

State Charter School Board
Planning Year Training
“Board Responsibilities”

Friday, August 27, 2010, 12:30 – 6:00

Utah State Office of Education, 250 E 500 S, Salt Lake City, Board Rooms

- 12:30 **Registration**
- 1:00 **Introductions/Needs Appraisal** – Introduce yourself and your school; learn about others. We’ll use this time to discuss your needs regarding knowledge of Board Responsibilities. Jeannie will lead a discussion to gather wishes and requests to help shape the afternoon’s discussions. Facilitator: Jeannie Rowland, USOE, jeannie.rowland@schools.utah.gov
- 1:30 **Utah’s Open & Public Meetings Act** – What are the differences between a face-to-face and electronic meeting? How long before and where do we post our meetings? For what reasons are we allowed to go into a closed meeting? Do/Should we record it? What in the world are Robert’s Rules? These and many other questions will be answered. Carol Lear is the USOE’s lawyer with expert knowledge of education law, and has many Utah charter school-specific examples and stories. This important information will help your board stay transparent and in compliance with State law. Presenter: Carol Lear, USOE, carol.lear@schools.utah.gov.
- 2:15 **Board Best Practices** – You’ve dedicated hundreds of volunteer hours to a great cause, but you haven’t been on a school board before, or you just need a refresher? Steve and Susan will share their great resources and experiences with you. Topics will include Board Self-Assessment & Discussion, Roles & Responsibilities, Organizational Effectiveness (i.e., composition, recruitment, commitment, bylaws, meetings, evaluating student achievement, your director, etc.), Financial Oversight, Transitioning from Management to Governance, Pitfalls, Resources, and address the many other questions you have. Presenters: Steve Winitzky, Steven.winitzky@earthlink.net and Susan Soleil, susan@tapcs.org.
- 2:45 **BREAK**
- 3:00 **Board Best Practices** – (Continued)
- 4:30 **Board Member Orientation** – A new board member joins your team. You’ve been together for at least 2 years living and breathing your school. How do you welcome this new member and orient them to the “way we do things?” Is the “way we do things” correct? Jeannie will discuss these issues, as well as prioritizing critical information and creation of a ‘Board Member Binder.’ Presenter: Jeannie Rowland, USOE, jeannie.rowland@schools.utah.gov.
- 6:00 **Adjourn**