

Adopted from MSBA/MASA Model Policy 201, Orig. 1995, Rev. 2022
Approved: 7/20/23 by Board of Directors
Revised:

**BLUFFVIEW MONTESSORI SCHOOL
POLICY 201
LEGAL STATUS OF THE CHARTER SCHOOL BOARD OF DIRECTORS**

I. PURPOSE

The care, management, and control of Bluffview Montessori School is vested by statutory and constitutional authority in the board of directors. The board of directors shall carry out the mission of Bluffview Montessori School with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the board of directors in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The board of directors is the governing body of Bluffview Montessori School. As such, the board of directors has responsibility for the care, management, and control over Bluffview Montessori School.
- B. Generally, members of the board of directors have binding authority only when acting as a board of directors legally in session, except where specific authority is provided to board of directors' members or officers individually. Generally, the board of directors is not bound by an action or statement on the part of an individual board of directors' member unless the action is specifically directed or authorized by the board of directors.

III. DEFINITION

"Board of Directors" means the governing body of Bluffview Montessori School.

IV. ORGANIZATION AND MEMBERSHIP

- A. The ongoing board must be elected before the school completes its third year of operation.
- B. The number, tenure, and qualifications of Bluffview Montessori School board of directors shall be in accordance with the Bluffview Montessori School Bylaws and the provisions in this policy.
- C. Resignation or removal of a member of the board of directors shall be governed by the Bluffview Montessori School Bylaws. Vacancies shall be filled in accordance with the Bluffview Montessori School Bylaws.
- D. The membership of the ongoing board of directors consists of seven non-related members. The board must include:

- (1) four licensed teachers who are employed as a teacher at Bluffview Montessori School, at least 2 of whom must be Montessori certified (No Bluffview Montessori School employees shall serve on the board other than teachers under this clause);
 - (2) two parents or legal guardians of a student enrolled in Bluffview Montessori School who is not an employee of Bluffview Montessori School; and
 - (3) one interested community member who resides in Minnesota, is not employed by Bluffview Montessori School, and does not have a child enrolled in the school.
- E. The Head of School serves an ex-officio, non voting member.
- F. Contractors providing facilities, goods, or services to Bluffview Montessori School shall not serve on the board of directors of Bluffview Montessori School.
- G. An individual is prohibited from serving as a member of the Bluffview Montessori School board of directors if: (1) the individual, an immediate family member, or the individual's partner is a full or part owner, employee or agent with a for-profit or nonprofit entity or independent contractor with whom Bluffview Montessori School contracts, directly or indirectly, for professional services, goods, or facilities; or (2) an immediate family member is an employee of the school. An individual may serve as a member of the board of directors if no conflict of interest exists under this paragraph, consistent with this section. A violation of this paragraph renders a contract voidable at the option of the Minnesota Commissioner of Education or the Bluffview Montessori School board of directors. A member of the Bluffview Montessori School board of directors who violates this paragraph is individually liable to Bluffview Montessori School for any damage caused by the violation.
- H. Any employee, agent, or board member of the authorizer who participates in initially reviewing, approving, overseeing, evaluating, renewing, or not renewing Bluffview Montessori School is ineligible to serve on the board of directors.
- I. Board elections must be held during the school year but may not be conducted on days when the school is closed.
- J. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the board of directors.

V. BOARD STRUCTURE

- A. The Bluffview Montessori School Bylaws outline the process and procedures for changing the board's governance structure, consistent with Minnesota Statutes chapter 317A. A board may change its governance structure only:
 - 1. by a majority vote of the board of directors;
 - 2. by a majority vote of the licensed teachers employed by the school as teachers; and
 - 2. with the authorizer's approval.
- B. Any change in board governance structure must conform with the board composition established under this policy and Minnesota Statutes section 124E.07.

VI. ELIGIBLE VOTERS

Staff members employed at Bluffview Montessori School, members of the board of directors, and all parents or legal guardians of children enrolled in Bluffview Montessori School are the voters eligible to elect the members of the Bluffview Montessori School's board of directors. Bluffview Montessori School must notify eligible voters of the Bluffview Montessori School board election dates at least 30 days before the election.

