year
- Parent member – 1 year
- Teacher member – 2 years

IV. CONTACTING PROSPECTIVE BOARD CANDIDATES

A. Once the Board has chosen the prospective Board candidates, the Committee will contact them utilizing the following materials:

1. A personalized cover letter that informs the prospective candidate of the Board's interest in him/her, a brief description of the recruitment and nominations process, and an invitation to be considered for the NMFA Board of Directors (Attachment B).
2. A copy of the position description that details the roles and responsibilities of a Board Director (Attachment C).
3. Additional material about the NMFA Board and its responsibilities as necessary.
4. A response form that the prospective candidate can return indicating he/she would like more information and/or they want to be considered for the Board of Directors (Attachment D).
5. A background check will be conducted by NFMA administrative staff once the appropriate form has been completed by the candidate.

B. This material will be delivered to the prospective candidate and will be followed up by a personal phone call from a designated member of the Committee which will respond to any questions that the prospective candidate might have. During this conversation the Committee member will be able to determine their level of interest in being considered for the Board of Directors, to invite them to a school function if they are unfamiliar with NMFA, and to invite them to talk with administrative and other staff.

V. ORIENTATION

A. The Committee will then schedule an orientation with all prospective Board Directors who responded affirmatively during the above process.

The orientation will consist of:

1. A welcome and introductions;
2. An overview of the mission, vision and educational goals of the school;

3. An overview of the roles and responsibilities of the Board of Directors;
 4. A review of the individual job description detailing specific expectations;
 5. An opportunity for prospective Board candidates to ask questions; and
 6. A declarations of willingness to serve by the Board candidates.
- B. After completion of the orientation session, individuals who wish to continue in the process will be asked to fill out the Board Application Form that provides background information (Attachment E) and return to the Committee by a set date. Some of this information might be included in the profiles that will be available to all eligible voters (Attachment F) or another approved format.
- C. After the application forms are received, the Committee will meet to review all of the individuals who participated. When reviewing the prospective candidates, the Committee should ask the following questions:
1. Does the candidate appear to be committed to the mission and educational philosophy of NMFA?
 2. Can the candidate contribute the time necessary to be an effective Board Director?
 3. Does the candidate possess some of the key skills, knowledge and other assets that match the Board to recruiting priorities?
 4. Does it appear that the candidate can place NMFA purposes and interests above their own professional and personal interest when making decisions as a Board Director?

VI. ELECTION PROCESS

- A. After the Committee has finished the nomination process, ballots and other election materials will be created. NMFA administrative staff will work with the Committee to facilitate the assembly and distribution of materials along with voting instructions.
- Voting will take place via one of many platforms which include, but is not limited to:
 - Paper Ballot
 - Electronic Voting

- NMFA must notify eligible voters of the Board of Directors' election at least 30 days prior to the election. Elections will not be held during holidays or school breaks and must be held during the school year.
 - Staff members employed at the school, members of the Board of Directors, and all parents or legal guardians of children enrolled in the school are eligible voters. There is a maximum of two votes per family and each school employee and Board member has one vote.
 - An outside independent organization will facilitate the tabulation of ballots from all eligible voters
- B. Once all votes are in and tabulated, the new appointed Board of Directors will be notified, sign the Board Member Profile Agreement (Attachment G), and take their place on the Board of Directors at the regularly scheduled board meeting in July.

Legal Reference: Minn. Stat. §124E.10 (Charter School Law)

**NORTH METRO FLEX ACADEMY
INVITATION LETTER DRAFT
(Attachment B)**

In May of this year, new Board Directors will be appointed to the North Metro Flex Academy Board of Directors. You have been recommended to our Board Nominations Committee as a possible candidate for Board service. We are requesting that you give serious consideration to this nomination for a Board position.

Since its opening, North Metro Flex Academy has been recognized as an effective educational leader having real impact within the community. We invite you to become a part of this growing tradition.

The next several years promise to be exciting ones for North Metro Flex Academy and will continue to have a positive impact on the children and families we serve. The Board of Directors will play a central role in this important work.

Because of your experience and involvement in North Metro Flex Academy and/or the community, we feel you are well qualified to be nominated for a Board position. As you consider this opportunity, we ask you to review the Board Director Position Description included in this packet. As you will see, we are expecting the Board to be an active one.

