



Charter School Trustee Training Resources and Reflections

Training Webinar #1 Instruction and Academic Basics: This presentation is an overview of topics related to instruction and academic programs. The training covers the role of the board in overseeing academic outcomes, structure and purpose of the academic committee, data review and analysis, and key questions surrounding instruction and academic programs.

After viewing the webinar, you may choose to reflect on the questions below individually or with other members of your board:

Is your board aligned around how you measure academic excellence?

Do you have at least one board member with an education background?

How well do you feel your board is doing on supporting the school leader in achieving the school's academic goals?

Resources:

PDE Standards Aligned System

<https://www.pdesas.org/>

Future Ready PA Index

<https://www.education.pa.gov/Pages/Future-Ready-PA.aspx>

Training Webinar #2 Personnel Basics: This session is an overview of topics related to charter school personnel and effective charter school leadership. The training includes topics such as ensuring exceptional school leadership, planning for succession, and the requirements for both professional and administrative staffing.

After viewing the webinar, you may choose to reflect on the questions below individually or with other members of your board:

How would you describe your board's relationship with your School Leader?

How is your board doing on providing ongoing support to your Leader?

How is your board doing on executing a fair and transparent evaluation process?

What new ideas have you learned that you could take back to your board?

Resources:

SAS Teacher Effectiveness: Charlotte Danielson

<https://www.pdesas.org/Frameworks/TeacherFrameworks/TeacherEffectiveness>

Training Webinar #3 Governance Basics: This session is an overview of topics related to effective charter school governance. The training includes topics such as a commitment to exemplary governance, with specific information about implementation of best governance practices, including board composition, and the structure of charter school board meetings.

After viewing the webinar, you may choose to reflect on the questions below individually or with other members of your board:

Does your board have a document that clearly outlines what it means to be a board member for your school?

Is everyone on your board serving on a committee that meets regularly?

Does your board reflect a diverse group of voices?

What new ideas have you learned that you could you take back to your board?

Resources:

National Charter School Resource Center Webinar: Recruitment for Governing

<https://charterschoolcenter.ed.gov/webinar/webinar-recruitment-governing-boards>

National Charter School Resource Center Webinar: Charter School Governing Board Recruitment Tools

https://charterschoolcenter.ed.gov/sites/default/files/files/field_publication_attachment/NCSRC%20Board%20Governance%20Toolkit%20-%20Recruitment.pdf

Training Webinar #4 Operations Basics: This presentation is an overview of topics related to the basic operations of charter schools. The training includes topics such as the strategic direction for the charter school and an exploration of the ways in which the board of trustees may plan in a manner that balances oversight and management of the charter school.

After viewing the webinar, you may choose to reflect on the questions below individually or with other members of your board:

Is your board work aligned around a 2-3-year strategic plan?

Does your board work collaboratively with your leader to establish goals annually?

Does the board share a common understanding of the role of the board versus the role of management?

What new ideas have you learned that you could you take back to your board?

Resources:

National Charter School Resource Center Webinar: Charter School Board's Role in Oversight

<https://charterschoolcenter.ed.gov/webinar/charter-school-board%3Fs-role-oversight>

NACSA Leadership Conference Strategic Planning Workshop Samples

https://www.qualitycharters.org/wp-content/uploads/2016/10/Strategic-Planning-Workshop_Handout.pdf?pdf=Strategic-Planning-Workshop_Handout.pdf

Training Webinar #5 Fiscal Management Basics: This presentation includes an overview of topics related to charter school fiscal management. The training includes topics such as managing resources responsibly and the basics of charter school funding and budgets.

After viewing the webinar, you may choose to reflect on the questions below individually or with other members of your board:

Does the board regularly review financial data?

When discussing financial data, does your board connect the budget to academic implications?

Do you know your board's policy on fundraising?

Resources:

Charter School Funding

<https://www.education.pa.gov/Documents/K-12/Charter%20Schools/Charter%20School%20Funding/CSFunding%2024PS17-1725-A.pdf>

Division of School Facilities

<https://www.education.pa.gov/Teachers%20-%20Administrators/School%20Construction%20and%20Facilities/Pages/Charter-Schools.aspx>

A User's Guide to Fiscal Oversight: A Toolkit for Charter School Governing Boards

[https://charterschoolcenter.ed.gov/sites/default/files/Fiscal%20Oversight%20Toolkit%20-%20Boards%20\(1\).pdf](https://charterschoolcenter.ed.gov/sites/default/files/Fiscal%20Oversight%20Toolkit%20-%20Boards%20(1).pdf)

Master Agreement:

<http://www.education.pa.gov/Teachers%20-%20Administrators/Pages/PDE-Master-Standard-Terms-and-Conditions.aspx>

Training Webinar #6 Ethics, Open Meetings, and Regulations: This session is an overview of topics related to maintaining legal and regulatory compliance. The training includes topics such as a review of Pennsylvania Charter School Law and other applicable statutes and regulatory requirements (inclusive of the Sunshine Act and the Public Official and Employee Ethics Act).

After viewing the webinar, you may choose to reflect on the questions below individually or with other members of your board:

Does every member of your board complete a conflict of interest statement annually?

When is the last time your board reviewed and updated its bylaws?

Do you have updated board and school policies saved in a place where all board members, school staff, and parents can easily access?

Resources:

Family Education Rights and Privacy Act

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Pennsylvania's Sunshine Act (Open Meetings Law)

<https://www.openrecords.pa.gov/SunshineAct.cfm>

Public Officials and Employee Ethics Act

<https://www.ethics.pa.gov/Ethics-Act/Pages/default.aspx>

School Audits 101

<https://www.paauditor.gov/school-audits-101>

Pennsylvania Charter School Law and BECs: Division of Charter Schools

<https://www.education.pa.gov/K-12/Charter%20Schools/Pages/default.aspx>

General Charter Governance Resources

Board on Track

<https://boardontrack.com/>

Charter Board Partners

<https://charterboards.org/>

Charter School Board University: An Introduction to Effective Charter School Governance

<https://nationalcharterschools.org/product/charter-school-board-university/>

Governance Best Practices for Highly Effective Charter School Boards

<http://www.publiccharters.org/sites/default/files/migrated/wp-content/uploads/2014/09/Paper-Governance-Best-Practices-for-Highly-Effective-Charter-School-Boards.pdf>

National Charter School Resource Center: Board Governance

<https://charterschoolcenter.ed.gov/category/focus-areas/board-governance>