

CSI School Governing Board Training

May 2022



We believe that behind every successful charter school is a high-performing governing board.

THANK YOU for committing your time, energy, and expertise to a **CSI** charter school!



Agenda



CSI UPDATES



BOARD ANNUAL
SCHEDULE



RESOURCES





CSI Senior Leadership



Dr. Terry Croy Lewis
Executive Director



Janet Dinnen
Chief of Staff



Ryan Marks
*Chief of Accountability
& Authorization*



Andi Denton
*Chief of Finance &
Operations*

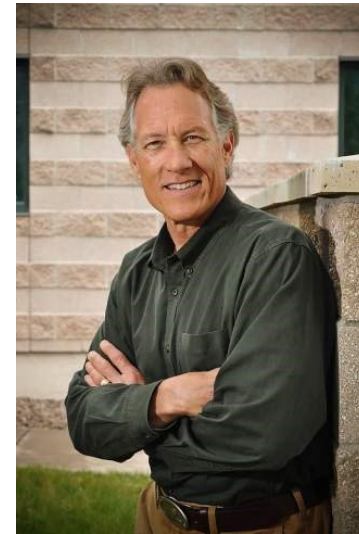




Governance Supports



Anastasia Hawkins
Director of Governance
AnastasiaHawkins@csi.state.co.us



John Brendza
School Support Liaison
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CSI Board of Directors



BRENDA BAUTSCH
DICKHONER



ERIC LERUM
PM COMMITTEE



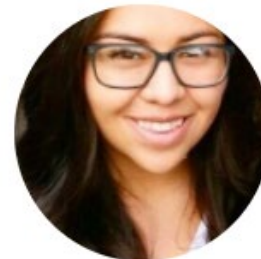
JILL ANSCHUTZ
BOARD CHAIR



KENNY SMITH



LUKE RAGLAND



MARIBEL OBREQUE



NICHOLAS MARTINEZ



TAMARA OLSON



TOM BRINEGAR
FINANCE COMMITTEE

Board Member Appointment

- Appointments by the Governor or Commissioner of Education
- Appointed for 3-year terms (up to 2 terms)
- Must meet criteria set forth in statute

Committee Meetings are held on the second Tuesday of the month, and regularly scheduled Board meetings are held on the third Tuesday of each month. Visit the [CSI BoardDocs page](#) for more information.



Our Mission



Our mission is to foster **high-quality** public school **options** for **all students.**



CSI Portfolio By The Numbers



Schools

Serving 25 students to 2,000 students



Students

From preschool through 12th grade



Towns & Cities

From Towaoc to Fort Collins, Fruita to Aurora



Education Models

From Classical to Montessori, Early College to Alternative Education Campuses





Legislative Updates

- **Funding Updates**
 - CSI Mill Levy Override Equalization (MLOE) Fund: \$8M increase
 - PPR, Special Education Tier A and B, Capital Construction increases
- **Transition Back to Standard K-12 Accountability**
 - Provides guidelines for resuming state accountability and considerations in response to the last two years.
- **Special Education Services in Charter Schools**
 - This bill would give charters a choice in its Administrative Unit for the provision and oversight of special education services
 - Provides Year 1 funding for CSI's Prospect Academy

[Colorado League of Charter Schools – Legislative Updates](#)



Board Annual Calendar



Why Use an Annual Calendar?

- Streamlines monthly agenda planning
- Ensures legal requirements (actions, trainings) are addressed
- Ensures time is allotted for policy review, planning, and evaluation
- Helps board members know when specific items will be addressed
- Supports new members in understanding the board's cycle



What to Include

Required board actions

- Approve budget (June)
- School leader evaluation

Desired board discussion

- Reports on goal progress, interim assessment results
- Policy reviews

School-related updates

- School activities
- Advisory/committee meeting updates

Consider:

- Are board actions placed in the month when action is required to take place?
- Are there actions specified in Board Policy that need to be included?
- Are there other activities/events where board participation is expected that should be included in the calendar?

 **In the chat...**

What other items do you include in your board calendar?



Example

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 School Performance Framework (SPF) review Unified Improvement Plan (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 	<ul style="list-style-type: none"> Review report on staffing (counts, ratios, experience, openings) 	<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 Sign annual board agreement, if applicable Establish school leader goals, evaluation process 	<ul style="list-style-type: none"> Review previous year-end financial report July 1 – June 30

CSI Charter School Governing Board Focus by Month

Updated: April 2022

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 Nondiscrimination Training 	<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 	<ul style="list-style-type: none"> Designate place(s) for posting of board meeting notices (and agendas) Discuss school leader compensation structure and 	<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

[Download: Sample School Board Calendar & Focus Questions](#)



Implementation Plan

New to This

Use last year's board agendas as a starting point to identify topics by month

Build in additional topics to months based on CSI's sample

Experienced with This

Review existing calendar against CSI's sample

All Boards should...

