

Charter School Governing Board Focus by Month



Sample Governing Board Focus by Month

This sample can be used to help charter school governing boards determine monthly board meeting topics. The scheduling of these topics may vary for your school, depending on school year, board meeting, and assessment schedules.

In addition the following, there will be recurring board activities as needed, including:

- Policy review/revisions
- Committee work and updates (facility, fundraising, marketing committees, etc.)
- Quarterly School Accountability Committee report and update (following the quarterly SAC meeting)
- Board member recruitment

Month	Academic	Enrollment	Staffing	Culture	Board	Finance
Aug.	<ul style="list-style-type: none"> • Review state assessment results • SPF review • UIP review 	<ul style="list-style-type: none"> • Current enrollment (including all student groups) • Waitlist Update • If enrollment is less than projected, ask School Leader to develop plan and have periodic updates (every 2 weeks) through October Count • Board support for student recruitment 	Report on: <ul style="list-style-type: none"> • Number of staff • Years of experience • Number of staff by position/ grade • Instructional staff to students/all staff to students • # In-Field versus Out-of-Field • Any Open Positions • Attrition Year to Year 	<ul style="list-style-type: none"> • School Events and Board Participation in Events 	<ul style="list-style-type: none"> • Review Year in the Charter Contract • Board chair signs annual Assurance of Compliance for CSI, if not already done • Strategic Plan review • Ensure completion of any board member onboarding • Review board operating procedures and attendance expectations 	<ul style="list-style-type: none"> • Review previous year-end financial report July 1 – June 30

					• Sign annual board agreement, if applicable	
Sept.	<ul style="list-style-type: none"> • Progress in carrying out UIP • Update on Fall interim assessment results 	<ul style="list-style-type: none"> • Student Demographics Overview • Enrollment Update • Board support for student recruitment 	<ul style="list-style-type: none"> • Staff retention 	<ul style="list-style-type: none"> • School Events and Board Participation in Events 		<ul style="list-style-type: none"> • Review Annual financial audit from Previous Fiscal Year • Board Chair signs Assurances for Financial Accreditation • Board passes resolution if school qualifies to submit an request for audit exemption
Oct.	<ul style="list-style-type: none"> • Update on Fall interim assessment results • CARS report review 	<ul style="list-style-type: none"> • Final October Count Update 		<ul style="list-style-type: none"> • School Events and Board Participation in Events 		<ul style="list-style-type: none"> • Review quarterly financial report July - Sept
Nov.				<ul style="list-style-type: none"> • School Events and Board Participation in Events 		
Dec.	<ul style="list-style-type: none"> • Progress in carrying out UIP 		<ul style="list-style-type: none"> • Mid-year check-in w/ staff 	<ul style="list-style-type: none"> • School Events and Board Participation in Events • Student absentee rates • Mid-year school culture survey results, if applicable 	<ul style="list-style-type: none"> • Mid-year school leader evaluation and progress toward school leader goals • Mid-year strategic plan review 	<ul style="list-style-type: none"> • Board receives update on PPR adjustments related to changes in Funded Pupil Counts and/or changes in PPR • Board receives proposed budget amendments

Jan.	<ul style="list-style-type: none"> • Review mid-year assessment data 	<ul style="list-style-type: none"> • Update on Intent to Enrolls for next year 	<ul style="list-style-type: none"> • Review staff PD plan • Update on employee intents to return for next year 	<ul style="list-style-type: none"> • School Events and Board Participation in Events • Review CSI Student Services Screener Results 	<ul style="list-style-type: none"> • Designate place(s) for posting of board meeting notices (and agendas) • Discuss school leader compensation structure and evaluation for next year 	<ul style="list-style-type: none"> • Review quarterly financial report Oct - Dec • Board must pass resolution to adopt any amendments to the current year's Budget by January 31st
Feb.	<ul style="list-style-type: none"> • Review mid-year assessment data 	<ul style="list-style-type: none"> • Update on Intent to Enrolls for next year • Update on Lottery or Waitlist 	<ul style="list-style-type: none"> • Update on employee intents to return for next year • Review vacant positions • Start recruiting staff 	<ul style="list-style-type: none"> • School Events and Board Participation in Events 	<ul style="list-style-type: none"> • Approve next year's school calendar • Finalize school leader compensation structure and evaluation for next year 	<ul style="list-style-type: none"> • Board begins discussions and priority setting for next year's budget
March	<ul style="list-style-type: none"> • Progress in carrying out UIP 	<ul style="list-style-type: none"> • Reenrollment numbers • Waitlist 	<ul style="list-style-type: none"> • Update on vacant positions • Interviewing/recruiting 	<ul style="list-style-type: none"> • School Events and Board Participation in Events • Finalize and administer the administrative, family, and staff surveys 		<ul style="list-style-type: none"> • Review proposed budget for upcoming year
April		<ul style="list-style-type: none"> • Reenrollment numbers • Waitlist 	<ul style="list-style-type: none"> • Update on vacant positions 	<ul style="list-style-type: none"> • School Events and Board Participation in Events • Staff offer letters/agreements should be finalized • Review administrative, 	<ul style="list-style-type: none"> • Final school leader evaluation (or sooner) 	<ul style="list-style-type: none"> • Review quarterly financial report Jan – March • Review proposed budget for upcoming year

				family, and staff survey results		
May	<ul style="list-style-type: none"> • ACCESS results (if applicable) • Fall to Spring interim data review 		<ul style="list-style-type: none"> • Update on vacant positions • Staff retention 	<ul style="list-style-type: none"> • School Events and Board Participation in Events 	<ul style="list-style-type: none"> • Board self-evaluation and Needs Assessment 	<ul style="list-style-type: none"> • Performance pay discussions • Review proposed budget for upcoming year
June				<ul style="list-style-type: none"> • School Events and Board Participation in Events 	<ul style="list-style-type: none"> • Strategic Plan review • Annual board retreat and needs assessment 	<ul style="list-style-type: none"> • Finalize performance pay • Board passes resolution to adopt Budget for following fiscal year by June 30th • Board passes separate resolution for any spending of beginning fund balance. • Board passes resolution for any outstanding supplemental budget changes

Annual Board Retreat Topics:

- Key terms of charter contract
- Perform needs assessment
- Review strategic plan and goals
 - o Looking at:
 - Board self-evaluation
 - Board Needs Assessment
 - CARS Report

- Family/Staff Satisfaction Surveys
- Enrollment and Demographics
- Finances
- Set School Leader goals
- Review policies, especially Grievance Policy, Discipline Policy, Financial Policies
- Board Recruitment
- Board fiduciary responsibilities