

2018

# Planning Year Session 1: Charter School Governance

SEPTEMBER 26, 2018

NC DEPARTMENT OF PUBLIC INSTRUCTION

## **Planning Year Session I: Charter School Governance**

**September 26, 2018**

NC Department of Public Instruction  
301 N. Wilmington St., Raleigh, NC 27601

8:00 a.m. - 4:15 p.m.

**Main Meeting Room: 150**

**Lodging:** Participants will be responsible for securing their own lodging. Downtown hotels include:

- Marriott City Center, 500 Fayetteville Street, (919) 833-1120
- Sheraton Raleigh, 421 S. Salisbury Street, (919) 834-9900
- Clarion Hotel, 320 Hillsborough Street, (919) 832-0501
- Hampton Inn & Suites, 600 Glenwood Avenue, (919) 825-4770

**Meals:** A continental breakfast will be provided, but no additional snacks or other meals will be available. There are a variety of local restaurants within walking distance of DPI. Additionally, there are cafeterias located in the DPI building and next door in the Legislative building. Other options include:

### ***Sandwiches/Salads***

- **The Raleigh Times** - 14 E. Hargett St. (0.5 mile; 9-minute walk)
- **Jersey Mike's** – 200 W. Peace St. (0.5 mile; 8-minute walk)
- **Sunflowers Café** - 8 W. Peace St. (0.3 mile; 5-minute walk)
- **Logan's Trading Company** – 707 Semart Dr. (0.5 mile; 10-minute walk)
- **Bad Daddy's Burger Bar** – 111 Seaboard Ave. (0.4 mile; 7-minute walk)
- **Pharaoh's at the Museum** – 5 E. Edenton St. (0.3 mile; 5-minute walk)
- **The Daily Planet Café** – 121 W. Jones St. (0.3 mile; 6-minute walk)

### ***Mexican***

- **Centro** - 106 S. Wilmington St. (0.4 mile; 7-minute walk)

### ***Lebanese***

- **Sitti** - 137 S. Wilmington St. (0.4 mile; 9-minute walk)

### ***Pizza***

- **Benny Capitale's** - 121 Fayetteville St. (0.4 mile; 9-minute walk)
- **Donatos** - 111 Seaboard Ave. (0.4 mile; 7-minute walk)

**Materials:** Bring a laptop or personal device with wireless capability. Please make sure it is fully charged prior to the training day.

***Parking:***

Parking is free if you can find a spot on:

- (1) Blount Street
- (2) Most streets perpendicular to Wilmington Street – above Blount Street (two blocks from DPI).

## STATE GOVERNMENT VISITOR PARKING LOTS

\$2.00 per hour (\$16.00 Lost Ticket) effective July 1, 2011  
Parking Attendant on duty 8:30 a.m. - 6:30 p.m. Monday-Friday