A primary responsibility of Board Directors is to participate in policy development and major decision-making at Board meetings held at least 12 times a year. Another key responsibility is to be active on an ongoing basis on a Board committee.

A member of our Board Nominations Committee has been asked to contact you by phone to discuss this invitation with you. You may have already received this call. In the meantime, if you wish to be considered as a candidate for the Board of Directors, please complete Attachment D. If your answer is "yes," you will be asked to attend a short orientation meeting to review Board responsibilities in more detail and you will receive additional information about North Metro Flex Academy.

If you have any questions, please contact [NAME, PHONE NUMBER AND EMAIL ADDRESS].

Sincerely,

[NAME OF BOARD DIRECTOR]
North Metro Flex Academy Board of Directors

NORTH METRO FLEX ACADEMY
BOARD DIRECTOR POSITION DESCRIPTION
(Attachment C)

1. Attend regular meetings of the North Metro Flex Academy Board which are approximately 2.5 hours in duration and meet on the third Wednesday of each month. Be accessible for personal contact in-between Board meetings.
2. Provide leadership to Board committees. Each Board Director is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completions.
3. Commit time to attend important school related functions, such as staff meetings, staff workshops, open houses, parent-teacher conferences, and/or after school activities.
4. Responsibly review and act upon committee recommendations brought to the Board for action.
5. Prepare in advance for decision-making and policy formation at Board meetings; take responsibility for self-education on the major issues before the Board.
6. Participate in the annual Board Director self-review process.
7. Participate in the annual Board development and planning retreat.
8. In general, utilize personal and professional skills, relationships and knowledge for the advancement of North Metro Flex Academy.
9. Be familiar with and act in accord with North Metro Flex's Board of Directors' Policy Manual and State law.
10. Meet the duty of care, obedience and loyalty as defined in Minnesota Statutes §317A.
11. Participate in the Board training required under Minnesota Statutes §124E.10.

I am aware that this Board Director Position Description is an expression of good faith and provides a common ground from which Board Directors can operate. Additional information on the mission of North Metro Flex, educational programs and Board responsibilities is contained in the Board orientation materials and bylaws which I have read.

Board Director's Signature

Date

**NORTH METRO FLEX ACADEMY
BOARD NOMINATIONS RESPONSE FORM
(Attachment D)**

Please Check One:

_____ I am interested in being considered for a North Metro Flex Academy Board position.
Contact me with information about the upcoming orientation session.

_____ Contact me. I need more information before I can decide if I want to be considered for a
Board position.

Name: _____

Phone: Work: _____ Home/Cell: _____

Email address: _____

Return by Mail to:

North Metro Flex Academy
2350 Helen Street
N. St. Paul MN 55109

Or

Return by Fax to: (612) 276 3911

Or

Return by Email to: info@northmetroflex.com

**NORTH METRO FLEX ACADEMY
BOARD APPLICATION FORM
(Attachment E)**

Complete this form and return to the North Metro Flex Academy Board Nominations Committee.

Name: _____ Phone: Work: _____ Home/Cell: _____

Address: _____

Email Address: _____

Relevant Community Experience and/or Employment (attach a resume if relevant): _____

Why are you interested in serving as a Board Director? _____

Area(s) of expertise/contributions you feel you can make to our school as a Board Director: _____

Other volunteer commitments: _____

Nominee: _____ Date: _____

For Board Committee Use

_____ Nominee has had a personal meeting with the Board Nominations Committee Chair, Board Chair, Charter School Administrator, or other Board Director. Date: _____

_____ Nominee reviewed by the Board Nominations Committee. Date _____

_____ Nominee attended a Board meeting. Date _____

_____ Nominee interviewed by the Board. Date _____

Action taken by the Board: _____

**NORTH METRO FLEX ACADEMY
BOARD PROFILE WORKSHEET
(Attachment F)**

Nominee Initials: _____

CONSTITUENCY:

_____ Parent _____ Guardian _____ Community Member
_____ Licensed Teacher Teaching in the Classroom

SKILLS:

Strategic Planning: _____

Public Relations: _____

Financial Management: _____

Community Development: _____

Administration: _____

Academic/Education: _____

Government Representative: _____

Law: _____

Personnel: _____

Charter School Law: _____

Other: _____

**NORTH METRO FLEX ACADEMY
BOARD MEMBER PROFILE AGREEMENT
(Attachment G)**

North Metro Flex Academy Board of Directors shall have a firm knowledge of creating an effective charter school governing Board. Directors shall be fully committed to the charter school concept. The purpose of the Board of Directors is to direct, not manage, the school. Board members should be able carry to out North Metro Flex Academy’s vision, foster relationships with staff and the school community, and oversee the budget.

