

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. Academic Performance Report*

2. FINANCIAL PERFORMANCE

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- a. Budget*

3. OPERATIONAL PERFORMANCE

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- a. ESP Agreement or School Leader contract
- b. Organizational chart
- c. Facilities/Lease or purchase agreements
- d. Master Calendar of Reporting Requirements*

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



THE GOVERNOR JOHN ENGLER

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