

## Moving on From the Founding Board: Board Succession Planning

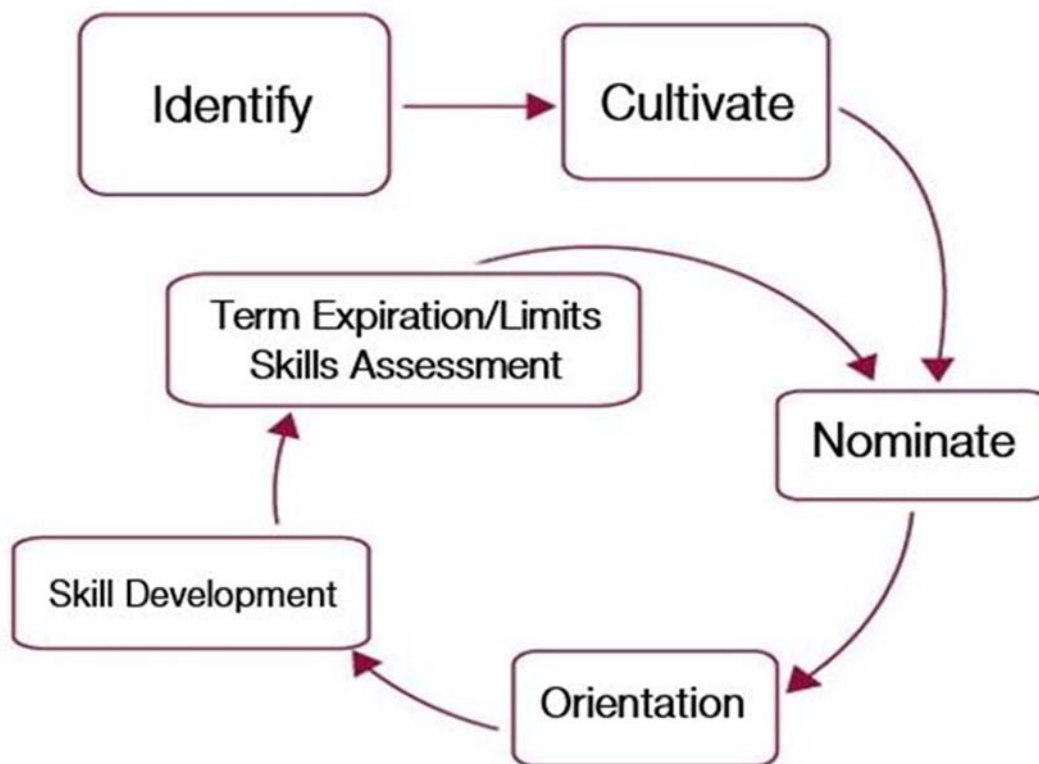


National Charter Schools Conference | June 22, 2015

## STRATEGIES TO CULTIVATE GOOD GOVERNANCE

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### BOARD BUILDING



Board Profile Worksheet

		AGE						Gender		Area of Expertise							Community Connection						Race/ Ethnicity					Previous Board		Number of years on Board				Child at school			
Member Name	20-30	31-40	41-50	43-50	51-60	60+	Male	Female	Education	Marketing	Fiscal	Legal	facilites	Transportaion	Fundraising	Corporate	education	Media	Political	Philanthropy	Small Business	Social services	Caucaisian	African American	Hispanic/Latino	Asian/ Pacific Islander	Native American	Yes	no	0-3	4-6	7-10	11+	Yes	No		
	Prospective Member																																				

This worksheet can be adapted by charter schools to assess their current board composition and plan for the future. The governance committee can use what is provided above or customize a grid for the organization and then present its findings to the full board.

# BOARD MEMBER TOOLKIT

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# BOARD MEMBER TOOLKIT

## BOARD MEMBER CHECKLIST

Below is a list of recommended items the Center believes new board members should familiarize themselves with as they begin their board service. Some of these items have been made available to you by CMU and the others can be made available to you through the Academy board president or school leader.

