



2017-2018

# Board Leadership Training Catalog

## MN Association of Charter Schools

*“Unleashing Education from Convention”*

**BASIC TRAINING - Required Topics by Statute**

Course	Description	Notes	Fees
<b>100</b> <b>Welcome to the</b> <b>World of Charter</b> <b>School Governance</b>	This course explores the unique characteristic of chartered schools and how those characteristics impact governance; the basics of board governance; the ten (10) major responsibilities of a board as well as the responsibilities of individual board members; and the basics of how a board does its work.	<ul style="list-style-type: none"> <li>• 3 hour course</li> <li>• Regional &amp; On-site</li> </ul>	<ul style="list-style-type: none"> <li>• Free for individuals — member schools</li> <li>• \$95 per individual — non-member schools</li> </ul>
<b>200</b> <b>Charter School</b> <b>Finances: A Public</b> <b>Trust</b>	This course explores the three (3) basic areas of the board relative to school finances, ensuring adequate financial resources and knowing the sources of those resources, financial management and oversight, and ensuring accountability to the citizens of Minnesota and others for the funding entrusted to the board.	<ul style="list-style-type: none"> <li>• Online Course</li> </ul>	<ul style="list-style-type: none"> <li>• \$15 per individual — member schools</li> <li>• \$95 per individual — non-member schools</li> </ul>
<b>300</b> <b>Employment in</b> <b>Charter Schools</b>	This course explores the unique nature of employment in chartered schools; the three (3) types of employment relationships and the differences in those relationships; and the overall role and responsibilities of the board in employment process.	<ul style="list-style-type: none"> <li>• 2 hour course</li> <li>• Regional &amp; On-site</li> </ul>	<ul style="list-style-type: none"> <li>• Free for individuals — member schools</li> <li>• \$80 per individual — non-member schools</li> </ul>

**CONTINUING EDUCATION OPTIONS**

Course	Description	Notes	Fees
<b>110</b> <b>Effective</b> <b>Governance</b>	The session explores what factors lead to a board being functional and effective versus dysfunctional and ineffective; the difference between board and management; and the internal policies and practices a board needs to effectively make governance work.	<ul style="list-style-type: none"> <li>• 2 hour On-site</li> <li>• 2 hour Regional</li> </ul>	<ul style="list-style-type: none"> <li>• \$250 + mileage</li> <li>• \$40 per individual — member schools</li> <li>• \$80 per individual — non-member schools</li> </ul>
<b>120</b> <b>Charter School</b> <b>By-laws</b>	The session will explore the board's By-laws relative to the requirements relative to Minnesota's Nonprofit and Charter School laws, and effective provisions and practices.	<ul style="list-style-type: none"> <li>• 2 hour On-site</li> </ul>	<ul style="list-style-type: none"> <li>• \$250 + mileage</li> </ul>
<b>130</b> <b>Policy</b> <b>Development &amp;</b> <b>Evaluation</b>	This session will explore a process for developing policy, monitoring the implementation of policies, and reviewing and evaluating policies using a school policy as the basis of this session.	<ul style="list-style-type: none"> <li>• 2 hour On-site</li> </ul>	<ul style="list-style-type: none"> <li>• \$250 + mileage</li> </ul>
<b>140</b> <b>Identifying</b> <b>Strengths &amp; Needs</b> <b>of the Board</b> <b>Members</b>	The session will focus on how to utilize the Assessment Tools the Association has developed for Boards to identify the strengths and needs of the board and of individual board members and then develop a plan for the annual ongoing training of the board and its members.	<ul style="list-style-type: none"> <li>• 2 hour On-site</li> </ul>	<ul style="list-style-type: none"> <li>• \$250 + mileage</li> </ul>
<b>150</b> <b>School Board</b> <b>Chairs: Key to</b> <b>Effective Boards</b>	The session will explore the role and responsibilities of the board chair (Chief Volunteer Officer), the qualities and characteristics of effective board chairs, and effective practices in chairing a board.	<ul style="list-style-type: none"> <li>• 2 hour Regional</li> </ul>	<ul style="list-style-type: none"> <li>• \$40 per individual — member schools</li> <li>• \$80 per individual — non-member schools</li> </ul>

To Register: [Click Here](#) To Request Classes: [Click Here](#)

**CONTINUING EDUCATION OPTIONS — Continued**

Course	Description	Notes	Fees
<b>310 Personnel Management</b>	This session explores the board's role and responsibilities in personnel management, personnel policies and compensation issues.	<ul style="list-style-type: none"> <li>• 2 hour On-site</li> <li>• 2 hour Regional</li> </ul>	<ul style="list-style-type: none"> <li>• \$250 + mileage</li> <li>• \$40 per individual — member schools</li> <li>• \$80 per individual — non-member schools</li> </ul>
<b>320 The School Director Employment Relationship</b>	This session explores the employment relationship between the board and the school director, qualifications and qualities, job description, employment agreement, support and supervision and succession planning.	<ul style="list-style-type: none"> <li>• 2 hour On-site</li> <li>• 2 hour Regional</li> </ul>	<ul style="list-style-type: none"> <li>• \$250 + mileage</li> <li>• \$40 per individual — member schools</li> <li>• \$80 per individual — non-member schools</li> </ul>
<b>330 The Performance Evaluation of the School Director</b>	This session explores the role, responsibilities, and the process of conducting the performance evaluation of the school director, as well as developing a performance improvement and/or professional development plan with the school director.	<ul style="list-style-type: none"> <li>• 2 hour On-site</li> </ul>	<ul style="list-style-type: none"> <li>• \$250 + mileage</li> </ul>
<b>400 The Charter School Law: Board Responsibilities</b>	The session will explore the charter school law in terms of board responsibilities including; the legal authority and responsibilities of a board, conflict of interest provisions, board elections, employment, accountability and the authorizer relationship.	<ul style="list-style-type: none"> <li>• 2 hour On-site</li> </ul>	<ul style="list-style-type: none"> <li>• \$250 + mileage</li> </ul>
<b>500 MN Charter Schools: Evolution, Current Status and Future Challenges</b>	This session explores the historic evolution of chartering in Minnesota, the current status of chartering, and the future challenges facing chartering and charter schools in Minnesota.	<ul style="list-style-type: none"> <li>• 2 hour Regional</li> </ul>	<ul style="list-style-type: none"> <li>• \$40 per individual — member schools</li> <li>• \$80 per individual — non-member schools</li> </ul>

**ONLINE SEMINARS**

Course	Description	Notes	Fees
<b>Open Meeting Law</b>	This seminar explores the requirements of Minnesota's Open Meeting Law and the responsibilities of a Charter School Board of Directors in implementing the law.	<ul style="list-style-type: none"> <li>• Available January 2018</li> </ul>	
<b>Data Practices Law</b>	This seminar explores the requirements of Minnesota's Data Practices law, the definition of public and private data, the responsibilities of the board in ensuring privacy of protected data, and how to ensure the school administration is responding appropriately to data requests.	<ul style="list-style-type: none"> <li>• Available January 2018</li> </ul>	
<b>Records Retention Law</b>	This seminar explores the requirements of Minnesota's Public Records law, and the responsibilities of the board to ensure that all appropriate public and private records are properly maintained and archived by the school.	<ul style="list-style-type: none"> <li>• Available January 2018</li> </ul>	

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