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| Business meeting in modern office  School Board Template toolkit  COLORADO CHARTER SCHOOL INSTITUTE | To provide support to board members of CSI schools, CSI has developed a toolkit with sample materials and templates that can be adapted for use. |

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## Sample Board Agreement

**Board Agreement**

By signing this Board Agreement, I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print Director name), hereby acknowledge that I have read, understand, and agree to the requirements set forth in the [School Board Operating Procedures], including but not limited to the following:

I. Participation and Attendance.

Directors are expected to attend all regular board meetings unless excused. A Director missing more than [two] regular board meetings without approval for his/her absence from the Board Chair or at least two other directors may receive a notice of probation. A Director with more than [two] absences, whether excused or unexcused, may be asked by the [School] Board Chair to voluntarily relinquish his/her position on the [School] Board.

Directors are expected to meaningfully participate in all Board functions, activities, meetings, events, discussions, and voting, and serve on at least one board committee. It is expected that all Directors participate in special meetings for training, strategic planning, and other Board development. Directors will also familiarize themselves with the pertinent statutes, rules and policies governing the Institute.

II. Director Conduct.

Directors shall exemplify integrity, honesty, and respect. A dedication and commitment to the vision of the [School] and the charter school movement shall be top priority for all directors. Any Director finding himself or herself involved in an irresolvable conflict shall put the vision and mission of the [School] first.

When communication with other Directors, [School] Staff, school personnel, community members, or other stakeholders, Directors are expected to:

1. Encourage a diversity of opinions and solutions;
2. Respect and listen to ideas being presented by another Director;
3. Encourage each other to fulfill their responsibilities to the fullest of their potential;
4. When discussing issues, refrain from personalizing and/or directing an issue toward a fellow Director, [School] staff member, parent, or anyone else;
5. Use discernment in interpersonal relationships and communications;
6. When receiving criticism from parents or other parties about Institute personnel or other directors, refer the speaker to the individual directly involved unless escalation is deemed necessary by the Board Chair or [School] Executive Director;
7. Refrain from speaking negatively about [School] personnel or other directors to the school community, or parties outside the school community;
8. Resolved conflict directly with those with whom it exists and not share the conflict with anyone outside of the conflict, including, but not limited to, parents, other school personnel, or the media.

III. Open Meetings Requirements.

Directors shall abide by the Colorado Open meetings Law. C.R.S. 24-6-401, *et seq.* The Open Meetings law states that all meetings of two or more members of any state public body at which any public business is discussed or at which any formal action is taken is a meeting open to the public. Any meeting at which formal action is taken or at which a majority or quorum us present or expected to be present requires fully and timely notice.

“Meeting” with another director is defined as communication in person, by telephone, by electronic mail, or through any other means. As such, if Directors use electronic mail to discuss pending legislation or other public business among themselves, the electronic mail shall be subject to the requirements of the Open Meetings Law cited above.

IV. Confidentiality.

Certain matters may be required to be kept confidential pursuant to state and federal law. These matters include but are not limited to certain discussions involving personnel, individual students, and conferences with [School]’s attorney. Executive Sessions shall be utilized pursuant to C.R.S. 24-6-402. Directors agree to maintain confidentiality outside of Executive Session and use utmost discretion when discussing [School] matters outside of board meetings.

V. Conflicts of Interest.

Directors shall not perform any official acts from which they may have a direct economic benefit or substantial financial interest pursuant to C.R.S. 22-30.5-108.5. Directors shall not disclose or use confidential information acquired in the course of his/her official duties to further his/her personal financial interests, or accept a gift of substantial value or economic benefit which may influence him/her to depart from the faithful and impartial discharge of his public duties or which s/he knows or should know is primarily for the purpose of rewarding him/her for official action taken. Directors shall promptly disclose to the Board any and all real or perceived conflicts of interest as defined by these Operating Procedures and Colorado Revised Statutes.

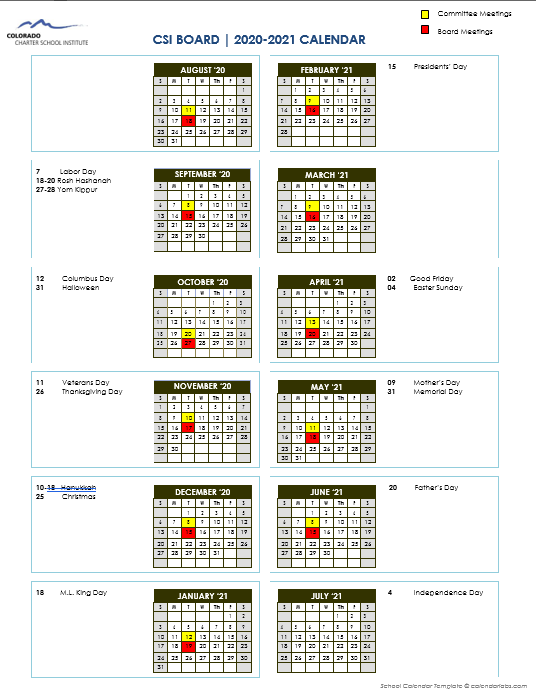
Accepted this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director Signature

## Sample Board Meeting Schedule

[Click here](https://resources.csi.state.co.us/sample-board-meeting-calendar-template/) for a downloadable calendar template.