Compare against requirements

Review/revise regularly (at least annually)

In the chat...

Who is responsible for drafting/revising the board calendar each year?



Board Focus Questions



Why Have Focus Questions?

- Ensures key priorities have adequate discussion
- Offers options based on board's oversight role
- Support tool for newer board members or those less familiar with certain topics
- Includes questions that align to questions asked by CSI staff and board



Sample

[Download: Sample School Board Calendar & Focus Questions](#)

Contents

- Data Access
- Student Recruitment & Retention
- Staff Recruitment
- Culture
- School Leader Evaluation
- Student Outcomes
- State Assessment Data
- Interim Assessment Data
- Unified Improvement Plan (UIP)
- Assessment Administration
- Special Populations
- Resource Allocation
- Postsecondary Outcomes
- Finance & Operations
- Audit
- Facility
- Legal & Compliance
- Governance
- Capacity and Training
- Board Bylaws, Operating Procedures and Policies
- Board Meetings
- Strategic Planning and Self-Evaluation
- Morale
- Community

Data Access

- How does the board ensure that data it receives from school leaders is accurate and comprehensive? Are systems in place to quickly get the board additional data if needed?
- As part of the board's strategic plan, what data has the board identified/requested that should be included in the management/school leader's board reports?

Student Recruitment & Retention

- Is the school on track to meet its projected student enrollment? If not, does the board need to make staffing or budgetary adjustments?
- To what extent do student demographics reflect local demographics?
- Is the school on track to meet its special population (i.e. students of color, students with IEPs, gifted and talented students, English Learners, economically disadvantaged students) enrollment targets? If not, what is the plan to do so?
- If enrollment is under budget after October Count, what adjustments are necessary for programming or budget? What caused lower enrollment and who will be responsible for adjusting strategies for next year?
- Has the board reviewed student recruitment, retention, and marketing plans? What does student retention look like at each grade level? If administered, do exit surveys provide a sense of the common reasons students leave the school?
- How will the school make good faith recruitments and retention efforts for students with disabilities, students eligible for free- or reduced-price lunch, and English Learner populations based on goals set from last year's outcomes? Are these efforts reflected in the student recruitment and retention plans?
- How is the board monitoring student recruitment and retention efforts for specific populations? What is the demographic breakdown of newly enrolled students and returning students?
- What is your school's enrollment process (first come, first served; lottery; weighted lottery)? When does the school leader report on enrollment efforts for the upcoming year to the board? Should there be any changes to the student recruitment plan based on the enrollment results including recruitment of target populations?

Staff Recruitment

- What staff positions remain unfilled, and what is the plan to fill them with appropriately qualified people? What contingency plans are in place should certain staff roles remain unfilled before school opening?
- If vacant positions exist, what is the plan to fill those roles and how can the board support? How are school leaders ensuring functions of vacant roles are being completed?



CSI Governing Board Supports

Resources & Training



CSI Governance Resource Library

School Board Governance Library

Search School Board Governance

Training for CSI School Board Members

Orientation for New Board Members

Upcoming CSI School Board Trainings

Supports for Governing Boards

[Subscribe](#) to the CSI Board Quarterly Newsletter.

Board Resources

School Enrollment

Board Membership & Recruitment

Strategic Planning

Board Meetings

School Leadership

Sample Materials

View more resources in the [Legal & Policy Library](#).

<https://resources.csi.state.co.us/school-board-governance-library/>



CSI Orientation Modules for School Board Members



CSI SCHOOL
ACCOUNTABILITY



UNDERSTANDING THE
CSI-SCHOOL
CHARTER CONTRACT



CSI COMPLIANCE
MONITORING



CSI FINANCIAL
OVERSIGHT



CSI SPECIAL
POPULATIONS
OVERSIGHT

School Board To Do List

1.

CONTINUE ONGOING LEADER REVIEW/FEEDBACK

[School Leader Evaluation Toolkit](#)

2.

CONSIDER STRATEGIC PLANNING & RETREAT NEXT STEPS

[Resources](#)

3.

DEVELOP AN ANNUAL BOARD CALENDAR

[Sample School Board Calendar & Focus Questions](#)



Thank You!