### 1. Academic Performance

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- a. *Educational Goal in the Charter Contract\**
- b. *Educational Program in the Charter Contract*
- c. *School Improvement Plan*
- d. *Student Demographic trends\**
- e. *Academic Performance Report\**

### 2. Financial Performance

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- a. *Budget\**
- b. *Audit/Management Letter*
- c. *Borrowings/loans/Contracts*
- d. *Fiscal Performance Report\**

### 3. Operational Performance

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- a. *ESP Agreement or School Leader contract*
- b. *Academy Mission\**
- c. *Organizational chart*
- d. *Facilities/Lease or purchase agreements*
- e. *Operational Performance Report\**

### 4. Board operations

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- a. *Board policy manual*
- b. *Bylaws*
- c. *Board member biographies and contact information*
- d. *Annual management evaluation*
- e. *School calendar including the calendar of regularly scheduled board meetings*

In addition to the items listed above, new board members should schedule time with the board president or his/her designee to discuss the following items:

- School history;
- Board member expectations;
- Board room etiquette and/or rules of order;
- Board philosophy on board member recruitment and development.

\*These items have been included in your board member toolkit

## Board Chair Feedback

Please mark the response that best reflects your opinion.

1=Strongly Disagree; 2= Disagree; 3= Not Sure or Maybe; 4= Agree; 5= Strongly Agree

1.	The board chair makes sure board meetings decisions are focused on supporting the mission.	1	2	3	4	5
2.	The board chair is well prepared for board meetings.	1	2	3	4	5
3.	The board chair holds all board members equally accountable for our responsibilities as individual's board members.	1	2	3	4	5
4.	The board chair allows everyone on the board to have a voice in the process of decision making.	1	2	3	4	5
5.	The board chair helps the board work well together.	1	2	3	4	5
6.	The board chair is focused on messaging and communication to our constituents.	1	2	3	4	5
7.	The board chair encourages us to think strategically about the direction of the school.	1	2	3	4	5
8.	The board chair is an active advocate for our school.	1	2	3	4	5
9.	The board chair regularly reaches out to board members between meetings to solicit input on future agenda items.	1	2	3	4	5
10.	The board chair keeps the board focused on the agenda.	1	2	3	4	5
11.	The board chair effectively delegates responsibilities amongst board members.	1	2	3	4	5
12.	The board chair effectively encourages alignment in our strategic thinking and planning.	1	2	3	4	5

The results of this evaluation can be compiled individually by the board or facilitated by The Center for Charter Schools at Central Michigan University.

## Board Member Self-evaluation

Please mark the response that best reflects your opinion.

