



# Contract 101: *Understanding Your Founding Documents and Organizational Structure*



THE GOVERNOR JOHN ENGLER

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CHARTER  
SCHOOLS**

CENTRAL MICHIGAN  
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Our Time Together...

# Clue

**WHAT?**

**WHY?**

**HOW**



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# 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



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# From the beginning... how we got here + how we keep going



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# Founding Documents: the

WHY?

HOW

WHAT?

- » **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.



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# Founding Documents: the



## » Charter Contract

- ✓ [www.thecenterforcharters.org](http://www.thecenterforcharters.org)
- ✓ SCHOOLS
- ✓ Our Schools
- ✓ <select your school's name from the listing>
- ✓ Scroll down... click on CHARTER CONTRACT



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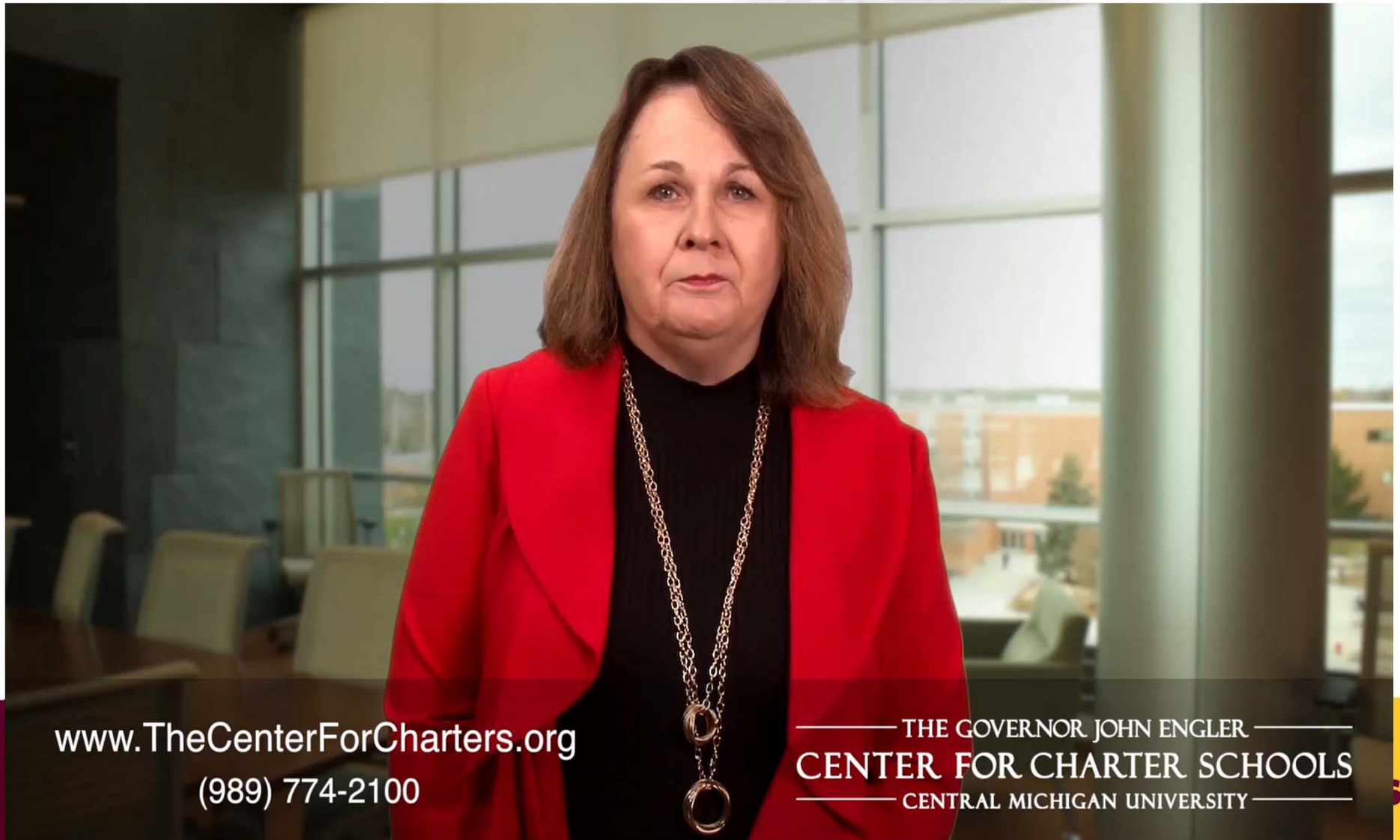
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# The Charter Contract



is it?



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# 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



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# 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



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# Founding Documents: the



## » Charter Contract

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



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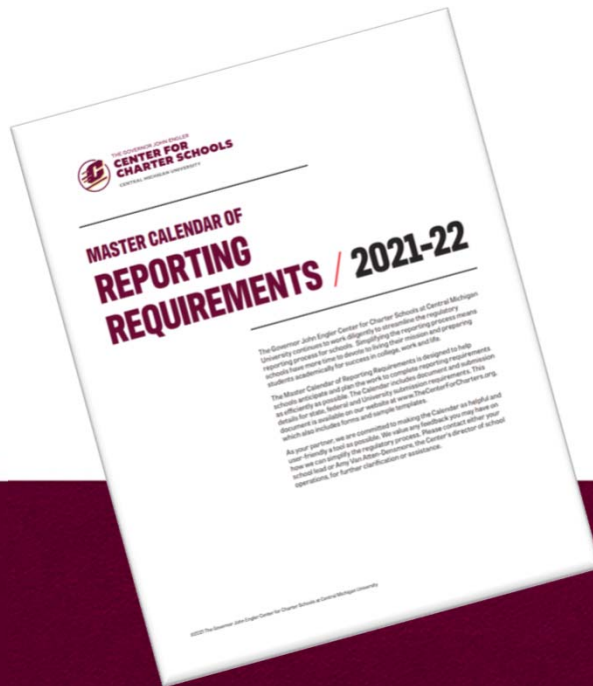
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# Founding Documents: the

# WHAT?

## » Charter Contract

- Oversight, Reporting and Compliance Schedule
  - Adopting and maintaining board policies
  - Reporting litigation
  - Compliance with the authorizer reporting requirements



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# 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



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# 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



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# 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



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# Founding Documents: the



## » Charter Contract

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



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# Resources

## » Charter Contract

## » Handout

- [Board Gear Roles and Responsibilities](#)
- Contract 101
- [Charter Contract: Educational Program and Curriculum](#)



**CHARTER CONTRACT  
EDUCATIONAL PROGRAM  
AND CURRICULUM / 2021-22**

Schedule to And 10 of the Charter Contract

## » Video links:

- [Charter Contract: What's in it, Why it Matters and Where to Find it](#)
- [Board Gear: Mission and Founding Documents](#)



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# 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.

**100%**



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# Questions?

*Thank  
you!*



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