



## **Bultum Academy Charter School 2024/2025 Board Development Plan & Training**

### **September 2024:**

The topic of the board training is **Safeguard Personnel Data**

The category for this training is **MN State Data Practice Law**

The "Data Practice Law: Safeguard Personnel Data" training for Bultum Academy charter school board focused on ensuring compliance with the Minnesota Government Data Practices Act (MGDPA), particularly concerning personnel data. The training highlighted the importance of understanding which employee information is classified as public and which must remain private. Public data typically includes basic employment information, such as names, job titles, and salary details, while more sensitive information, like performance reviews, medical data, and social security numbers, must be protected. Overall, the training reinforced the importance of balancing transparency and privacy within the school environment, fostering a culture of trust and accountability while adhering to legal standards.

### **October 2024:**

The topic of the board training is **Creating a Board Development Plan.**

The category for this training is **Board's Role and Responsibilities.**

The outcome of the training is that based on the new legislation passed in 2024, starting August 1, 2024, new charter school board members in Minnesota must complete training on the following topics both before they begin their term and within their first year in office.

Topics required before taking office:

- Board Roles and Responsibilities
- Open Meeting Law
- Data Practices Law

### **November 2024:**

The topic of the board training is **the World's Best Workforce Plan and the Annual Report.**

The category for this training is **Board's Role and Responsibilities.**

This training will ensure that the board reviews the school's World's Best Workforce (WBWF) Plan, summarizing and assessing progress in preparation for the submission of the required WBWF Summary, due in November. The board will also review a draft of the school's Annual Report, confirming that it includes all mandatory elements such as student achievement data, financial performance, and other required reporting metrics. The outcome of this training will be the board's ability to effectively oversee and verify that both the WBWF Plan and the Annual Report are compliant with state requirements and aligned with the school's goals. The training session will be recorded in the official board meeting minutes for documentation and future reference.



#### **December 2024:**

The topic of the board training is **Developing and Using Policies**.

The category for this training is **Employment, Policies, and Practices**.

As a key outcome, the board will conduct an inventory of all required policies to confirm that they are in place and compliant with applicable laws. Additionally, the board will verify that all policies required to be publicly accessible are properly posted on the school's website.

To maintain ongoing compliance and relevancy, the board will also establish a policy review cycle, where policies are reviewed at each board meeting. This review will serve both as a refresher and a means to ensure that policies are up to date with current legislation. Lastly, the board will review the Charter School Annual Assurances and associated policies, ensuring these are properly submitted to the Minnesota Department of Education (MDE).

The details and outcomes of this training will be formally documented in the board meeting minutes, providing a transparent record of the board's commitment to policy compliance and governance.

#### **January 2025:**

The topic of the board training is **The Proper Use of Public Funds**.

The category for this training is **Oversee Proper Use of Public Funds**.

The goal of the training is to enable board members to **effectively evaluate monthly payment claims, disbursements, and donations**, ensuring that all transactions involve public funds and are used appropriately according to legal and ethical guidelines. Additionally, the board will gain insights into the **importance of transparency and accountability** in the management of public funds, including understanding compliance with state and federal regulations. The **outcome** of this training will empower the board to confidently **verify financial records** and make informed decisions about resource allocation.

This training session will be documented in the **board meeting minutes**, ensuring that there is a formal record of the topics covered and the knowledge acquired by the board members. This documentation will also provide a reference point for future financial audits and evaluations.

#### **February 2025:**

The topic of the board training is **Conducting Financial Oversight (particularly on topics such as pupil units, fund balance, and cash flow management.)**

The category for this training is **Financial Management**

The training aims to equip board members with the knowledge and skills to evaluate the school's financial health by analyzing critical financial metrics.

