

Governance Strengthening Exercises

(1) Roles and Responsibilities

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 members. 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 3 products.]**

(2) Strategic Goals and Accountability

All board members should be able to address the following questions: What data and evidences does the board rely on to evaluate the school's performance? Is the school on the right trajectory to getting its charter renewed? The following governance strengthening exercise can be utilized to ensure the governing board has an understanding of the current status of the organization along with the long and short-term goals. **Develop at least one SMART Goal focused on each of the following:** (1) academics, (2) governance, (3) finance, and (4) expansion/facility. Utilize the [Balance Scorecard](#) or other accountability tool to develop an accountability map for measuring the goals. **[This exercise requires 2 products.]**

(3) Reporting

The board should require and receive mission-based reports from management that are timely, accurate, and help members adequately perform the spectrum of oversight:

- (a) As formal action, the board should adopt a policy regarding the acceptable deliverables and report content from administration in the areas of academics and finances. The policy should include the timeframe of each report that is due.
- (b) When completed, the report schedule should be added to the board's calendar of meetings as a reminder of when to expect and discuss each report.

Products for this exercise: (A) Policy (B) Board Calendar with report schedule

Below are examples of report content and acceptable deliverables:

<i>Academics</i>	<i>Finances</i>
<i>Academic Progress</i>	<i>The balance sheet</i>
<i>Growth and proficiency</i>	<i>Demonstrates current net worth of organization</i>
<i>Grade levels and subgroups</i>	<i>Assets, liabilities, and equity</i>
<i>Alternative Assessment Results (PBL, Portfolio, etc.)</i>	<i>Cash flow statement</i>
<i>Progress on new initiatives or programs (implementation and effectiveness)</i>	<i>Demonstrates all transactions for a period</i>
<i>Teacher training and support (methods, practices, etc.)</i>	<i>What comes in...and goes out</i>
<i>Student attendance, attrition, suspension</i>	<i>Income and expense statement</i>
<i>Exceptional Children statistics</i>	<i>Makes a miniature budget for the particular period</i>
	<i>The budget versus the actual report</i>
	<i>Demonstrates whether the school is meeting goals, making a profit (cumulative), etc.</i>
	<i>Grants applied for/awarded</i>