All Board members should attend at least two school related functions, such as staff meetings, staff workshops, open houses, parent-teacher conferences and/or after school activities per year to show support and encouragement for that vital aspect of our school. Board members may chair and serve on committees.

Prior Board experience is helpful. A high value for professionalism and the success of the school is mandatory. Motivation for serving on the Board shall be to help guarantee the educational success of students.

All Board members are expected to attend a yearly Board conference where the goals of the Board are defined, a Board self-evaluation critique is conducted, outside speakers present information on effective Board leadership, and other pertinent topics are discussed. The Board will annually attend a Board Visit Day. During this time, Directors will visit with the staff and become familiar with current school concerns. The Board will annually conduct a self-evaluation. Goals for the next year will also be determined at that time. Directors shall fulfill their responsibilities on the Board, Board committees or subcommittees to their fullest capability. All Board members should be the best public relations representatives the school has.

BEHAVIORAL EXPECTATIONS

Expectations include a professional demeanor at all Board meetings. Issues being discussed shall not be personalized and directed toward any other Board member, staff member, parent or anyone else. Confidentiality, consistent with state and federal law, is expected in all situations. Board members shall respect and listen to ideas being presented by other Board members.

Board members fulfilling their responsibilities to their fullest potential shall be encouraged by each of the Directors. When receiving criticisms from parents or other interested parties about staff, the Board member shall direct the speaker to the NMFA Principal who shall process the criticism in a manner consistent with Board policies. Board members are expected to present a positive image of staff and Board members to the school community or parties outside the school community.

Board members will commit to resolving conflict directly with each other or with the appropriate staff member and not share the conflict with anyone outside of the conflict, including, but not limited to other parents, other staff members or the media.

Board members shall exemplify integrity, honesty and respect. A dedication and commitment to the vision of North Metro Flex Academy and the charter school movement shall be the top priority for all Board members. Any Board member finding him or herself involved in an irresolvable conflict shall put the vision of the school first and step down from the Board.

Board members shall abide by the Open Meeting Law. The Opening Meeting Law states that anyone discussing Board business, policy, actions, resolutions, etc. with a quorum of the Board, except at regularly scheduled meetings, is illegal. A "meeting" is defined as communication of a quorum through person, telephone, e-mail, or any other means.

Board members missing no more than two (2) meetings per school year without excuse or three (3) meetings per year regardless of excuse shall be relieved of their Board involvement.

GOVERNANCE OF NORTH METRO FLEX ACADEMY

North Metro Flex Academy shall be governed by a Board of Directors and the Principal shall be accountable to the Board. In our case this is not true needs revision. The Principal shall make decisions on a day-to-day basis and fulfill all administrative duties for the school. The Board will maintain the vision and steer the school's direction as it carries out the Mission Statement.

As with all charter schools, North Metro Flex Academy is an entity separate from the school district in the area of governance. This unique characteristic of charters shall be guarded by each Board member.

While at the school, Board members shall be mindful of the different roles they play: parent, volunteer, Board member, etc. Board members will not use their position of authority while acting in their parent or volunteer roles. Board members shall foster good relationships with the Principal and staff on a personal level. With humility, each Board member will serve the best interests of the school.

Board members shall remember that stepping out of their advisory/Board capacity and attempting to run the school as an administrator will always cause problems.

The vision and mission statement of North Metro Flex Academy will serve to guide and direct the Board of Directors. The goal to continually improve, maintain integrity, serve North Metro Flex Academy families and ensure academic success for our students shall take precedence in all situations.

Signed, this ____ day of _____, 20____.

Board Member, North Metro Flex Academy