

MODERN MONTESSORI CHARTER SCHOOL

Board Adopted: March 23, 2022

Board Revised: April 19, 2023

202 BOARD ELECTION POLICY

[Note: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

I. PURPOSE

The Board and School Director shall follow the election procedures described below for the Modern Montessori Charter School Board of Directors.

II. GENERAL STATEMENT OF POLICY

In accordance with the Modern Montessori Charter School Bylaws and Minnesota law, elections for the Board of Directors will be held annually at a date, time, and place determined by the board.

III. SELECTING POSSIBLE BOARD CANDIDATES

- A. The Board and School Director will actively recruit potential board members by notifying via school communications, through materials sent home and by making personal invitations.
- B. The Board of Directors Nomination Form (see Attachment A) should be completed for each candidate. The intention of this form is that candidates can either be self-nominated, or nominated by others within the school community.
- C. The Board of Directors must 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:
 - i. Licensed teacher teaching in the classroom;
 - ii. A parent or legal guardian who is not an employee of Modern Montessori Charter School; and
 - iii. A community member who is not an employee or parent of Modern Montessori Charter School.
- D. Immediate family members of school employees are not eligible to serve on the Board of Directors.

IV. CONTACTING POSSIBLE BOARD CANDIDATES

- A. Upon the deadline for receipt of nominations, the Board and School Director will then contact the prospects. The Board and School Director will use the following electronic materials:
- i. A personalized cover letter that informs the prospect of the Board's interest in him/her via email, a brief description of the recruitment and nominations process, and an electronic invitation to be considered for the Modern Montessori Charter School Board of Directors (see Attachment B).
 - a. The electronic invitation shall be called the *Board Nomination Packet* and shall include:
 1. A copy of the position description that details the roles and responsibilities of a Board Director (see Attachment C).
 2. A link to an electronic response form that the prospect can complete indicating he/she would like more information and/or they want to be considered for the Board of Directors (see Attachment D).
 - b. A background check authorization form shall be sent separately upon completion of the *Board Nominee Packet*.
- B. This electronic mailing will be followed by a personal phone call from designated members of the Board and School Director. This will give the Board and School Director a chance to respond to any questions that the candidate may have. During this conversation the Board and School Director will be able to determine the nominee's level of interest in being considered for the Board of Directors, to invite them to a school tour if they are unfamiliar with Modern Montessori Charter School, and to invite them to talk with administration and other staff.

V. ORIENTATION

- A. The Board and School Director will then schedule an orientation with all prospective Board nominees who responded to the mailing and phone calls.
- In this orientation, the agenda will consist of:
- i. Welcome and introductions;
 - ii. Overview of the mission, vision and educational goals of the school;
 - iii. Overview of the roles and responsibilities of the Board of Directors;
 - iv. Review of the individual job description detailing specific expectations (for example, committee work, meeting attendance, involvement in community outreach, etc.);
 - v. Opportunity for Board candidates to ask questions; and
 - vi. Declarations of willingness to serve by the Board candidates.

- B. After the orientation session is completed, individuals who wish to continue in the process will be asked to fill out the electronic questionnaire (Attachment E) that provides the Board and School Director with background information. A deadline to complete the questionnaire will be included in the email. This information may be included in the candidate profiles that will be distributed to all individuals who are eligible to vote.

VI. FINAL SELECTION OF CANDIDATES

Any individual who participated in the orientation, indicated an interest in Board of Directors service and completed the questionnaire will now be considered a Candidate.

VII. ELECTION

- A. After the Board and School Director have finished the nomination process, they then will create ballots and other election materials. The School Director, being an ex-officio Board member, will facilitate the distribution and tabulation of ballots to all eligible voters. Each parent or legal guardian of a Modern Montessori student has one vote, regardless of the number of students enrolled; each school employee has one vote.
- B. Modern Montessori Charter School must notify eligible voters of the Board of Directors' election at least 30 days before the election. No elections will be held during holidays or school breaks. Elections must be held during the school year.
- C. Once all votes are in and tabulated, the newly appointed Board of Directors will be notified, sign the Board Member Profile Agreement (see Attachment F), and take their place on the Board of Directors at the Organizational Meeting.

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

MODERN MONTESSORI CHARTER SCHOOL

BOARD OF DIRECTORS NOMINATION FORM

(Attachment A)

MMCS is always striving to be as paperless as possible. Therefore, all candidates must be nominated using our electronic board of directors nomination form. This form can be used for either self-nomination or peer-nomination. If you need assistance accessing this form please call the MMCS front office at 612-440-0681.

Use nomination form link or QR code below:

<https://forms.gle/jt8UmZhFQsG3FW7X9>



Information needed to submit a nomination shown below is for preparation purposes only. Please use the electronic submission form via the link above.

Are you nominating yourself? Yes No

If yes, skip to the Nominee Information section. If no, please complete the following:

Your Name _____

Your Phone Number _____

Your Email Address _____

Your Relationship to Modern Montessori:

 Parent/Legal Guardian Faculty Community Member*

Your Relationship to the nominee (if any) _____

Nominee Information:

Full Name _____

Phone Number _____

Home Address _____

Email Address _____

Relationship to Modern Montessori:

 Parent/Legal Guardian Faculty Community Member*

For community member nominees, please briefly describe the nominee's interest in Modern Montessori Charter School:

CONFLICT OF INTEREST

Does the nominee have a family or business relationship to any Modern Montessori board member? **

 Yes No

Is the nominee/immediate family member/partner, an owner/employee/agent of an entity with whom Modern Montessori contracts, directly or indirectly, for professional services, goods or facilities? ***

 Yes No

Is the nominee or spouse employed by Modern Montessori Charter School?