Board members will learn how to assess the school's budget by comparing **budgeted pupil units** with **actual current pupil units**, ensuring the school's projections align with real-time data. They will also review whether the school is on track to achieve its **budgeted year-end fund balance** and determine if



additional cash will be required to meet financial obligations. Furthermore, the training will teach the board how to monitor state payments by verifying that the **pupil units used by the state** to calculate payments are accurate. If an overpayment is identified, the board will be responsible for notifying the state and preparing for funds to be withheld to correct the overpayment. The outcomes from this training will be documented in the board meeting minutes to ensure compliance and follow-up on financial oversight actions.

#### **March 2025:**

The topic of the board training is **Evaluating Progress Toward the School's Contract Goals**.

The category for this training is, **Board's Role and Responsibilities**.

This training aims to equip the board with a clear understanding of the school's current standing in relation to its charter contract goals, as well as the progress being made toward successful charter contract renewal. As a result of this training, the board will gain a comprehensive view of how the school is advancing in key areas outlined in the charter and be prepared to provide informed oversight on strategies that support continued alignment with contract objectives. The training will be documented in the **board meeting minutes** for accountability and future reference.

#### **April 2025:**

The topic of the board training is **Adopting the Annual Budget**.

The category for this training is **Financial Management**.

The primary outcome of this training is for the board to fully understand its responsibility in adopting an annual budget, which is essential for planning key elements such as staffing, resources, and other significant budgetary considerations for the upcoming year. Additionally, the board will initiate the budgeting process for the next fiscal year, with a draft budget to be prepared and presented for review at the April or May board meeting. This training will be documented in the **board meeting minutes** for transparency and accountability.

#### **May 2025:**

The topic of the board training is **Evaluating the School's Leader**.

The category for this training is **Personnel, Policies, and Practices**.

This training will guide the board and the school leadership in developing a clear and comprehensive framework for evaluating the school leader's performance. The training will include setting measurable goals, discussing leadership expectations, and planning regular reviews. Additionally, it will help the board and school leader(s) outline steps for creating a **professional development plan** that aligns with identified areas for growth and improvement. The training process and outcomes will be formally documented in the **board meeting minutes** for transparency and future reference.

#### **June 2025:**

The topic of the board training is **Avoiding Real or Potential Conflicts of Interest**.

The category for this training is **Board's Role and Responsibilities**.



The outcome of the training is that the board will thoroughly understand the importance of avoiding both actual and perceived conflicts of interest to maintain trust, transparency, and integrity in decision-making processes. The board will also explore specific strategies to identify, prevent, and manage conflicts of interest, including disclosures, recusal procedures, and implementing clear policies. This training will emphasize the unique responsibilities of a charter school board in upholding legal and ethical standards. The training will be documented in the board meeting minutes.

### **July 2025:**

The topic of the board training is **Retaining and Maintaining Records**.

The category for this training is **Employment, Policies, and Practices**.

The outcome of the training is that the board will conduct a detailed review of the school's records retention schedule, ensuring compliance with both state and federal requirements. The board will verify that all essential records—such as personnel files, financial records, and student data—are preserved in accordance with legal obligations. Additionally, the board will confirm that the school has robust procedures in place to manage recordkeeping, including protocols for preserving institutional memory in case of staffing changes. This will ensure that critical documents are easily accessible for audits, legal matters, or any other inquiries in the future. The board will also review the use of digital records, proper archival methods, and data security. This training will be documented in the board meeting minutes.

### **August 2025:**

The topic of the board training is **Preventing Audit Findings**.

The category for this training is **Financial Management**.

The primary outcome of this training is to equip board members with a thorough understanding of the proactive measures they can take to prevent future audit findings. This includes identifying specific actions necessary to address any underlying issues that may contribute to legal non-compliance or weaknesses in internal control systems. Board members will also learn about the steps they can implement to ensure that previously identified findings do not reoccur, thereby enhancing the overall financial integrity of the school.

To ensure accountability and facilitate future reference, the details of this training will be documented in the **board meeting minutes**. This documentation will serve as a valuable resource for board members and administrative staff, reinforcing the commitment to sound financial governance and continuous improvement within the school's operations.