VII. POWERS AND DUTIES

- A. The board of directors has the powers and duties set forth in Minnesota Statutes chapter 317A, except as limited by Bluffview Montessori School's Articles of Incorporation, the Bluffview Montessori School Bylaws, and Minnesota Statutes chapter 124E and other applicable law. The board of directors' authority includes implied powers in addition to specific powers granted by the legislature.
- B. The board of directors exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.
- C. The board of directors shall govern Bluffview Montessori School; adopt rules for its organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The board of directors shall have the general charge of the business of Bluffview Montessori School, its facilities and property, and of the interest of the school.

- E. The board of directors shall call an annual meeting of the charter school corporation membership. Notification shall be provided in accordance with Minnesota's Open Meeting Law and the Minnesota Nonprofit Corporations Law. Elected members of the board of directors shall be announced at the annual meeting.

- F. The board of directors, among other duties, shall perform the following in accordance with applicable law:
 - 1. The board of directors shall decide and is responsible for policy matters related to operating the school, including budgeting, curriculum programming, personnel, and operating procedures;
 - 2. The board shall adopt a nepotism policy;
 - 3. The board shall adopt personnel evaluation policies and practices that, at a minimum:
 - a. carry out the school's mission and goals;
 - b. evaluate how Bluffview Montessori School's contract goals and commitments are executed;
 - c. evaluate student achievement, postsecondary and workforce readiness, and student engagement and connection goals;
 - d. establish a teacher evaluation process under Minnesota Statutes section 124E.03, subdivision 2, paragraph (h); and
 - e. provide professional development related to the individual's job responsibilities.
 - 4. conduct the business of the school and pay indebtedness and proper expenses;
 - 5. employ the Head of School to oversee the management and day-to-day operations of the school, including being responsible for hiring appropriate staff for the operation of the school, subject to board policies;
 - 6. provide services to promote the health of its pupils;
 - 7. purchase, sell, and exchange Bluffview Montessori School property and equipment as deemed necessary by the board of directors for school purposes;
 - 8. provide for payment of claims against Bluffview Montessori School,

and prosecute and defend actions by or against Bluffview Montessori School, in all proper cases;

9. employ and discharge necessary employees and contract for other services;
10. provide for transportation of pupils to and from school, as governed by statute;
11. procure insurance against liability of Bluffview Montessori School, its officers, and employees in at least the amount as required by MN Statutes for a public charter school; and
12. cause to be kept at the corporation's registered office originals or copies of:
 - a. Approved minutes and records of all proceedings of the Board of Directors and all committees;
 - b. Records of all votes and actions of the members;
 - c. all financial statements of the corporation; and
 - d. Articles of Incorporation and Bylaws of the corporation, including all amendments and restatements thereof.
 - e. All documents and records required by Minnesota Statute for public schools.

G. The board of directors, at its discretion, may perform the following:

1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
2. furnish school lunches for pupils and teachers on such terms as the board of directors determines;
3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
4. purchase land or buildings with nonstate funds;
5. lease space from an independent or special school board; other public organization; private, nonprofit, nonsectarian organization; private property owner; or a sectarian organization if the leased space is constructed as a school facility, subject to review and

approval by the Minnesota Commissioner of Education;

6. lease real property from a related party pursuant to Minnesota Statutes section 124E.13.
7. organize an affiliated nonprofit building corporation to renovate or purchase an existing facility or to construct a new facility pursuant to Minnesota Statutes section 124E.13;
8. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
9. authorize cocurricular and extracurricular activities;
10. receive, for the benefit of Bluffview Montessori School, bequests, donations, or gifts for any proper purpose; and
11. perform other acts as the board of directors shall deem to be reasonably necessary or required for the governance of the schools; and
12. sue and be sued.

VIII. BOARD MEMBER TRAINING

Every Bluffview Montessori School board member shall attend annual training throughout the member's term. All new board members shall attend initial training on the board's role and responsibilities, employment policies and practices, and financial management. A new board member who does not begin the required initial training within six months after being seated and complete that training within 12 months after being seated is automatically ineligible to continue to serve as a board member. Bluffview Montessori School shall include in its annual report the training each board member attended during the previous year.

Legal References: Minn. Stat. Chapter 124E (Charter Schools)
Minn. Stat. § 124E.13 (Facilities)
Minn. Stat. Ch. 317A (Nonprofit Corporations)

Cross References: Charter School Bylaws
MSBA/MASA Model Policy 101 (Legal Status of the Charter School)
MSBA/MASA Model Policy 202 (Charter School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the Charter School Board -Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)