## Sample Board Meeting Agenda Template

***Charter School Institute Board of Directors Meeting***

***August 18, 2020***

***NOT EARLIER THAN 12:30PM***

***\*\*Virtual Meeting\*\****

[**https://global.gotomeeting.com/join/772055821**](https://www.google.com/url?q=https%3A%2F%2Fglobal.gotomeeting.com%2Fjoin%2F772055821&sa=D&ust=1596658280643000&usg=AOvVaw3EdJA0YGDiysnZRV7ob7-K)

***United States (Toll Free): 1 866 899 4106 United States: +1 (646) 749-3129  
Access Code: 772-055-821***

***Public Comment:*** *If you would like to give public comment, type your name into the chat box at the beginning of the meeting: “Name – Public Comment”. If you are joining by phone, please text your name to 720-985-1481 in advance.*

*The mission of the Charter School Institute shall be to foster high-quality public school choices offered through Institute charter schools that deliver rigorous academic content and high academic performance in a safe environment and on par with the highest performing schools, including particularly schools for at-risk students.*

**AGENDA**

1. Call to Order: Roll Call
2. Approval of Agenda
3. Public Comment
4. Renewal School Presentations
   1. New America School Lowry
   2. Montessori del Mundo
   3. Early College of Arvada
   4. High Point Academy
   5. Community Leadership Academy/Victory Preparatory Academy
5. Executive Session:

*The Board may vote to recess into executive session pursuant to Colorado’s Open Meetings Law, specifically, C.R.S. §24-6-402(3)(a) and (b), C.R.S. to:*

1. *Confer with the Colorado Charter School Institute Board’s attorney concerning a dispute involving the CSI that is the subject of pending or imminent court action (C.R.S. §24-6-402(3)(a)(II));*
2. *Confer with the Colorado Charter School Institute Board’s attorney concerning a specific claim or grievance (C.R.S. §24-6-402(3)(a)(II));*
3. *Confer with the Colorado Charter School Institute Board’s attorney for legal advice on specific legal questions (C.R.S. §24-6-402(3)(a)(II));*
4. *Discuss a personnel matter pursuant to C.R.S. §24-6-402(3)(b)(I).*
5. Board Work Session items
   1. Discussion Items for August 18, 2020 Action [refer to item VII. Board Meeting Action Items, below]
   2. Board Committee Reports
   3. Other Business
      1. Other Board Member Matters
         1. New and Reappointed Board Members
         2. Board Officer and Committee Assignments
         3. 2019-20 Board Attendance
         4. Board Operating Procedures
            1. Board Agreement
      2. Executive Director Updates
         1. Staff Updates
         2. School Updates
            1. Reopening Plans
6. Board Action Items
   1. Consideration of Consent Agenda Items
7. June 23, 2020 Monthly Board Meeting Minutes
8. June 23, 2020 Board Retreat Minutes
9. Motion to Approve 2020-21 Executive Director Goals
10. CSI’s Commitment to Equity (Resolution 2027)
11. Animas High School Contract Amendment (Resolution 2029)
12. Thomas MacLaren Contract Amendment (Resolution 2030)
13. Other Business:
    1. Upcoming Meetings
       1. Committee Meetings: September 8, 2020
       2. Board Meeting: September 15, 2020
14. Adjourn

*Other Written Materials*

* 1. *Budget Revenues and Expenditures Report*
  2. *Finance Committee Meeting Report*
  3. *Executive Committee Meeting Report*
  4. *Performance Management Committee Report*

## Sample Board Meeting Minutes Template

**Charter School Institute Board of Directors Meeting Minutes**

**Tuesday, May 19, 2020**

**Virtual Meeting**

1. **Meeting Called to Order**

A Charter School Institute Board of Directors regular monthly board meeting was held on May 19, 2020 as a virtual meeting. The board meeting was called to order at 1:03pm by Luke Ragland, CSI Board Chair.

**Roll Call Taken**

Board members present for the board meeting were Board Chair Luke Ragland, Liz Aybar Conti, Frank McNulty, Tom Brinegar, Antonio Pares, Kristi Pollard, Tamara Olson, and Jill Anschutz. Eric Lerum was absent.

CSI staff attending the meeting were CSI Executive Director Dr. Terry Croy Lewis, and CSI Directors: Ryan Marks, Amanda Karger, Janet Dinnen, and Clare Vickland. Legal & Policy Associate Stephanie Aragon, School Programs Specialist Nick Stachokus, Assessment & Improvement Planning Specialist Jess Welch, Performance & Accountability Analyst Aislinn Walsh, Assessment & Program Evaluation Specialist Greg Nusz, and Communications Coordinator Amanda Oberg were also in attendance.

