

BlueSky Board Election Process

In accordance with the BlueSky Bylaws, elections for the Board of Directors and seating of the elected Directors will be in May of every year.

The BlueSky Board of Directors shall form a Board Development Committee (Committee) by March of each election year who will follow the election procedures described below.

- I. Committee Develops List of Board Candidates**
 - A.** Candidates are licensed teachers employed by BlueSky Charter School; parents and guardians of currently enrolled students; and community members who demonstrate their support to the mission, values, and goals of BlueSky Charter School.
 - B.** The Committee shall attempt to locate a viable number of candidates to present to the Board.

- II. Committee Gathers Information From Potential Candidates**
 - A.** The Committee shall send to interested, qualified candidates
 1. Letter of Invitation (*Resource A*)
 2. BlueSky Charter School Board of Directors Position Description (*Resource B*)
 3. BlueSky Charter School Board Application Form (*Resource C*)
 - B.** Bring the list of potential candidates along with their application forms to April Board meeting for approval.

- III. Board of Directors Approves List of Candidates (at April Board meeting)**

- IV. Committee Organizes Election (by end of April or beginning of May)**
 - A.** The Committee shall create ballots with approved candidates, as well as other election materials.
 - B.** The Committee shall secure an outside, independent organization to aid in the facilitation, distribution, and tabulation of ballots to all eligible voters. Eligible voters:
 1. Each student's mother and father or legal custodians have one vote, with a maximum of two voters per family.
 2. Each BlueSky Charter School employee has one vote.

- V. Elected Candidate(s) Orientation (prior to May Board meeting)**
 - A.** Committee shall notify candidates of election results.
 - B.** Committee shall schedule an orientation session with elected candidate(s) prior to the May Board meeting. *Resource D* can be used for the orientation agenda.
 - C.** Candidate(s) shall sign BlueSky Charter School Board Member Profile Agreement (*Resource E*) & conflict of interest form (*Resource F*).

- VI. Board Approves Candidate(s) and Seats at May Board meeting**

Invitation Letter Draft

(Resource A)

In May of this year, new Board Directors will be elected to the Board of Directors of BlueSky Charter School. You have been recommended to our Board Development Committee as a possible candidate for Board service. We are requesting you to give serious consideration to nomination for a Board position. (*Two or Three*) 2 year terms will be available beginning in May.

The next several years promise to be exciting ones for BlueSky Charter School. BlueSky Charter School 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 the Charter School and/or 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 *BlueSky Charter School Board of Directors Position Description* included in this mailing. As you will see, we are expecting the Board to be an active one.

A primary responsibility of Board Directors is to participate in the development of policy and major decision-making at Board meetings held at least eight times a year, generally once per month. Another key responsibility may be to be active in a committee of the Board such as Finance Committee, Curriculum Committee, or Technology Committee.

Since its opening in 2000, BlueSky Charter School has become recognized as an effective educational leader having real impact within the community. We invite you to become a part of this growing tradition.

If you wish to be considered as a candidate for the Board of Directors, please complete and send back the enclosed *BlueSky Charter School Board Application Form* to the Board Development Committee member who contacted you. If you would like additional information regarding BlueSky or the Board of Directors role, please contact the Executive Director at 651-642-0888 or at info@blueskyschool.org.

Sincerely,

Dianne Ehnstrom
BlueSky Charter School Board of Directors

BlueSky Charter School Board of Directors Position Description

(Resource B)

1. Attend regular, monthly meetings of the BlueSky Charter School Board, which are each approximately two hours in length.
2. Review Board meeting agenda, minutes, and supplemental materials prior to each Board meeting.
3. Provide leadership to Board appointed committees.
4. Participate in a self-review process regarding the functioning of the Board and its individual members.
5. Participate in the annual board development and planning retreat(s).
6. Attend Board training sessions related to Governance, Employment Law, and Finance.
7. Use active listening skills.
8. Become familiar with charter school law, charter school finance, BlueSky's by-laws, and Robert's Rules of Order.
9. Avoid conflicts of interest and publicly disclose when such conflicts exist.
10. Provide representation for students, staff, and parents of BlueSky School and commit to serve in their best interest.

BlueSky Charter School Board Application Form
(Resource C)

Name _____ Phone _____

Email: _____

Please indicate if you are a licensed teacher, parent, or a community member:

What relevant community experience and/or employment do you have that you feel can benefit the BlueSky Board?

What area(s) of expertise/contributions do you feel you can make to BlueSky Charter School as a Board Director?

If you are an employee of BlueSky, how do you expect you will be able to separate your role as a Board member from that of a staff member?

If you are not an employee of BlueSky, do you have any charter school experience?

Why are you interested in serving as a Board Director of BlueSky Charter School?

Do you have other volunteer commitments? If so, please indicate below.

Board of Directors Orientation Session Agenda

(Resource D)

- I.** Welcome and Introductions
- II.** Overview of BlueSky mission, vision, and educational goals of the school including the strategic plan
- III.** Overview of the roles and responsibilities of the Board of Directors
- IV.** Review of the Board of Directors position description
- V.** Discuss schedule for potential training dates of the 3 required trainings; Board Governance, Employment Practices & Law, and School Finance
- VI.** Review BlueSky Bylaws
- VII.** Questions

BlueSky Charter School Board Member Profile Agreement

(Resource E)

BlueSky Charter School Board of 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 out the BlueSky Charter School 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, and parent-teacher conferences a 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 working session where the goals of the Board are defined, a Board self-evaluation critique is conducted, outside speakers may present information on effective Board leadership, and other pertinent topics are discussed. The Board will annually self-evaluate itself. 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 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 or other Board members, the Board member shall direct the speaker to the Board member/staff member involved in the situation or to the schools Executive Director. Board members are expected to present a positive image of staff and Board members to the school community or parties outside the school community.

Conflicts shall be resolved with the people with which it was created. 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 BlueSky Charter School and the charter school movement shall be top priority for any Board member. Any Board member finding himself 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 open meeting law states that anyone discussing Board business, policy, actions, resolutions, etc. with a quorum of the Board or the quorum of a Board committee, 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. Confidentiality law is also outlined in this section of the statute. Personnel matters, individual students, and negotiations are confidential by law.

Board members missing more than two Board meetings a year shall be relieved of their Board involvement.

Governance of BlueSky Charter School

BlueSky shall be governed by a Board of Directors. The Executive Director of BlueSky shall answer directly to the Board. The Executive Director 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.

As with all charter schools, BlueSky Charter School, 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.

If a Board Director questions a decision of the Executive Director, he or she shall immediately take that concern or disagreement to the administrator in a confidential and diplomatic format. Likewise, the Executive Director shall agree to the same commitment. Respect for each other shall remain constant.

While at the school, Board members shall be mindful of the different roles they play: parent, volunteer, Board member, etc. A Board member will not use their position of authority while acting in their parent or volunteer roles. Directors shall foster good relationships with the administrator 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 BlueSky Charter School will serve to guide and direct the Board of Directors. The goal to continually improve, maintain integrity, serve BlueSky Charter School families and ensure academic success for our students shall take precedence in all situations.

Signed, this _____ day of _____, 20__.

_____ Board Member, BlueSky Charter School

TO: ADMINISTRATORS AND SCHOOL BOARD MEMBERS – BlueSky Charter School

FROM: NAME, Director of Finance

DATE: June 30, 20__

SUBJECT: Auditors Compliance, M.S. 124D.10 subd. 4a and 8(j) – Conflict of Interest

Review the following and check the applicable statements related to conflict of interest regarding charter schools for the year ended June 30, 2012:

- I am, or my immediate family member* or partner is an owner, employee, or agent, of a contractor with a for-profit or nonprofit entity with whom the charter school contracts, directly or indirectly, for professional services, goods, or facilities.
 - If so, I refrain from participating 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 a 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 charter school is contracting.
- I am an employee, agent, or board member of the authorizer who participates in the initial review, approval, ongoing oversight, evaluation, or the charter renewal or nonrenewal process or decision.
- I am aware of the following transactions undertaken by myself, my immediate family members, my partner/spouse or entities affiliated with myself, my immediate family members, or my partner/spouse during the year that would impair my independence with respect to the organization listed above.
 - Required information:
 - a. Description of transaction: _____
 - b. Individual/entity engaging in transaction: _____
 - c. Amount of transaction: _____
 - d. Identify other party to the transaction: _____
 - e. Relationship of individual/entity (self, spouse, etc.): _____
- I am aware of no transactions undertaken by myself, my immediate family members, my partner/spouse or entities affiliated with myself, my immediate family members, or my partner/spouse during the year that would impair my independence with respect to the organization listed above.
- I sold or purchased property or materials owned by the charter school. If so, please place a check in the box next to all that apply.
 - The property was not needed by the charter school.
 - The purchase was made through a sealed bid or public auction.
 - I was not directly involved with the sealed bid or auction process.
 - Public notice of the sale was given for at least one week.
- I did not sell or purchase property or materials owned by the charter school.

*Immediate family member: An individual's spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, brothers-in-law, sisters-in-law, daughters-in-law, and sons-in-law. Adopted, half, and step members are also included in immediate family.

To the best of my knowledge and belief, the above information is true and accurate.

Signature: _____ Date: _____

Print Name: _____ Title: _____

Place of employment: _____