



2021-2022 Planning Year Session 1: Charter School Governance

Wednesday, September 29, 2021
Via Cisco Webex

[CISCO WEBEX LINK HERE](#)

Time	Topic	Notes	Presenter
8:15	Please sign in	<i>Please 'sign in' virtually through the chat bar. Attendance will be checked throughout the day and you should be checking the chat bar for questions directed to you from the OCS team. These will be formative check-ins and will require a response. Thanks!</i>	Mr. Joseph Maimone
8:30	Welcome & Introductions	Director of the Office of Charter Schools Welcome! OCS team Welcome!	Director Dave Machado OCS Team
8:40	Getting to Know You	<i>Please share one unique feature about your proposed school.</i>	Mrs. Claire Porter
9:00	Avoiding Mission Creep	<i>Consistently aligning decisions with the mission of the school leads to its overall success.</i>	Dr. Shaunda Cooper
9:30	Roles and Responsibilities	<i>Effective Governance: The Charter School BOD & The Charter School Lead Administrator</i>	Dr. Darian Jones
10:15	BREAK		
10:25	NC Charter School Laws & The Charter Agreement	<i>An update on laws and the Charter Agreement and how they affect your "to be" adopted policies.</i>	Mrs. Claire Porter
11:10	Admissions Policies & Procedures	<i>What's lawful and what's not? Weighted lotteries</i>	Ms. Ashley Baquero
11:55	Amendment Process	<i>What is the amendment process about? Amendments are due November 1, 2021.</i>	Ms. Ashley Baquero
12:30	LUNCH		
1:00	Ready to Open Framework and Minimum Standards to Open	<i>Participants will be introduced to the RTO requirements. Part I is due December 3, 2021. Part II is due May 20, 2022.</i>	Mrs. Claire Porter

1:30		Governance Strengthening Exercises	<i>Exercise Selection (There will be a total of 5 exercises due in Epicenter due in May, 2022.)</i>	Mrs. Claire Porter
2:00		Epicenter	<i>An introduction to the online document repository and platform used for Ready to Open submissions and the Performance Framework</i>	Ms. Meghann Russell & Epicenter
2:45		BREAK		
3:00		On the Ground Expert	<i>Marketing, branding, public relations, and adapting to meet the budget (planned to reality)</i>	Ms. Shannon Stein Superintendent Lake Norman Charter
4:00		Closing	<i>October Preview and contact information</i>	Mrs. Claire Porter

Governance Strengthening Exercises: Roles and Responsibilities

(Please ensure at least one exercise from the list below is included in the school's Ready to Open Progress Report in May; this may be turned in earlier, on a rolling basis).

Option 1: Establish and adopt as policy *Performance Expectations for Individual Board Members*, including clear roles and responsibilities which should be ***signed by each incoming board member***. Use this document to develop a board self-evaluation tool (each individual board member, full board of directors, or both). **This exercise requires 2 products. Exemplars will be provided to work from.**

Option 2: Develop a **board member binder** (hard copy or electronic version) that contains the important documents that each board member should know to warrant effective governance practices. In addition, develop an **orientation process** that follows when new members are elected or appointed. This orientation process should be adopted by the board through vote and kept in the board member binder. **This exercise requires 2 products. Exemplars will be provided to work from.**

Option 3: To support board members' understanding of Governance vs. Management, **develop a document that clearly defines the separate roles of a lead administrator and board members when it comes to the learning organization.** Articulate and develop a document depicting the job description and role of the lead administrator and board member. **Use the criteria to develop and adopt a clear tool** for evaluating the school's lead administrator and each board member's effectiveness. n.b. these items are due as part of the RTO process. **This exercise requires 5 products.**

Option 4: Diversity is the hallmark of an effective board. Evaluate the board you currently sit on and **develop a plan to recruit board members** that have the area of expertise/professional skills lacking by the current board of directors. You may use the [Charter School Board Profile Worksheet](#) (pages 69-70) provided, or feel free to create your own based on the particular charter school's mission and needs. Take the [Board Governance Quiz](#) created by Reach the High Bar to find out more about your board. **This exercise requires 2 products.**