Board President Online Forum
Governing in Uncertain Times
April 15, 2020

Welcome

- Thank You!

- Purpose of the webinar

- CMU's approach and commitment

- Guidelines for the webinar

- Recording of webinar and resources online

- Introductions

Agenda

- Review the roles and responsibilities of the board

- Discuss virtual meeting technology and guidance

- Review guidance on meeting procedures

- Share potential meeting content and questions

- Answer questions

The Role of the Board

- Know and Support the School's Mission and Founding Documents

- Ensure Effective Planning

- Create Accountability

- Ensure Fiscal Resources and Provide Oversight

- Board Building

- Effective Communication and Ambassadorship

The Role of the Board

KNOW AND SUPPORT THE SCHOOL'S MISSION AND FOUNDING DOCUMENTS

Embracing the mission and understanding your founding documents are the bedrock of sound governance. Every charter school operates under a charter contract, this legal agreement between the board and its authorizer contains your mission and founding documents such as articles of incorporation, bylaws, operational structure, educational program and other documents important to your school's operations. Your contract also sets clear expectations regarding your school's academic achievement goals. In short, your contract contains a plan for how you will fulfill your mission and academic expectations. Therefore it's critical that you have a firm understanding of what you are setting out to achieve and your plan to achieve your goals.

Board Compliance

Calendar of Regularly Scheduled Meetings

Master Calendar of Reporting Requirements

<u>April Submissions</u>
- **4/16/2020:** CMU Board of Trustees Meeting.
- **4/28/2020:** Continuity of Learning and COVID-19 Response Plans due.
- **4/29/2020:** Posting on your academy's website no later than the 29th.
- **4/30/2020**: 3rd quarter financial statements – no change in this due date.

<u>May/June Submissions</u>
- Website Transparency Certification
- Budgets (2019-2020 Amended and 2020-2021 Proposed)
- School Calendars (2019-2020 Revisions, if needed and 2020-2021)

Virtual Meeting Guidance

Software Continuity

- Popular Platforms- Google Meet, Microsoft Teams, Zoom
- Utilize the same software system for all meetings

Virtual Meeting Preparation

- Designate a point person to manage the software and facilitate the technical components during the meeting
- Determine the process for sharing the agenda, documents, and meeting link to all board members

Virtual Meeting Protocol

- Log into the meeting 5-10 minutes prior to the scheduled time to troubleshoot technical issues
- Video should be on and audio muted upon arrival, unmute only for discussion or voting

Posting Your Public Notice

- In addition to the regular meeting posting required by the Open Meetings Act, Executive Order 2020-48 requires a school board to post advance notice of meeting held electronically on the school district's website.

- The notice must be posted at the Academy and online on the Academy's website and must be fully accessible to the public.

- As outlined in Executive order 2020-48 if the notice is not posted on the district's homepage, the homepage must include a "prominent and conspicuous" link labeled as "Public Notice for Electronic Public School Board Meeting" to a separate webpage that includes the notice.

Posting Your Public Notice

The public notice should include:

- An explanation of the reason why the public body is meeting electronically.

- Detailed procedures by which the public may participate in the meeting electronically, including a telephone number, internet address, or both. (In depth details are included in Executive Order 2020-48)

- Procedures by which persons may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting.

- Procedures by which persons with disabilities may participate in the meeting.

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Meeting Procedures Guidance

Oath Of Office

- Per Executive Order 2020-41 notarization may occur virtually until May 6, 2020.
- Two-way real-time audiovisual technology should be used at the time of notarization.
- Electronic Signatures are acceptable.

Attendance

- Encouraged to be taken via role call.

Voting

- Per Executive Order 2020-15 board members are "urged to take all votes by role call to avoid any questions about how each member of the public body votes."

Meeting Procedures Guidance

Public Comments

- Provide detailed procedures by which the public may participate in the meeting.

- Provide a toll-free call in number or web link.

- Give the public the opportunity to sign up for public comment.

