TWIN LAKES STEM ACADEMY
BOARD SELF-REFLECTION POLICY (220)

I. PURPOSE

The purpose of the Twin Lakes Board Reflection Policy is to ensure a high- functioning, reflective board that is focused on student outcomes while fulfilling its state-mandated fiduciary responsibilities.

II. PRACTICES

In August or September of each year, the Board will review its practices.

A. Information for Decision Making: The board is receiving timely, accurate information on a regular basis to oversee vital school functions

Monthly

- Financial information that tracks revenues, expenditures and cash flow
- Director's report that includes school operations and enrollment
- Personnel information that reflects current hiring, termination and staffing data

Quarterly

- Report from the business manager and the director that reviews the financial performance from the previous quarter and the financial prospects for the coming quarter
- Report from the director that includes academic performance and analysis

Annual

- In September of each year, the board reviews and comments on a draft of the annual report reflecting back on the previous year's operations and establishing academic goals for the current school year.
- Review of VOA/authorizer school performance expectations

B. Review of the Director: The board policy reflects a comprehensive, effective process for evaluating the director with the people and processes in place to carry it out.

- An ad hoc committee of the board will review the previous year's process and outcomes and recommend any necessary changes.

C. Annual Meeting and Election of New Board Members: The board policy reflects a comprehensive, effective process for carrying out elections as called for in its by-laws and conducting an annual meeting that shares year-end results with the public.

- An ad hoc committee of the board, charged with overseeing annual meeting and elections will review the previous year's processes and results and recommend any necessary changes.

D. New board member orientation and training: The board orientation and training processes meet state standards and prepare new board members to participate fully in the activities of the board.

- Prior to the January board meeting, the board chair will ask new board members to confirm that they have completed the required MDE training and to reflect with him/her on whether new board member orientation has prepared them to serve. At the January board meeting, the new board members will report to the board on their experience and make recommendations about how to improve the process for the next group of new board members.

E. Conduct of board meetings: All board members feel as if they are able to express their views and review necessary information to make decisions in a safe, respectful board environment that operates efficiently and effectively.

- At the August board meeting, the board will review its essential agreements.
- At the January meeting, the board chair will ask board members to comment on the conduct of board meetings, including but not limited to discussion and voting procedures, agenda setting, and time spent on board business-both at board meetings and outside of board meetings.

III. POLICIES

The board will review its policies on a schedule that calls for a review of 1-5 policies per month in order to keep up with changes dictated by state mandate and/or best practices.

- The director and the board chair will review the previous year's calendar of policy reviews and propose a schedule for the next year.

IV. BY-LAWS

The board chair will establish an ad-hoc committee at least every three years to review the by-laws to ensure that they are consistent with state mandated policies and best practice.

Adopted: 09/09/14, Reviewed April 19, 2021, Reviewed December 2022,
Revised: 2/24/25