



Helping Public Charter Schools Navigate their Path to Excellence.

**Recommended Next Steps: Based on 7/19/2016 Retreat:**

- o **Decide on the key priorities:** Ensure meetings are following the Pareto Principle (80/20) as 80% of the issues come from 20% of the problems. Identify these priorities and establish a desired outcome for each and assign a committee to oversee the progress.

Priorities Identified at the retreat:

| Academics           | Governance            | Finances                   | Development                      |
|---------------------|-----------------------|----------------------------|----------------------------------|
| Curriculum Maps     | Meet OCS Stipulations | Secure 100% Enrollment     | Strengthen Brand                 |
| Teacher Development | Support School Leader | Systems                    | Strong Opening                   |
|                     | Committee Structure   | \$\$ for PD and Technology | Stronger Staff                   |
|                     | Board Recruitment     |                            | Community Relationships          |
|                     | Compliance Procedures |                            | Communication                    |
|                     |                       |                            | 5 <sup>th</sup> Grade classrooms |
|                     |                       |                            | Stronger Systems                 |

- o **Set organizational goals (Based on Priorities)**
  - a. Adopt clear goals (in the Strategic Plan)
  - b. Set acceptable evidences for organizational goals: With the guidance of the executive director, approve the measurable evidences that will be provided to the board (provided 7 days in advance to any meeting) demonstrating “How Well” the organization is performing. This can be accomplished by each individual committee and brought to the board for approval.
  - c. Set timeframe in which each goal will be reported on (Outcomes Based Calendar)
  
- o **Clearly Define Committee Structure:** The board needs to decide on the committee structure moving forward. Once this is clear, recruit Critical Friends to support the committees, and adopt the following:
  - o Clarify their responsibilities and purpose through designated outcomes (organizational goal).
  - o Set calendar for each committee
  - o [Governance Structure Teaching Video](#)
  
- o **Set Outcomes Based Calendar:** With the committee structure in place, set the outcomes based calendar so the board meets a minimum of eight times per year. Each month has a specific focus and report based on the adopted goals. Additional agenda topics will be focused on the vital issues of the organization. This can be achieved by the governance committee and brought to the board for approval. Items such as: reviews of the charter agreement, bylaws, policies, executive evaluations, budget adoption, teacher contracts, and board member orientation shall be included in the calendar.
  - o [Outcomes Based Calendar Teaching Video](#)
  
- o **Create a board member development plan:** Whatever the board utilizes to orient and develop their current and future board members should be a living document. I would recommend adding this component to the Outcomes Based Calendar as board professional development. Each month reading through one document (as an entire board or committee) and spend 15 minutes discussing its relevance, alignment to the school’s current practice, legal status, etc. (Governance Committee).
  
- o **Review and uphold the expectations for board members:** Regardless if the board member was voted in by the stakeholders, nominated by a committee, or holds a seat based on the school’s partnerships, the board speaks with one voice or not at all. This conversation should occur monthly to ensure all members are on the same page. There should be little to no conversation regarding school business between a board member and stakeholder unless the board has appointed or requested they do so. This is an operational function.



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### **The 27 Things Extraordinary Public Charter School Boards Do**

1. **Adopt long term goals:** If you do not have a destination, you will never get lost.
2. **Focus on the critical data:** If it does not inform the board on the long term goals, it doesn't belong on a board meeting agenda.
3. **Develop a strategic calendar:** Your board calendar is your best tool for oversight.
4. **Prepare for meetings:** Board members should read all reports provided (sent 7 days in advance)
5. **Ask great questions:** Good questions inform, great questions transform.
6. **Plan ahead:** Organization's should respond, not react.
7. **Follow focused agendas:** Follow the Pareto Principle: 80% of the organization's issues come from 20% of the problems. Identify and focus your time and skills here.
8. **Understand their role:** If you feel like you are overwhelmed, you are probably micromanaging.
9. **Utilize subcommittees:** Subcommittees made of critical friends dive deeper.
10. **Speak with one voice:** Whether the vote is 5-4 or 9-0, it has been decided.
11. **Purposely reflect:** Set time to discuss; What went well, what do we need to improve on?
12. **Give thanks and compliments:** Focus on People, Priorities and Performance.
13. **Focus on succession:** Recruit, Orient and Cultivate for the future.
14. **Know what effective schools look and feel like:** Spend time in the most effective schools.
15. **Listen to understand, not to reply:** People want to be heard, build the structure to do so.
16. **Utilize their skill sets:** Identify the skill sets needed, recruit holes and delegate to strengths.
17. **Fess up when they mess up:** Trust takes a lifetime to earn but one decision to lose.
18. **Continue their education:** Board's should intentionally get better each month.
19. **Vote based on core values, not by emotions and feelings:** With power comes great responsibility.
20. **Recruit new members strategically:** You are who you attract.
21. **Seek mentors and critical friends:** To know the road ahead, ask those coming back.
22. **Lead purposeful meetings:** Dialogue is not decision making.
23. **Avoid destination disease:** Performing better than your neighbors doesn't mean you are any good.
24. **Understand the channels of command:** The supermarket is not the board room.
25. **Seek professional development for themselves and the executive:** If you are not growing, you must be dying.
26. **Annually shout out to their stakeholders:** Every organization should have an annual report that goes to all stakeholders.
27. **Believe, if the school is not best for my child, it is not best for any child.**

Dr. Thomas Miller

Executive Coach and Charter School Consultant

Tom@Leaders-Building-Leaders.com