Contract 101: Understanding Your Founding Documents and Organizational Structure
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Our Time Together... Clue

WHAT?

WHY?

HOW
Goals for this session...

- Understand why the founding documents are critical for board members to review;
- Understand what is included in the Charter Contract; and
- Discuss the significance of the school’s mission statement
From the beginning... how we got here + how we keep going
Founding Documents: the WHY?

» WHY your school was founded by identifying the mission that it is expected to fulfill:

» HOW you fulfill that mission through the organizational structure of your school including articles of incorporation, bylaws, management structure, educational program and curriculum; and

» WHAT your school is expected to achieve in the way of educational outcomes.
Founding Documents: the Charter Contract

✓ www.thecenterforcharters.org
✓ SCHOOLS
✓ Our Schools
✓ <select your school’s name from the listing>
✓ Scroll down... click on CHARTER CONTRACT
The Charter Contract is it?

www.TheCenterForCharters.org
(989) 774-2100
Founding Documents: the Charter Contract

- Re/Authorizing Resolution
- Terms and Conditions 26 pages
- Articles of Incorporation
- Bylaws 9 pages
- Fiscal Agent Agreement
- Oversight, Reporting and Compliance Agreement 4 pages
- Schedule 5: Description of Staff Responsibilities [includes ESP Agreement, if applicable]
- Schedule 6: Physical Plant Description [includes Lease/Facility Docs]
- Schedule 7: Mission-Driven components describing how the school operates
  - Governance Structure 1 page
  - Educational Program [includes Mission Statement] 3-7 pages
    - Curriculum
  - Educational Goal and Related Measures 1-3 pages
    - Application & Enrollment
    - School Calendar
    - Age & Grade Range
- Schedule 8: Public Information 1 page
Founding Documents: the Charter Contract

- Terms and Conditions
  - Outlines the relationship between the school and the University
  - Explains the requirements that the school acts solely as a government entity
  - Identifies legal requirements for operating a school
  - States that tuition is prohibited
  - Explains the amendment requirements
  - Outlines the revocation, termination and suspension process
Founding Documents: Charter Contract

- Bylaws
  - Officers of the Board
    - Number
    - Removal Process
    - Vacancies
    - Officer Roles
  - Permissible Relationships
  - Committees
  - Annual and Regular Meeting Requirements
Founding Documents: the Charter Contract

- Oversight, Reporting and Compliance Schedule
  - Adopting and maintaining board policies
  - Reporting litigation
  - Compliance with the authorizer reporting requirements
Founding Documents: the Charter Contract

- **Schedule 5: Description of Staff Responsibilities**
  - Reporting Structure
  - Educational Service Provider Agreement
- **Schedule 6: Physical Plant Descriptions**
  - Narrative Description
  - Lease Agreements/Financing Documents
  - Certificates of Occupancy
Founding Documents: the Charter Contract

- **Schedule 7:**
  - 7a: Governance Structure
  - 7b: Educational Goals & Related Measure
    - Goal: prepare students academically for college, work and life
    - Measure and Metrics:
      - For Grades 3-8
      - For Grades 9-11
  - 7c: Educational Program
  - 7d...7e...7f
Founding Documents: the Educational Program

- Includes the Mission Statement
  - Outlines the purpose and organizational commitments
    - Strategic and operational decisions should support that mission and align with the charter contract
- Describes the unique approach to delivering the curriculum in order to fulfill the school’s mission and vision
Founding Documents: the Charter Contract

• Schedule 8: Public Information
  o Information that the board shall collect, maintain and make available to the public and to the authorizer.
    – Contractual agreements
    – Financial documents
    – Public records
Resources

» Charter Contract

» Handout
  • Board Gear Roles and Responsibilities
  • Contract 101
  • Charter Contract: Educational Program and Curriculum

» Video links:
  • Charter Contract: What’s in it, Why it Matters and Where to Find it
  • Board Gear: Mission and Founding Documents
Goals for this session... how did we do?

I now have a more informed understanding:

- WHY the founding documents are critical, should be reviewed, and understood;
- WHAT is included in the Charter Contract; and
- HOW the school’s mission drives everything.
Questions?

Thank you!

Drive safely

THE GOVERNOR JOHN ENGLER
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CHARTER SCHOOLS
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