Also in attendance were:

* Joe Peters, Assistant Attorney General K-12 Education Unit, State Services Section, Colorado Department of Law

1. **Approval of Agenda**

Antonio Pares moved to approve the agenda. Kristi Pollard seconded the motion and the agenda was unanimously approved.

1. **Public Comment**

None.

1. **Board Work Session Items**

Action Items were discussed, with Director Marks giving a high-level overview of the proposed changes to the renewal process and timeline. Renewal decision-making relies heavily on the CSI Annual Review of Schools (CARS) reports; however, the academic portion will be lacking for 2019-20 due to COVID-19 and the related pause on state assessments. Financial and operational performance will still be evaluated, but the renewal process will be restructured to review an additional body of evidence. Schools will also have the option to expand on their body of evidence. Director Marks also touched on plan for communicating the process updates to renewal schools, as well as the collaboration with local and national authorizers that the CSI staff engaged in for feedback. Executive Director Dr. Croy Lewis then mentioned the motion to adjust the June Committee and Board Meetings, noting more time is needed given the adjusted renewal process and delay in reconvening the Legislature. Stephanie Aragon discussed the contract amendments: Early College of Arvada is adding a Homeschool Enrichment Program, and the milestones for Visions Performing Arts College Prep have been adjusted to fit with the school’s extended opening timeline. Director Karger discussed the Assistance Fund Request from Ascent Classical Academy Northern Colorado, noting staff is recommending an approval of a Line of Credit for $150,000 to help cover the gap in spending down CSP grant funds. There is a provision in the resolution which allows the CSI Board to terminate the line of credit if necessary due to unforeseen financial needs.

Committee reports were as follows: Antonio Pares said that Performance Management Committee discussed Year 0 schools and had an in-depth discussion on changes to the renewal process. Tom Brinegar noted that Finance Committee reviewed CSI financials, the Student Reserve Fund, and the K-12 financial outlook. State revenue is forecast to be down about 25%, so deep cuts to K-12 are expected. Director Karger shared news that Governor Polis signed an Executive Order distributing additional CARES Act funds in the amount of $510M. Since the legislature’s reconvening was further delayed, CSI has delayed the deadline for budget submissions from schools. Board Chair Ragland shared that Executive Committee discussed scheduling, surveys, and potential changes to the Executive Director evaluation to consider the implications of COVID-19.

Other board member matters were as follows: confirmation hearings may not occur, and there are no updates on board appointments.

Executive Director updates were as follows: Executive Director Dr. Croy Lewis shared that CSI staff are participating in performance evaluations. CSI has remained in close contact with schools, hosting weekly update calls and sending weekly emails.

A discussion followed around the Student Reserve Fund. Director Karger walked through various options for disbursement of the fund, including prioritizing Title I, special education, free and reduced-price lunch, and rural schools. CSI staff has loosely recommended a combination of options, including a portion of the funds held to address any school emergencies in the coming fiscal year. Director Karger explained that these funds are a payment from CDE for a previous funding error related to at-risk funding. The board will need to approve a resolution for disbursement of the funds by June 30, otherwise the funds will automatically be added to the rebate. Board Chair Ragland noted that COVID-19 has changed the thinking around these funds as they may need to be used more broadly considering the financial hit all schools will take. Executive Director Dr. Croy Lewis noted that CSI has been in contact with organizations to connect schools with for funding opportunities to help with supplemental and summer learning programs. Director Karger mentioned the need to also discuss the disbursement of the ESSER funds as CSI has discretion over how those funds are distributed.

Executive Director Dr. Croy Lewis continued, noting that CSI staff is recommending a change to the Special Education MOU to eliminate reserve funding requirements for the coming year to allow schools greater budgetary flexibility when responding to the pandemic and its financial effects. Schools will be required to submit a back to school plan that includes their remote learning plan for the fall.

Legislative updates were as follows: The Joint Budget Committee will be finalizing a budget soon, and CSI and CSI schools will have to move quickly to update budgets accordingly. More information will be shared as soon as it is available.

1. **Board Action Items**

Board Chair Ragland entertained a motion to approve the consent agenda. Frank McNulty moved approval of the consent agenda. Antonio Pares seconded the motion and the consent agenda was unanimously approved.

1. **Other Business**

None.

1. **Executive Session**

Board Chair Ragland entertained a motion to recess into Executive Session to confer with the Colorado Charter School Institute Board’s attorney pursuant to (C.R.S. §24-6-402(3)(a)(II)) for advice on specific legal questions relating to the board’s authority on the renewal process. Frank McNulty moved and Jill Anschutz seconded the motion, and the board convened in Executive Session at 2:25pm. Joe Peters and the CSI leadership team participated in the executive session. The board reconvened at 2:49pm.

1. **Adjourn**

The regular monthly board meeting was adjourned at 2:50pm.

Attests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECRETARY CHAIR