



BUILDING BOARD STRUCTURE – MAKING MEETINGS MATTER

FEATURING MIKE MIZZONI AND ORLANDO CASTELLON

— THE GOVERNOR JOHN ENGLER —
CENTER FOR CHARTER SCHOOLS
— CENTRAL MICHIGAN UNIVERSITY —

BOARD STRUCTURE: MAKING MEETINGS MATTER

Presenters



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Today's Format

- Content rich webinar
- Brief time for Q&A at the end
- Evaluation

This session is being recorded. The recording and PowerPoint will be made available at www.TheCenterForCharters.org/Events.

What We Are Going To Cover

- Board Structure: How we can make board meeting more effective.
- OMA requirements for hosting meeting
- Tips for making board meetings more efficient
- Q&A

Some Framing Thoughts

A Few Notes Before We Dive In

- It's all about the kids.
- We are going to articulate a very high bar. The students in your charter school deserve nothing short of excellence.
- Terminology:
 - BoardOnTrack uses the term "CEO" to denote the person at the very top of the org chart, who reports directly to the board.

What are board meetings for?

- To communicate progress and impediments towards goals previously identified
- To make decisions on the future direction of the school in a transparent way
- To hear from constituents on successes, challenges experienced
- To ensure public accountability

What Makes Board Meetings Ineffective?

Insight from
BoardOnTrack
on why
meetings are
ineffective

Boards

- They are unclear about what they are supposed to do.
- They don't have "their own work."
- There are no consequences if they don't do the work.
- They use the "we're only volunteers" thing as an excuse for poor performance.

Insight from
BoardOnTrack
on why
meetings are
ineffective

Boards

- What is being asked of them is unrealistic.
- The board does not have good time management.
- Advanced materials don't guide the board to be strategic.
- The board does not have the right leadership.

Insight from
BoardOnTrack
on why
meetings are
ineffective

CEO- School Leader

- The CEO does all the work and all the talking.
- The CEO does not know how to harness the energy and talent of the board.
- The CEO does not have time to develop and motivate the board.

What are Key Components of Effective Board Meetings?

Key
components
of effective
board
meetings

- Open Meetings Act Compliance
 - Minutes
- Agenda preparation
 - Board meeting packet prep

Key
components
of effective
board
meetings

- Meeting facilitation
- Strategic focus
- Meeting evaluation

Open Meetings Act

Open Meetings Act

Intent of the Law is the most important aspect to remember.

- To allow the public to see the process of deliberations and decision making of the public body.
- Important to allow the public to hear the tough questions you are asking and hard choices you are making as a board.

Open Meetings Act

- Most charter school boards are a bit fuzzy on the interpretation of the Open Meetings Law.
- Remember that your board's composition is constantly changing and people need periodic training and orientation around the Open Meetings Law.

Building your Board Meeting Calendar

Calendar of Regularly Scheduled Board Meetings

- Bylaws require scheduling of regular monthly meetings
- Identify board members that understand this expectation and can fulfill this commitment
- Consider how you can remain strategic in your approach while ensuring accountability to ensure public trust

Calendar of Regularly Scheduled Board Meetings

- As you are building your annual calendar, move beyond just identifying dates and times
- Place your big rocks into your board meeting calendar for the year first to ensure that you can remain strategic
- Think about things that happen every year that require board time- strategy and accountability

Calendar of Regularly Scheduled Board Meetings

What things happen every year that require board time-strategy and accountability?

- Write down these items and the timeframe or month they occur in at your school.

Template annual calendar of regularly scheduled board meetings

Template of Calendar of Regularly Scheduled Meetings

Date	Time	Activity/Agenda Items
July	6-8pm	Strategic planning session Annual meeting- officer elections, calendar of regularly scheduled meetings, Bank signatories, ect.
August	6-8pm	School Improvement Plan review Annual goals discussion and review cycle
September	6-8pm	Audit Review- approval of response

Board Meeting Agendas

Board Meeting Agendas

- Who sets the agenda?
- When is the agenda set?
- What does it look like?

Board Meeting Agendas

Who sets the agenda?

- Should be a collaborative process with ultimate responsibility resting with the board chair and the school leader.

Board Meeting Agendas

When is the agenda set?

- At least one week in advance
- Expectation that all materials are written
- Create a cycle that allows for input and feedback

Board Meeting Preparation Cycle

When	What
Day after meeting	<ul style="list-style-type: none">• Board Chair and School leader debrief and identify items that carry over for next agenda.
Two weeks prior to meeting	<ul style="list-style-type: none">• School leader and board chair meet to prepare draft agenda.• Draft agenda sent to board members for review and input.
One week prior to meeting- (at least seven days prior to provide board members with an opportunity to review over a weekend)	<ul style="list-style-type: none">• Board member feedback incorporated into agenda.• Committee reports finalized and submitted for inclusion into board meeting package.• Board meeting package sent to board members
Week of meeting	<ul style="list-style-type: none">• Board members review materials

Board Meeting Agendas

What does it look like?

Key agenda items following the mission should include:

- Attendance/consent agenda
- Public comment(s)
- Written financial reports

Board Meeting Agendas

What does it look like?

