

Leadership & Human Resources Services to Member Schools

OUR FOCUS: Develop and Strengthen the Leadership and Human Resources Management Capacity of Charter School Leaders

To develop and strengthen the knowledge, understanding, and skills of charter school leaders in the following areas:

- Leadership and personnel recruitment, orientation, and support;
- Human resource management processes;
- Supervision, assessment, and evaluation of personnel.

Our Goal: To increase the effectiveness of charter school leadership and management, and human resource management to enhance school operations and academic achievement.

OUR SERVICES FOR MEMBER SCHOOL LEADERS

LEADERSHIP NETWORKING - *Examples*

- Regional and affinity networking gatherings for school directors and administrators
- New school directors orientation sessions

CHARTER SCHOOL LEADERSHIP PROGRAM

A Skills Assessment and Professional Development Program with the **University of St. Thomas** for current and aspiring administrative, supervisory and instructional leaders.

THE CHARTER SCHOOL LEADER

Monthly electronic newsletter discussing relevant issues in charter school management.

THE CHARTER SCHOOL EDUCATOR

Quarterly electronic newsletter focusing on the role of teachers in charter schools and professional development opportunities.

TECHNICAL ASSISTANCE

Via phone, email, or in-person consultations on school administration, operations and human resource management issues.

LEADERSHIP & MANAGEMENT RESOURCES - *Examples*

- Career—Job Posting Board
- Employment Process: From Hiring to Evaluation Guide
- Vendor Guidelines
- Annual Print and Website Charter School Directory
- **Vendor Discount Programs**
 - * **Staples** - office supplies, furniture, etc.
 - * **McDowell Agency**— background checks
 - * **Charter Safe**— liability & property insurance
 - * **Paragon Micro/EDU**—Microsoft & other software
 - * **Legal Shield**— prepaid legal services

CHARTER SCHOOL RESEARCH

Conducting research relevant to charter school management and human resource issues:

- Compensation Survey
- Leadership Survey
- Annual Authorizer Expenditures Report

A NEW PRIORITY FOR THE FUTURE

In a report on charter school leadership in 2008, the National Charter School Research Project stated that among “... *the new and emerging issues facing charter schools, none looms larger than addressing the issue of leadership development...*”. That sentiment has been reinforced since then in a number of other reports and papers on charter schools.

In Minnesota we know that leadership is indeed a critical issue, given an average 20% annual turnover in charter school leaders every year over the last decade. We also know that more school leaders and teachers are coming into charter schools without a solid knowledge-base or understanding of the concepts of chartering, at-will employment, basic legal requirements of schools, or human resource development and management. The result has been significant human resource management issues and leadership failure which has impacted student performance.

Over the years, the Association has undertaken a variety of efforts to address leadership and human resource development and management. However, there has not been a comprehensive, long-term initiative focused on school leadership and human resource development and management.

As the Board of Directors looked at where the Association should focus its energies for the future, it became clear that leadership — administrative, teacher, or board — and human resources development and management needs to be our focus if we are going to assure excellence in education for charter school students.



Re-Licensure Services for Charter School Teachers & Administrators

OUR FOCUS: Provide Re-licensure Services for Charter School Teachers and Administrators

To provide the necessary and needed re-licensure processing for any Minnesota charter school teacher or administrator to:

- Eliminate the need for individual charter schools to create and maintain re-licensure committees
- Provide an efficient and cost-effective system for processing re-licensure applications

Our Goal: To improve the human resources management of schools while reducing the administrative burden on schools.

OUR SERVICES FOR CHARTER SCHOOL TEACHERS & ADMINISTRATORS

NEW—ELIGIBILITY

All Minnesota Charter School Teachers and Administrators who need to renew their teaching or administrative licenses.

SUBMISSION REQUIREMENTS

- Single License Master Record Form or Multiple Licenses Master Record Form
- Copy of current license
- Clock Hour Activity Explanation Sheet
- Original CEU documentation
- Large self-addressed stamped return envelope
- Any appropriate fees

SUBMISSION PROCESS

- 1.) Applicants are **strongly encouraged** to submit re-licensure packets electronically.
- 2.) Applications will also be accepted by mail.

** Detailed application instructions available on MACS' website*

ANNUAL SUBMISSION DEADLINE

MAY 21st

Late Processing Fee applies to re-licensure applications submitted after the annual submission deadline.

PROCESSING FEES

- \$50—Teachers from Member Schools
- \$75—Teachers from Non-Member Schools
- \$100— Late Processing Fee (Additional)

CHARTER SCHOOL RELICENSURE COMMITTEE

The Association has a state-approved Re-licensure Committee to process the re-licensure of charter school teacher and administrator licenses in Minnesota.

COMMITTEE PURPOSE AND ROLE

The committee's purpose is to evaluate continuing education activities and recommend renewal of five-year continuing teaching and support service licenses for those educators employed or under contract with Minnesota charter schools.

SCHOOL SITE RE-LICENSURE COORDINATORS

We encourage every school to appoint a re-licensure coordinator to assist teachers and administrators with the re-licensure process. MACS provides training for these coordinators.

ONLINE RESOURCES

To learn more about re-licensure requirements, find FAQs, application materials, and submission materials, please visit the "**License Renewal**" section of the MACS website:

www.mncharterschools.org



Advocacy for and on Behalf of Charter Schools

OUR FOCUS: Develop and Strengthen the Advocacy Capacity of Charter School Leaders and the Voice of Charter Schools in Public Policy

To develop and strengthen the knowledge, understanding, and skills of **charter school boards and administrators** in the following areas:

- Education policy issues,
- Legislative and political processes,
- Creation and support of school-level advocacy partner networks.

