



PUBLIC SCHOOLS OF NORTH CAROLINA

State Board of Education | Department of Public Instruction

Office of Charter Schools

GUIDANCE for QUALITY

Volume 1, Article 3

October 2014

OPERATIONAL PERFORMANCE FRAMEWORK: GOVERNANCE

The Office of Charter Schools began implementation of the Performance Framework beginning (OCS) with the 2014-2015 academic year. The Performance Framework is composed of three areas: Academic, Financial and Operational. The Operational Performance Framework includes areas of operations like compliance, education program, reporting, and governance.

Charter schools must follow North Carolina state and federal laws, State Board policy, and the charter agreement to provide a high-quality learning environment for all students. OCS will verify board compliance through analysis of critical governance documentation. In monitoring and evaluating for quality governance, OCS may look for evidences such as a strategic plan and board minutes and may attend board meetings. The central role of the charter school board is to responsibly ensure that the school meets the board's vision and mission. To that end, the board must oversee and hold accountable the charter school leader or the third party organization it has contracted with to carry out these duties.

GUIDANCE RESOURCES

[NC Open Meetings Law](#)

[Signed Charter Agreement](#)

[Operational Performance Framework](#)

[Board Site Visit Form](#)

Performance Framework 4a.

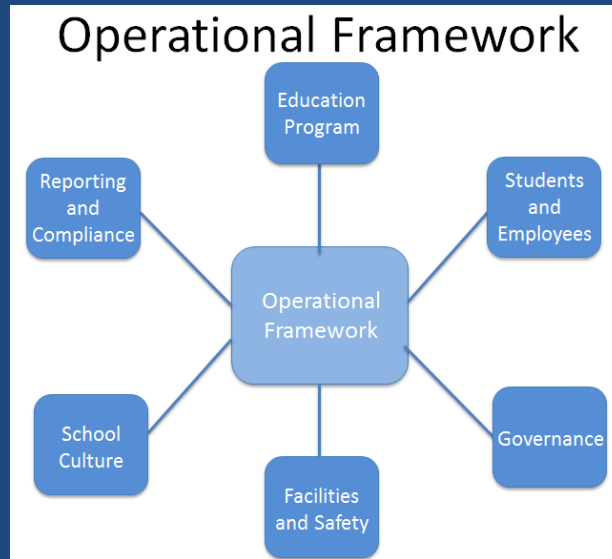
The Charter School Board and the administration can provide tangible evidences of effective governance standards including, but not limited to:

- Operation in accordance with the charter's by-laws
- A current grievance policy
- A current conflict of interest policy
- Compliance with the Open Meetings Law
- Nepotism Policy
- Compliance with the Public Records Act
- Annual (more frequently if required) review and update (through resolution) of policies and procedures to reflect current regulatory and statutory authority
- Meets no less than eight (8) times a year (including annual meeting)
- Minimum number of seven (7) members
- Open board minutes of regularly scheduled meetings are available online
- No third party organizations that provide substantial services to the school sit as a voting member on the charter school board

Performance Framework 4b.

The school materially complies with applicable laws, rules, regulations and provisions of the charter agreement relating to oversight of school leadership, including but not limited to:

- Annual tool to evaluating the performance of school leadership
- Annual tool to evaluate third party organizations
- Oversight of third party agreements that includes holding the party accountable for performance expectations agreed to under a written performance agreement



QUALITY GOVERNANCE: BOARD MEETING MINUTES

Board meeting minutes serve as a formal record of the Board of Directors' discussion and actions. Quality board minutes should:

- Include members present and absent
- Note when the meeting began and if a quorum was established and when meeting adjourns
- Organize by topic based upon the agenda
- Include the name of the person making a motion and the exact wording of the motion and the name of the person who seconds the motion.
- Include the time that the board makes a motion and approves to go into closed session. State at least one of the nine legislated reasons for going into closed session. **No voting may take place in closed session for any reason.** Votes of the board must occur in open session.
- Include the time that the board makes a motion to come out of closed session
- Draft in a transparent and easy to read manner
- Show discussion of academics, operations, and finance
- Record accurately the discussions and actions that took place during the board meeting
- Include details of public comments (if applicable)
- Should not include closed session detailed minutes. Closed session details should be a separate set of minutes

Charter Board Site Visit Review Form
 North Carolina Office of Charter Schools

Pre-Work for Charter Board Site Visit

1. Request and put in “Board Site Visit Review” folder in the current year folder, the board’s strategic goals.

Charter Board Site Visit Form

Charter School Name _____

Meeting Date	
Time In	
Time Out	
Location	
Frequency of meetings	
DPI Observer(s)	
Number and names of board members in attendance	
Quorum present? Y/N	
Number of board members listed on board information sheet	
How many board members were absent?	
Number of school staff in attendance and roles	
Number of public in attendance	

Compliance with North Carolina Open Meetings Law: (Y/N)

Meeting notice posted seven (7) days in advance?	
Notice found on website?	
Agenda and materials (including financials) available to public?	

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All action occurred in Open Session?	
Went into closed session (by motion and vote) based on one of nine legal reasons?	
A framework for meeting facilitation and voting was used (ie: Roberts Rules of Order, etc.)	

Board performance Information:

[Bolded expectations were met by the charter school with observable evidence]

Component	Expectations	Observable Evidence
School Mission	<ul style="list-style-type: none"> • Reference to school mission in decision making • Mission specific goals established and referenced in discussions 	
Board Capacity & Structure	<ul style="list-style-type: none"> • Purposeful agenda (Times allotted per topic) • Strategic questions (not just reporting) • Board members utilize bylaws and board policies • Officers in place and fulfill appropriate roles • Work completed through committees • Diversity of board members skillsets • Conflicts of interest addressed • Clear relationship between board and lead administrator • Balance board member participation 	
School Oversight and	<ul style="list-style-type: none"> • School leadership reports based on key metrics (Academics, Finances, Operations) 	

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<p>Evaluation</p>	<ul style="list-style-type: none"> • Presentations are focused on strategic plan goals • Board members reference strategic plan or goals in discussion • Board members have a clear understanding of the school's performance history • Meetings discussions are respectful • Board members understand their role in developing, supporting and evaluation of the school and leadership 	
<p>Stakeholder Engagement</p>	<ul style="list-style-type: none"> • The board schedules time for public comment • Parental involvement/concerns/suggestions are taken into consideration during meeting action • Board addresses family complaints and grievances appropriately 	
<p>Financial Management</p>	<ul style="list-style-type: none"> • Financial reports are clear • Board member questions were addressed • Board members understand charter school funding sources, cash flow • Board discussion referenced plans for adequate revenue (fundraising, enrollment goals) • Board members understand short and long term financial condition and goals • Board members referenced financial history, audit results, and goal setting 	
<p>Facilities</p>	<ul style="list-style-type: none"> • Board discussion references facilities goals, needs, or long term plans 	

Recommendations: