

## **Osprey Wilds Environmental Learning Center Operations and Financial Performance Evaluation Frameworks Governance-Specific Items**

In 2017, Osprey Wilds Environmental Learning Center (Osprey Wilds or OW) made updates to its Operations and Financial Performance Evaluation Frameworks in order to be more clear and transparent around requirements, expectations, and guidance related to board governance. Governance specific areas are outlined below. One key change is that items are designated as "Compliance Requirements" or "Effective Practices."

- To earn a rating of "Meets Standard," a school must comply with all compliance requirements for a given measure.
- "Effective Practices" will be noted on the evaluation.

The effective practices outlined for each measure reflect what Osprey Wilds considers to be effective practices based on the hundreds of board meetings OW staff and evaluators have collectively observed and reviewed over the past several years.

Evaluations will be completed annually based on board meeting observations, reviews of board meeting packets and minutes, and interviews with board members and school leaders.

### **Operations Performance Evaluation**

- **2.1 Board Composition and Capacity**

**Compliance Requirements:**

- Board complies with applicable laws and its own bylaws with respect to board composition.
- School conducts required background checks on all board members prior to being seated (per Section 6.20 of the contract).
- Board completes statutorily mandated training.
- Board elections are consistent with statute and bylaws.
- Meeting minutes document election of officers consistent with statute and bylaws.

**Effective Practices:**

- The board develops and implements a plan to provide new board members with information and support that adequately prepares them to be effective.
- The board develops, implements, and evaluates a board training and development plan.
- The board specifies the length of terms of office and duties of its officers either in its bylaws or in board policy.
- The board actively makes information available about board service opportunities to staff, parents and members of the community.
- Board meeting attendance exceeds 90%.

Other observed \_\_\_\_\_

• **2.2 Board Decision-Making and Oversight**

**Compliance Requirements:**

- Board meeting minutes are complete and include the following:
  - Board member attendance;
  - Actions taken by the board, including specifics on any amendments;
  - Who made a motion and second; and
  - The result of the vote, including number of votes for and against if other than unanimous.
- Meetings are held consistent with Open Meeting Law
  - Meeting times and location are posted properly on the school website and/or onsite at the school, including for special or emergency meetings.
  - If meeting includes board member participation via interactive TV (e.g. Zoom), it is done so consistent with MN §13D.
  - A quorum is present when the board meeting is convened.
  - One set of board materials is available for public inspection.
  - If meeting is closed, it is done so in accordance with MN Stat. 13D: agenda and minutes show statutory authority to close the meeting, and minutes appropriately summarize actions taken during the closed meeting.
- The board reviews academic performance related to the charter contract (Exhibit G) at least quarterly.
- The board reviews environmental education performance related to the charter contract (Exhibit H and ELP) at least quarterly.
- The board reviews the school's performance related its Performance Improvement Plan in Exhibit S of the charter contract (if applicable).
- The board takes appropriate action to ensure the school's success based on its review of school performance.
- Required policies are in place, and policies that must be approved or reviewed annually are addressed.
- The board reviews and approves/accepts key organizational documents (e.g. annual report, financial audit, contract with authorizer, other authorizer related documents).
- The board ensures that the school's affiliated building company complies with all applicable legal requirements (if applicable).

**Effective Practices:**

- Meeting minutes include or provide:
  - Start and end time of meeting; and
  - A clear understanding of what happened at the meeting.
- The board packet includes all materials relevant to meeting agenda.

- Board meetings are conducted with a quorum present at all times.
- The board has a policy review cycle in place, including bylaws, that is implemented with fidelity.
- The board engages in strategic planning and monitors implementation.
- Board packets are sent to board members at least five days in advance of the board meeting.
- The board develops, updates, and follows an annual governance calendar.
- The board uses committees to support effective governance.
- Other observed \_\_\_\_\_

- **2.3 School Leader Management and Accountability**

**Compliance Requirements:**

- Board established qualification for persons holding leadership positions.
- Board established a formal evaluation process for Director/Lead Admin or EMO/CMO.
- Board implements a formal evaluation process for Director/Lead Admin or EMO/CMO.
- School leader evaluation process evaluates performance in relation to OW contractual goals and expectations.
- Board engages in periodic review of school leader throughout the school year (at least four times / year).

**Effective Practices:**

- The board collaborates with school leadership to set annual professional goals for the leader.
- The board develops and implements a policy for annual director evaluation and a timeline for related activities.
- The board ensures transparency and accountability to staff, families and community. For example, the school communicates with families, staff and community regarding school performance in a concise and comprehensible manner; the board engages with families and is open to feedback and input.
- Other observed \_\_\_\_\_

**Financial Performance Evaluation**

- **1.1 Budgeting**

**Compliance Requirements:**

- The board approved the annual budget by the June 30 of the preceding fiscal year and revises the budget as needed given changing circumstances.
- The board reviews and approves quality monthly financial statements which include recommended reports: balance sheet, income/expense statement, cash flow statement (at least quarterly), budget vs. actual report, enrollment report, disbursements.
- The board reviews current enrollment in relation to budgeted enrollment.
- The board reviews and accepts the annual financial audit.

**Effective Practices:**

- The board engages in long-range financial planning (e.g. 3-year financial projection/planning).
- Revenue and expenditure variances are reasonable compared to the school's December 1 approved budget for all fund areas.
- Other observed\_\_\_\_\_