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Committee Structure for Charter School Boards

Optimize Committee Work to Reach Your Goals



WELCOME!



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Today's Agenda

- Framing Thoughts
- Defining & Managing Committees:
Why, What, Who, When, & How
- Common Committee Mistakes
- Discussion and Questions



**We help charter school boards
deliver exceptional results.**

Framing Thoughts

What is a Charter School Board?

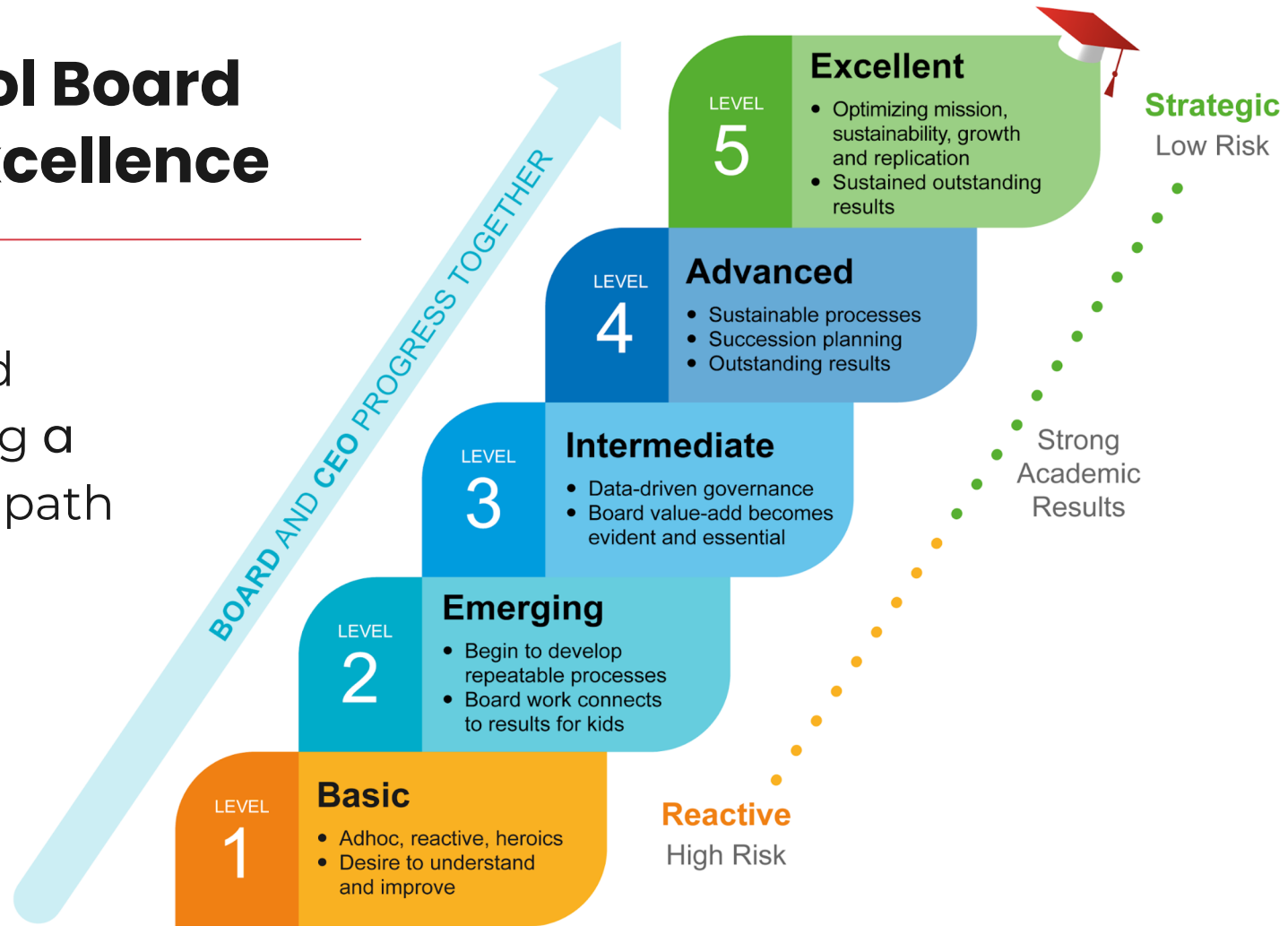
Your charter school board is more than **just** a group of well-meaning volunteers.

Rather...

It's a highly effective team, strategically assembled, to bring the skills, expertise, time and temperament to govern a multimillion-dollar public enterprise.

The School Board Path to Excellence

Every school board evolves along a measurable path



Why Committees?

