Welcome to the Webinar!

Board Governance 101

We will be starting soon.
Board Governance 101

November 29, 2012
About the Resource Center

The **U.S. Department of Education** is committed to promoting effective practices, providing technical assistance, and disseminating the resources critical to ensuring the success of charter schools across the country. To that end, the Education Department, under a contract with American Institutes for Research, has developed the **National Charter School Resource Center**.
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Today’s Agenda

• Legal Roles and Responsibilities
• 5 Core Functions
• Key Areas of Oversight
• Assessing Board Practice
Basic Board Duties

• Duty of Care
  – The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he/she makes a decision as a steward of the organization.
Basic Board Duties

- Duty of Loyalty
  - The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.
Basic Board Duties

• Duty of Obedience
  – The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission.
Basic Board Functions

• Priority Functions
  – Select, support and evaluate the school leader
  – Support the mission of the school and monitor progress towards fulfilling the mission
  – Develop and monitor organizational/strategic planning
  – Ensure adequate resources and financial viability
  – Recruit new board members and assess board performance
Selecting, Supporting, and Evaluating the Administrator

• Be strategic in your search
• Make sure the candidate’s philosophy aligns with the school’s mission and vision
• Check references
• Develop a realistic job description
• Be clear about the board’s and administrator’s roles
• Establish trust!
• Agree on evaluation criteria, measurable objectives, and timelines
Promoting the Vision and Mission

- The vision/mission statements should be clearly communicated to all stakeholders

- The vision/mission should unite members of the community toward a common goal

- A strong mission statement will guide administration on how to implement the vision...are you who you say you are???????
Implementing the Vision and Mission

- Should be posted near the school entrance and in each classroom
- Should be on all major publications (parent/student handbook, employee handbook, web site, marketing)
- Should guide the development of the board’s strategic plan
- Should be at the front of each board book
- Should be read at the beginning of every board meeting
Strategic Planning

- Strategic planning takes a grand vision & turns it into a roadmap for the future.
- It’s the process to provide direction to the school and meaning to day-to-day activities.
- It examines a school’s values, current status, & environment, and relates those factors to the school’s future state, usually expressed in 3-5 year periods.
The Strategic Planning Team

- Charter board, administrator and any other key individuals
- Include a variety of backgrounds, personalities and thinking styles
- Include others through direct/indirect means
- The leader of the planning process should be neutral (not the board president or administrator)
Strategy Formulation

- Vision & mission statement review
- SWOT analysis
- Review of existing school plan(s)
- Long-term goals (5-10 yrs)
- Short-term objectives (1-3 yrs)
- Baseline/current status
- Position (not person) responsible
- Fiscal impact
- Reporting milestones
The Value of Strategic Planning

• Increases the likelihood of the school’s success
  – Everyone is working toward the same vision, with the same resources and with the same endpoints in mind

• Builds a shared vision for all stakeholders
  – Puts the vision into specific objectives that can be tracked

• Garners broad-based support
  – Can be used to gather support from community organizations/funders
Key Areas of Oversight

- **Academic**
  - What data do we have? What does it mean? What is our plan to improve?

- **Financial**
  - Is the budget aligned with the mission?
  - Are there policies/checks and balances in place? Is there a structured Finance Committee? What reports do we receive/when?

- **Operational**
  - Are critical documents aligned?
  - Does our board function well?
Board Training Essentials

• Determine training needs
• Ensure at least a basic level of training annually
• Establish new board member orientation and mentor relationship
• Provide binder of docs such as charter school application, charter contract with waivers, financial statements, accountability plans, etc.
• Make certain the board is properly governing itself through conflict of interest, complaint, crisis, and communication policies
• Know your own personal liability: understand the school’s D & O insurance coverage
Annual Review and Evaluation

• Are we in compliance with our charter contract?
• Are we meeting the mission and vision of the school?
• Are we achieving the school and board goals?
• How well are our students performing?
• Are we attracting new students to the charter school and retaining students currently enrolled in the charter school?
• How well is our staff performing?
• Are we attracting and retaining skilled, dedicated paid staff and volunteers?
• What is the level of involvement of parents?
• What is our overall financial performance? Is our revenue structure balanced? Are we deploying our funds appropriately and according to the approved budget of the charter school?
• How well are we acquiring the resources we need?
• How well are we using and managing our resources?
Questions?

• Resources:
  www.boardtrainingmodules.org
  www.reachthehighbar.com
  www.BrianL Carpenter.com
Thank you!

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Questions?

Raise your hand or enter your question in the chat box on the left side of your screen.
Thank you for participating.

• Learn more about future webinars in the ELL series hosted by the National Charter School Resource Center: http://registration.airprojects.org/NCSRCELL/register.aspx

• This webinar will be archived at the following website: http://www.charterschoolcenter.org/webinars/

• Please share your feedback with us through the evaluation.