Our Goal: To increase the participation of charter school boards, administrators, developers, authorizers, and other charter school advocacy partners.

OUR SERVICES FOR CHARTER SCHOOLS

QUARTERLY PUBLIC POLICY FORUMS

A quarterly assembly for charter school leaders and advocates to learn about and discuss public policy issues that affect Minnesota's charter schools.

ANNUAL CHARTER SCHOOL "LOBBYING DAY" AT THE STATE CAPITOL

Since 2006, the Association has sponsored a lobbying day at the MN Legislature for school leaders, board members, teachers, parents and other supporters to share the charter school story and positions on policy issues with legislators.

THE CHARTER SCHOOL ADVOCATE

Weekly electronic public policy newsletter discussing relevant issues and activities during the legislative session. Published monthly when legislature not in session.

LEGISLATIVE ACTION ALERTS

Specific, time-sensitive calls to action by the charter school community to contact public policy makers on an issue that affects for charter schools or students.

POLICY STATEMENTS

Board approved Policy Statements that express the position of the Association on key policy issues. Examples:

- Public Charter Schools and Religion
- Public Charter Schools and Integration

RESOURCES & TECHNICAL ASSISTANCE

- Charter Schools by Legislative District Directory
- Guidance and assistance in setting legislative visits
- Guidance and support in creating school level advocacy networks

OUR ADVOCACY ON BEHALF OF CHARTER SCHOOLS

PROFESSIONAL REPRESENTATION

The Association is a registered lobbying organization with the MN Campaign Finance & Public Disclosure Board and charter schools are represented at the MN Legislature by both staff and contracted registered lobbyists.

Representation includes informing legislators about charter concerns and issues, drafting legislative language, seeking authors and hearings, monitoring committee hearings and testifying for or against legislation.

The Association also represents charter school concerns and issues to members of Minnesota's congressional delegation in Washington D.C.

OFFICIAL CHARTER SCHOOL REPRESENTATIVE

The Association has been recognized by statute and by government agencies as the official representative of charter schools including:

- **P-20 Education Partnership** — is a legislatively established partnership of 28 members that is charged with creating a seamless education system from early childhood through post-secondary.
- **Board of Teaching—Standards and Rules Committee** — composed of the representatives of education stakeholder groups that advises the Board of Teaching on policy changes in teacher licensing.
- **QCOMP Advisory Committee** — advises and reviews proposals and guidelines relative to the program

Government Affairs Committee and Public Policy Agenda

The public policy agenda of the Association is created by the Government Affairs Committee and ratified by the membership. The Committee is composed of individuals from member schools and associate members.



Governance Services for Member Schools

OUR FOCUS: Develop and Strengthen the Governance Capacity of Charter School Leaders

To develop and strengthen the knowledge, understanding, and skills of charter school boards and administrators in the following areas:

- Board Governance
- Governance policies, processes, and procedures
- Assessments of and by charter boards

Our Goal: To increase the effective governance of charter schools in Minnesota.

OUR SERVICES FOR MEMBER CHARTER SCHOOL BOARDS

NEW—BASIC BOARD TRAINING COURSES

Beginning July, 2013 the three legally required courses are free for board members of member schools.

- **Welcome to the World of Charter School Governance:** *Board Rules and Responsibilities*
- **School Finances and the Public Trust:** *A Legal and Moral Responsibility a Board Can Not Delegate*
- **Employment in Charter Schools:** *Policies, Practices, and Common Sense*

ONGOING BOARD TRAINING on topics like - *Examples*

- Succession Planning
- Reading & Understanding Financial Reports
- Conflict of Interest
- Creating Qualifications & Job Descriptions for Administrators
- Program Oversight & Evaluation

ANNUAL CHARTER SCHOOL LAW CONFERENCE

An annual conference is held each August on the legal issues and new laws that affect charter schools. The conference sponsored by MACS, ISES of MN, and Booth & Lavorato LLC is an excellent opportunity for the professional development of board members, school administrators, and teachers. MACS member schools receive a discounted registration rate.

LEGAL SEMINARS on topics like - *Examples*

- Student Rights and Board Responsibilities
- At-Will Employment
- Open Meeting Law
- Data Practices and Records Retention

BOARD OPERATIONS RESOURCES/TOOLS - *Examples*

- Board Members' Oath of Office
- Board Elections and Orientation Guidelines
- Board Performance Evaluation Instruments
- Sample Charges for Committees
- Rules of Order for Conducting Meetings

THE CHARTER SCHOOL TRUSTEE

Quarterly electronic newsletter discussing relevant issues in charter school governance.

TECHNICAL ASSISTANCE

Available via phone, email, or in-person consultations on governance issues.

NEW— BOARD MEMBER CERTIFICATE PROGRAM

A three-tier certificate program to recognize and annually document the training and learning a board member undertakes related to board roles and responsibilities.

NEW— BOARD GOVERNANCE AWARD

A criteria-based award to recognize and celebrate charter school boards that put into place the basic documents, policies, practices, and procedures that provide a foundation for effective governance of the nonprofit corporation of a charter school.

NEW— BOARD POLICIES DISCOUNT PROGRAM

Member schools may purchase sample charter school board policies from Booth & Lavorato LLC at a discounted rate.