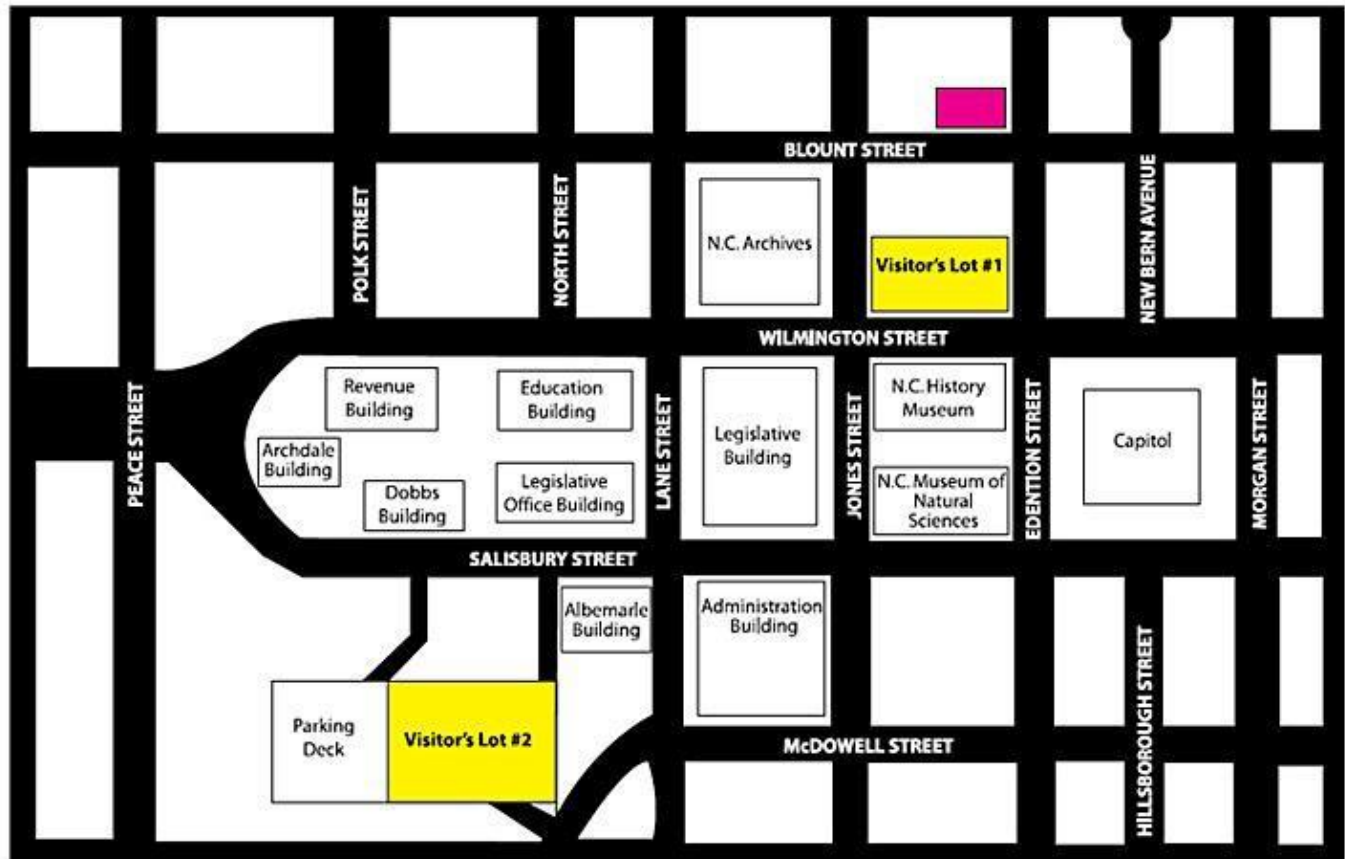
**Visitor Lot #1**

City block bounded by Wilmington, Jones,  
Blount and Edenton Streets  
Entrance from Jones and Edenton Street

**Visitor #2**

329 North Salisbury Street  
Ground Level of Parking Lot 75  
Entrance from Salisbury and McDowell Streets

Indicates Bus Parking



All other lots reserved for employee parking. Towing enforced M-F, 7 a.m. - 5 p.m.

## Planning Year Session 1: Charter School Governance

**Wednesday, September 26, 2018**

**Department of Public Instruction**

**Room 150**

**8:00 – 4:15**

<b>Time</b>	<b>Topic</b>	<b>Notes</b>	<b>Presenter</b>
8:00	<i>Please sign in.</i>	<i>Enjoy a light breakfast.</i>	
8:15	Welcome & Introductions		Ms. Shaunda Cooper
8:25	Getting to Know You	<i>Please share one unique feature about your proposed school.</i>	Ms. Stephenie Clark
9:00	Avoiding Mission Creep	<i>Consistently aligning decisions with the mission of the school leads to its overall success.</i>	Mr. Jay Whalen
9:30	Admissions Policies & Procedures	<i>What's lawful and unlawful?</i>	Ms. Clark
10:15	<b>BREAK</b>		
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>	Mr. Whalen
11:10	Epicenter	<i>The document collection tool that will be used for the RTO process.</i>	Cheri Shannon Meghann Russell
12:40	<b>LUNCH</b>		
1:50	Ready to Open Framework and Minimum Standards to Open	<i>Participants will be introduced to the RTO requirements. Part I is due December 3, 2018. Part II is due May 24, 2019.</i>	Ms. Cooper & Ms. Clark
2:40	Governance Strengthening Exercises	<i>Exercise Selection #1 On Back (There will be a total of 5 exercises due in May.)</i>	Ms. Cooper & Ms. Clark
2:50	Amendment Process	<i>Amendments are due November 1, 2018.</i>	Ms. Ashley Baquero
3:20	<b>BREAK</b>		
3:30	On the Ground Expert	<i>Marketing, branding, public relations, and adapting to meet the budget (planned to reality)</i>	<b>Mr. Alex Quigley</b> Executive Director & Principal, Healthy Start Academy
4:00	Closing	(1) <i>Planning Year Calendar</i> (2) <i>Survey</i>	Ms. Cooper

## 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).

(Exercise #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.]**

(Exercise #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.]**

(Exercise #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. **[This exercise requires 5 products.]**

(Exercise #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.]**