Key agenda items following the mission should include:

- Written committee reports
- Written school leader report:
 - Previously agreed upon (academic, behavior, demographic, and staffing) data points

Template Agenda

TEMPLATE

Board of Directors- School Board Meeting Agenda

MISSION STATEMENT:

Date:

Time:

Location:

Call to order @: 6:04 pm

Roll Call:

Others Present:

Public Comment: This public comment in on agenda items only. Board members should not respond to audience members concerns. Comments should be limited to three minutes.

Consent Agenda: All items below have been placed on the consent agenda because of the routine nature of the items. If any item below needs further discussion or clarification, any board member may request that the agenda item be removed from the consent agenda and placed on the regular agenda.

<i>Consent Agenda Item</i>	Purpose	Individual responsible	Materials	Time
<i>Approval of Agenda:</i>	vote	President	agenda	1 minute
<i>Board meeting minutes from 1/1/16</i>	vote	Secretary	minutes	1 minute

New Business:

<i>New Business Agenda Items</i>	Purpose	Individual responsible	Materials	Time
School leader report	Informational	School leader	Written report included	10 minutes
Academic Committee report	Input/discussion	Committee chair	Committee minutes	10 minutes
Fiscal Committee report	Informational	Committee chair	Quarterly financials	10 minutes
Governance committee report- new board member consideration	Vote	Committee chair	Board candidate resumes	10 minutes

Sample Agenda Item Cover Sheet

Agenda Item Cover Sheet ABC Charter School

Agenda Item #: _____

Agenda Item: _____

Purpose:

- For your information To get your perspective For board action
 Recommendation
 Vote

Submitted By: _____

Background:

This section should provide context for the agenda item, such as why it is on the agenda and why it should be approved. In the case of a discussion item, why the information is being presented--- such as a request at a prior Board meeting. Make sure to outline all the hard work that has preceded this item being discussed at the board meeting. Often without this context committee work is inadvertently undone by the board.

Recommendation:

This section should be worded in the form of a motion or motions, if it is intended to have the item voted on by the board. The language of the motion can be changed if necessary at the meeting following any discussion.

Board Meeting Facilitation

Board Meeting Facilitation

- Chair's role
- The agenda is used and followed
- No surprises
- CEO role
- Individual board member role
- Committee roles
- Role of the public
- Role of other staff members

Board Meeting Minutes

Meeting Minutes

- Meeting minutes are the formal recording of the transactions that happened at the meeting.
- Minutes are a record of what was done at the meeting, not what was said by its members.



Sample Meeting Minutes

Present:

N. Burvant, B. Spire, B. Upman, J. Luminière, E. Moony, T. Upman, L. Summit, S. Topper, B. Ferrie, W. Spire, A. McCue, G. Sorenson, L. Johnson, M. Cornell-Feist

Absent:

T. Moony, E. Sanchez, M. Beneke

I. Opening Items

Call the Meeting to Order

M. Cornell-Feist called a meeting of the board of trustees of THB Preparatory Academy to order on Thursday Mar 1, 2012 @ 5:00 PM at at the school.

Approve Minutes from Previous Meeting

A. McCue made a motion to approve the previous minutes.

B. Ferrie seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. Academic Excellence

Review Interim Assessment Results

Discussion ensued about the change in interim assessments, and why the new tests were providing a more accurate snapshot of student progress.

State Test Scores

III. Closing Items

Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 06:00 pm.

Tip # 1

Key Organizational Decisions Chart

- Gain clarity on key decisions
- Reach consensus on urgency
- Create time to get on the same page as your school leader
- Process is important

Tip # 1

Key Organizational Decisions Chart

Target Area	Key Decisions to be Made	Answered By What Date?	Board Role in Decision-Making	Committee Role in Decision-Making	CEO Role in Decision Making	Documentation CEO/Committee will Present to Committee/Board
Academic Excellence	Are we ready to expand into a high school?	January 1	Ultimate decision made by board; requires board vote	Taskforce will develop position paper	Partner with taskforce to develop list of key strategic questions and a process to answer them	Draft position paper by October 1; Final position paper by November 1
Finance	How much of a surplus should/can we maintain?	August 1	Ultimate decision made by board; requires board vote	Committee makes clear recommendation to the board	Partner with task force to develop recommendation	Draft position paper by July 1
Personnel	Should we revise the bonus structure for faculty and staff?	April 1	Ultimate decision made by board; requires board vote	Committee makes clear recommendation to the board	Make a recommendation to committee and partner with committee to develop recommendation for the board	Draft position paper by February 1; Final position paper by March 1

Tip # 2

Strategically Use Meeting time

- Plan out all board and committee meetings
- Plan enough time for strategy
- Plan together; board chair and School leader
- Focused committee's are key
- Committees partner with School leader

Tip # 3

Create and Monitor Annual School Leader Goals

- Create and monitor goals
- Make sure you have a system to track goals monthly

Tip # 4

Create and Monitor Annual Board Goals

- Identify how the board will add value
- Develop systems for accountability

Questions?

Upcoming
Events

Embracing Statewide Change

Lansing, March 20

Building Board Structures – Unit Four

Webinar, May 21

www.TheCenterForCharters.org/Events