 Yes No

If yes to any of the preceding 3 questions, please indicate the nature of the relationship:

*A Community Member is defined as a person who is not employed by the charter school and does not have a child enrolled in the school.

**Minnesota law provides strict conflict of interest rules regarding charter school board members, and further requires that all board members of a charter school be “unrelated.” If you have a business relationship or have an immediate family relationship with any charter school board member, both as further defined in *Minn. Stat. §124D.10, subd. 23(a)*, you will be unable to serve on that same charter school board. Please contact any member of the board if you have any questions about conflict of interest or prohibited relationships.

***The 2009 MN Legislature enacted strict Conflict of Interest for charter school boards. See *Minn. Stat. §124d.10, Subd. 4a*.

MODERN MONTESSORI CHARTER SCHOOL

CANDIDATE INVITATION EMAIL DRAFT

(Attachment B)

At the annual meeting of membership, new Board Directors will be elected to the Board of Directors of Modern Montessori Charter School. You have been recommended to our Board and School Director as a possible candidate for Board service. We are requesting that you give serious consideration to this nomination for a Board position.

The next several years promise to be exciting ones for Modern Montessori Charter School. Modern Montessori Charter School will continue to grow and 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 Modern Montessori Charter School 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 the linked *Board Nominee 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 the development of policy 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 in a committee of the Board. Board nominees will be asked to make that commitment before they are voted onto the Board.

Since its opening, Modern Montessori Charter School has become recognized as an exciting educational opportunity having real impact within the community. We invite you to become a part of this growing tradition.

A member of our Board and School Director 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 the linked *Board Nominee Packet*. 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 Modern Montessori Charter School.

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

Sincerely,

[NAME OF BOARD DIRECTOR]

Modern Montessori Charter School Board of Directors

MODERN MONTESSORI CHARTER SCHOOL

BOARD DIRECTOR POSITION DESCRIPTION

(Attachment C)

Printed information below is for viewing purposes only. Please use the emailed electronic Board Nomination Packet to submit your digital signature.

- 1. Attend regular meetings of the Modern Montessori Charter School Board, which are each approximately 2 hours in duration. The Board of Directors meets monthly. 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.
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 Modern Montessori Charter School.
9. Be familiar with and act in accord with Modern Montessori Charter School's Board of Directors' Policy Manual.
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 §124D.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 Modern Montessori Charter School, educational program and Board responsibilities is contained in the Board orientation materials and bylaws which I have read.

Board Director's Signature Date

Date

MODERN MONTESSORI CHARTER SCHOOL

BOARD NOMINATION RESPONSE FORM

(Attachment D)

Printed information below is for viewing purposes only. Please use the emailed electronic Board Nomination Packet to submit your digital response.

Please Check One:

I am interested in being considered for a Modern Montessori Charter School Board position. Contact me with information about the upcoming orientation session.

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

I am not interested at this time.

Name _____

Phone _____

MODERN MONTESSORI CHARTER SCHOOL

CANDIDATE QUESTIONNAIRE

(Attachment E)

Printed information below is for viewing purposes only. Please use the emailed electronic Board Candidate Questionnaire to submit your digital information and signature.

Your responses may be shared with the greater Modern Montessori community.

1. In 2-3 sentences, describe why you are interested in serving as a board member of Modern Montessori Charter School.
2. Have you served on any Modern Montessori committee(s) in the past? If yes, please provide the committee details and the dates you served.
3. Have you served in a board role with other organizations? If yes, please provide the name of the organization(s), mission or line of business, your board role and the dates you served.
4. Please provide all pertinent work or community experience and employment roles you believe make you a qualified candidate to serve on the Modern Montessori Board of Directors.
5. Please choose two of the following eight board topic areas and describe how your background will enable you to provide collaborative leadership and make a significant contribution as a board member: 1) educational expertise, 2) finance, 3) fundraising, 4) governance, 5) human resources, 6) legal, 7) marketing/communications, 8) strategic planning.
6. Is there any other information you would like voters to consider?

Signature of Nominee

Date

MODERN MONTESSORI CHARTER SCHOOL

BOARD MEMBER PROFILE AGREEMENT

(Attachment F)

Printed information below is for viewing purposes only. Please use the emailed electronic Board Member Profile Agreement to submit your digital signature via your new MMCS email address.

Modern Montessori Charter School Board of Directors shall have a firm knowledge of creating an effective charter school governing Board of Directors. 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 Modern Montessori Charter School's vision, foster relationships with staff and the school community, and oversee the budget.

All Board of Director members should attend at least two school related functions, such as fundraisers, community events, pep rallies, staff meetings, staff workshops, open houses, and parent-teacher conferences 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 retreat where the goals of the Board are defined, a Board self-evaluation critique is conducted, speakers present information on effective Board leadership, and other pertinent topics are discussed. Board members will annually attend a Board Visit Day. During this time, Directors will observe and visit with the staff to 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 School Director 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 Modern Montessori Charter School 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 Open 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 more than two Board meetings a year may be relieved of their Board involvement.

GOVERNANCE OF MODERN MONTESSORI CHARTER SCHOOL

Modern Montessori Charter School shall be governed by a Board of Directors. The School Director shall answer directly to the Board and serve at the pleasure of the Board. The School 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 Statement. As with all charter schools, Modern Montessori Charter School is an entity separate from the resident 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 School Director, he or she shall immediately take that concern or disagreement to the administrator in a confidential and diplomatic format. Likewise, the School 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. 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 administrators 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 Modern Montessori Charter School will serve to guide and direct the Board of Directors. The goal to continually improve, maintain integrity, serve Modern Montessori Charter School families and ensure academic success for our students shall take precedence in all situations.

Signed, this ____ day of _____, 20__
Board Member _____
Modern Montessori Charter School