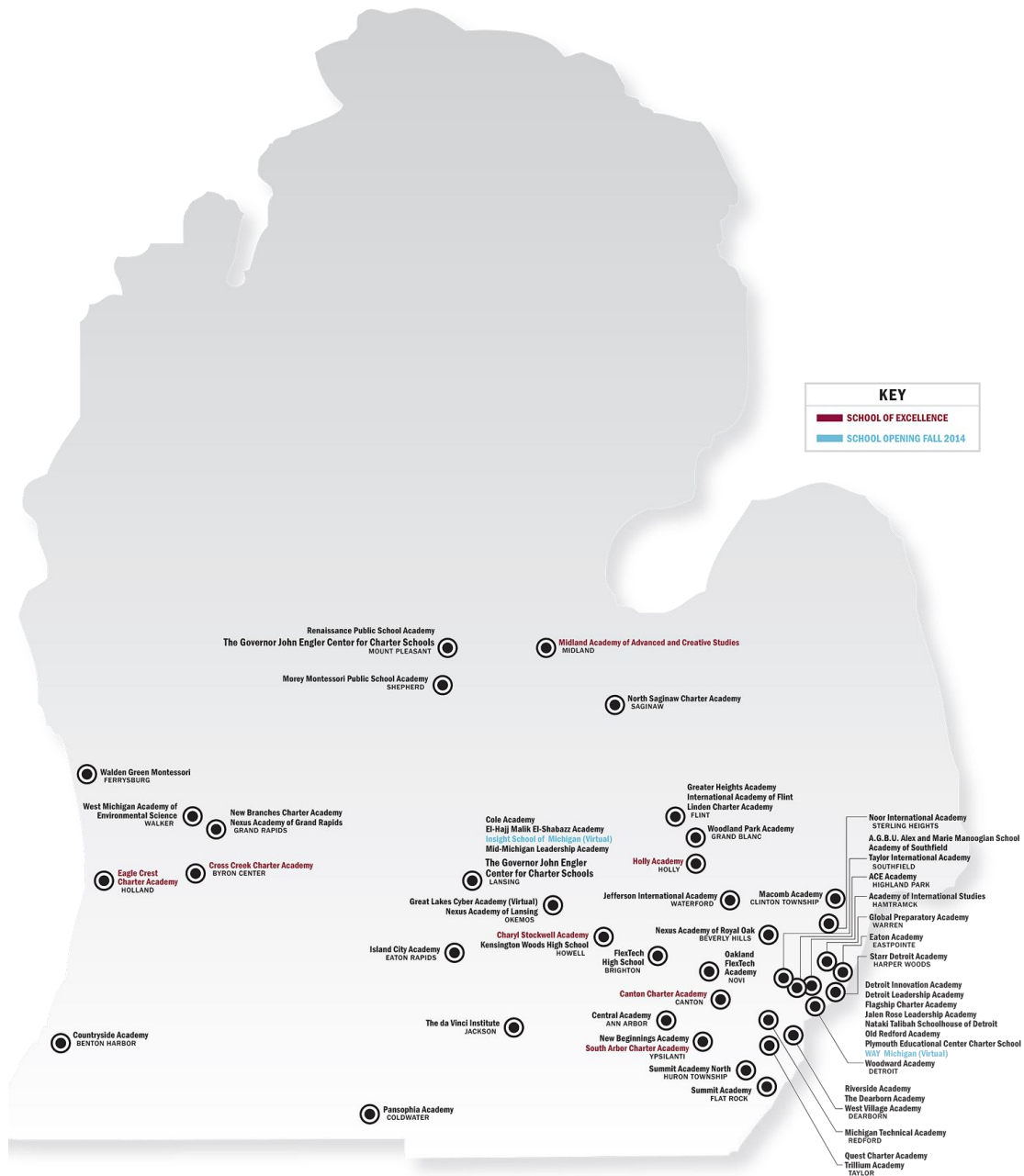
1=Strongly Disagree; 2= Disagree; 3= Not Sure or Maybe; 4= Agree; 5= Strongly Agree

1.	I understand my role as a board member.	1	2	3	4	5
2.	I understand that I have agreed to conditions of appointment outlined in my application to serve as a board member.	1	2	3	4	5
3.	I am familiar with my schools mission and founding documents.	1	2	3	4	5
4.	I understand the fiscal position of my school and how to read materials that come in our board packet.	1	2	3	4	5
5.	I read all board related materials that arrive in my board packet.	1	2	3	4	5
6.	I am an advocate for my school in the community.	1	2	3	4	5
7.	I listen well at meetings and encourage others to share their opinions.	1	2	3	4	5
8.	I have attended over 80 percent of board meetings since my start on the board.	1	2	3	4	5
9.	I support the school by attending events and have attended two events in the past year.	1	2	3	4	5
10.	I have sought out training to continue my learning and development as a board member.	1	2	3	4	5
11.	I understand student testing data in my school and how we are making progress towards our academic goals.	1	2	3	4	5
12.	I support the decisions of the board even when I didn't vote in favor of the resolution.	1	2	3	4	5
13.	I play an active role in the evaluation of our management team on an annual basis.	1	2	3	4	5
14.	I encourage the board, and play an active role in ensuring effective planning.	1	2	3	4	5
15.	I hold myself accountable to high standards as a board member and encourage the board and school similarly.	1	2	3	4	5

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