- Drive board goals through substantive work between meetings
- Prepare recommendations for the board
- Allows experts and staff to “get into the weeds”
- Provides more air-time for issues that can’t be done at the full board meetings
- Take on significant projects (in some cases)

SPCSA GOVERNANCE STANDARDS

1. Focus on Student Growth, Achievement, and Social and Emotional Wellbeing
2. Ensure an Effective and Well-Run Organization
3. Manage Financial Resources Responsibly
4. Commit to Long-Term Success
5. Ensure Strong Leadership and Effective Partnerships
6. Operate in Service of your School Community

Which Standing Committees?

Most Charter School Boards Can't Live Without...

- Finance
- Academic Excellence
- Development (Fundraising)
- Governance
- *CEO Support & Evaluation*

Finance Committee

Key Tasks

- Working with ED/Team to develop annual budget that prioritizes and enables vision of excellence
- Monitoring the organization's financial health and elevating strategic issues to full board
- Educating the full board to conduct proper oversight of the financial health of the organization

SPCSA Standard 3: Manage Financial Resources Responsibly

- Understand financial performance expectations established by the State Public Charter School Authority
- Annually establish and manage to a budget that allocates resources in alignment with the school's goals and strategic plan
- Regularly review financial data and adjust the school's budget or operations as appropriate
- Establish and uphold financial policies and procedures that protect the school's resources
- Regularly monitor financial performance to ensure the short- and long-term financial health of the school and to monitor progress towards the State Public Charter School Authority's performance expectations

Academic Excellence

Key Tasks

- Working with ED/CAO to develop organizational goals and priorities to achieving vision of Academic Excellence
- Educates the full board to conduct proper oversight of the academic program
- Tracking academic performance throughout the year and elevating strategic issues to full board

SPCSA Standard 1:

Focus on Student Growth, Achievement, and Social and Emotional Wellbeing

- Understand academic performance expectations established by the State of Nevada and State Public Charter School Authority
- Commit to the academic, behavioral, social, and emotional success of all enrolled students and the overall academic success of the school
- Set ambitious and attainable goals for student academic growth and achievement that aim to ensure the success of all students
- Establish objectives for student social and emotional wellbeing that aim to ensure an inclusive, positive, and supportive environment for all students
- Regularly monitor progress toward internal goals and objectives as well as statewide performance expectations
- Analyze student growth, achievement, and wellbeing data by student group (race, ethnicity, gender, disability status, etc.) in order to identify and act on disparities in student performance and experience
- Use data to inform decisions

Governance Committee

Key Tasks

- Overall health of the board – board education, annual evaluation, retreats, etc.
- Finding, recruiting, nominating, orienting trustees
- Succession planning for officers and trustees

Development Committee

Key Tasks

- Working with ED/team to develop a realistic fundraising plan
- Assisting fellow trustees with completing essential board-level fundraising tasks
- Promoting organization's interest to the larger community

CEO Support & Evaluation

Key Tasks

- Give and receive feedback against stated goals throughout the year
- Manage end-of-the-year ED Evaluation
- Partner with the ED to document ED Evaluation and next year's goals

Who Should serve on Committees?

- Always chaired by a board member
- Add members because they bring a skill you need
- Staffed and supported by a member of the senior leadership of the school
- Add non-board members strategically
- Minimum of 3 people on a committee
- Trustees serve on only 1 committee
 - ◆ **BUT, what if we don't have enough people????**
- Key to effective governance is a level of **objectivity**
 - ◆ Parents, Teachers, Students, Staff
- Feedback from stakeholders

What:

The Role of the Board Committee

- Engage in strategic dialog and problem-solving around a particular issue
- Prepare well-informed recommendations for the board
- Support the school leadership in high-stakes decision-making
- Take on significant projects, as needed
- Provide a venue for each board member to be involved in the organization's growth and success

SPCSA Governance Standard 2: Ensure an Effective and Well-Run Organization

When: Committee Routines

→ When should committees be established?

Standing committees should be in place annually, with special committees or task forces set up during the year as needed.

→ When should committees meet?

As often as needed to get the substantial work completed by a targeted date.

→ When do committees present findings to the board?

Each committee should have a section on the regular board meeting agenda to report on activity or present an item for board consideration.

How:

Committee Operations

→ How are committees established?

Standing committees and process for appointment are typically listed in your bylaws; ad hoc committees can be established by the board as needed

→ How do committee meetings operate?

*Each committee must take its own minutes and, if possible, reproduce and distribute its materials to committee members, the board chair, and the CEO
(super fast and easy in BoardOnTrack)*

→ How often should committees report on progress?

Regular reports, presented by the committee chair, should be presented at each board meeting. (This is as easy as attaching committee meeting minutes to the Board meeting agenda in BOT)

Getting the Work Done

Getting the Work Done

- Step 1: **Agree on where you're headed**
- Step 2: **What are the board's priorities?**
- Step 3: **Structure your board for success**
- Step 4: **Committees draft goals**
- Step 5: **Discuss and approve goals**
- Step 6: **Hold each other accountable**

Questions?

We're here to help.



Schedule a call with a
Governance Coach.

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Chat with us live via
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Learn more about a
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