- Request that community members register to participate in public comment.

- Require that individuals identify themselves.

- Include an email address that includes all board members.

- Use your existing public comment rules.

Meeting Procedures Guidance

Closed Session

- Follow the process outlined in the Open Meetings Act.
- Consider having a separate meeting room specifically for the closed session.
- Consult with your legal counsel if you have questions or concerns.

Committee Meetings

- Should follow the requirements as outlined in the Open Meetings Act.
- Implement the same process outline in Executive Order 2020-48 as regularly schedule meetings.

Potential Board Meeting Content

- Students, faculty, staff, and board member welfare

- Human Resource Updates

- Academic approach to continuity of education

- Approval of continuity of education plans

- Fiscal concerns including the budget and enrollment

- Food Service Update

Potential Board Meeting Content and Questions to Consider

Students, Faculty, Staff, and Board Member Welfare

Questions to Consider:

- Have we completed a wellness check on our students, faculty, staff, and board members?
- What type of support has been offered to our stakeholders?
- Are we being sensitive to the staff's mental well-being?
- What type of community outreach has been implemented if any?

Potential Board Meeting Content and Questions to Consider

Human Resource Updates

Questions to Consider:

- Does our current staff compensation align with requirements outlined in the Executive Order?
- Have we modified our employment practices to align with the "stay at home" order and any new employee health/safety requirements?
- What are the current the unemployment options?
- Have we reviewed our board policies and administrative guidelines?

Potential Board Meeting Content and Questions to Consider

Academic approach to continuity of education

Questions to Consider:

- What are we doing to help support student learning during this period of time? Are we being innovative?
- Do we have a way to identify students that need extra help? Do we know who has access to technology?
- Do we have the right supports in implemented and are they sensitive to the social-emotional needs of our students, faculty and staff?
- What does "success" look like for students this academic year?

Potential Board Meeting Content and Questions to Consider

Approval of continuity of education plans

Questions to Consider:

- Plans must be reviewed/approved by the authorizer and submitted to the state by April 28th to ensure state funding is continued. How far in advance should we submit our plans to the Center to ensure we meet this deadline?
- Besides implementing the plan, what else do we need to do to ensure we meet the requirements outlined in Executive Order 2020-35?
- How will we measure the effectiveness our plan and how often should we expect progress updates?
- How does the plan ensure that we will meet the requirements outlined in the Executive Order?

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Potential Board Meeting Content and Questions to Consider

Fiscal concerns including the budget and enrollment

Questions to Consider:

- What budget amendments need to be done to the FY 2019-2020 prior to June 30, 2020?
- Are we able to meet the needs of today's students while protecting the needs of future students?
- How do we ensure the FY 2020-2021 budget aligns with educational priorities?
- Have students left us during this pandemic? How do we reconnect with them?
- What are we doing to connect with both current and prospective families ?

Potential Board Meeting Content and Questions to Consider

Food Service Update

Questions to Consider:

- What students are eligible for food service?
- Has food service been arranged and provided for eligible students?
- What is the process for distribution?

Software Platforms

Google Meet: https://meet.google.com/

Microsoft Teams: https://docs.microsoft.com/en-us/MicrosoftTeams/

Zoom for Schools: https://zoom.us/docs/en-us/school-verification.html

Resources

Open Meetings Act:
https://www.michigan.gov/documents/ag/OMA_handbook_287134_7.pdf

Executive Order 2020-48:
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525888--,00.html

Executive Order 2020-41:
https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-525178--,00.html

Michigan Association of School Boards FAQ:
https://www.masb.org/portals/0/About_MASB/COVID19/COVID19FAQsUpdated%203_24_20.pdf

The Center for Charters Schools Board Gear:
https://www.thecenterforcharters.org/BoardGear

MDE Office of Health and Nutrition Services
https://www.michigan.gov/documents/mde/Questions_for_Unanticipated_School_Closure_3-20-20_684414_7.pdf

Additional Questions?