

Research Triangle High School

## Monthly Board Meeting

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### Date and Time

Wednesday August 21, 2019 at 5:30 PM EDT

### Location

RTHS Board Room

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This Meeting will be held in person at RTHS. If you are unable to attend in person, please join the meeting via ZOOM.

Zoom Meeting <https://mcnc.zoom.us/j/113552962>

One tap mobile

+16465588656,,113552962# US (New York)

+16699006833,,113552962# US (San Jose)

Dial by your location

+1 646 558 8656 US (New York)

+1 669 900 6833 US (San Jose)

Meeting ID: 113 552 962

Find your local number: <https://zoom.us/u/acETO8qqn1>

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## Agenda

### I. Opening Items

## Opening Items

- A.** Record Attendance and Guests
- B.** Call the Meeting to Order
- C.** Approve Minutes from last Monthly Board Meeting  
Approve minutes for Board Meeting on June 26, 2019
- D.** Approve Minutes from Special Board Meeting  
Approve minutes for Special Board Meeting on August 12, 2019
- E.** Vote to accept Consent Agenda above
- F.** CSO Report

## **II. CEO Update**

- A.** CEO 2018/19 Results  
Review CEO's results vs plan.

## **III. Finance**

- A.** Review Final 2018/19 Financials and 2019/20 Plan

## **IV. Governance**

- A.** Committee Slate for 2019/20  
Review Committee Chairmanships and Members
- B.** Discuss 2019/20 Retreat Plans and Proposed Agenda
- C.** Board End of Year Assessments  
Assessments for 2018/19 School Year have not been completed. Please take time to take it - the assessments are critical to helping us improved and set priorities for Retreat.

## **V. Executive Session**

- A.** Enter Executive session  
Executive session to discuss personnel matter -
- B.** Exit executive session

**VI. Closing Items**

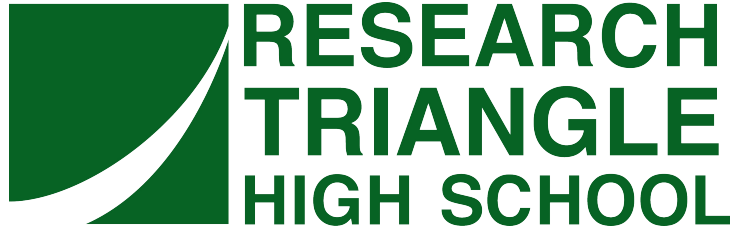
**A. Adjourn Meeting**

# Coversheet

## Approve Minutes from last Monthly Board Meeting

**Section:** I. Opening Items  
**Item:** C. Approve Minutes from last Monthly Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on June 26, 2019

APPROVED



Research Triangle High School

## Minutes

### Board Meeting

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#### Date and Time

Wednesday June 26, 2019 at 5:30 PM

#### Location

RTHS

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THIS MEETING WILL BE ALL BY ZOOM; PLEASE CALL IN VIA NUMBER BELOW.

If you need to call in, you may Join Zoom Meeting

(By the way, you can download the Zoom app to your phone, and then this link always works when you are mobile)

<https://zoom.us/j/9194264274>

One tap mobile

+16468769923,,9194264274# US (New York)

+16699006833,,9194264274# US (San Jose)

Dial by your location

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

Meeting ID: 919 426 4274

Find your local number: <https://zoom.us/u/adEctfyWX7>

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#### Directors Present

A. Quigley (remote), C. Mugge (remote), C. Rao, E. Cunningham (remote), G. Rodgers (remote), S. Rivers-Kobler (remote), T. Medhin (remote), V. Vojnovich (remote)

**Directors Absent**

M. Johnson, R. Cohn, S. McMullan

**Directors who arrived after the meeting opened**

C. Rao

**Guests Present**

E. Grunden (remote), P. Blizzard (remote)

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**I. Opening Items**

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

C. Mugge called a meeting of the board of directors of Research Triangle High School to order on Wednesday Jun 26, 2019 at 5:42 PM.

**C. Approve Minutes from last Board Meeting**

V. Vojnovich made a motion to approve minutes from the Board Meeting on 05-22-19 Board Meeting on 05-22-19.

A. Quigley seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. Monthly Finance Report**

**E. Vote to accept Consent Agenda above**

G. Rodgers made a motion to Approve the consent agenda as submitted.

V. Vojnovich seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. CEO ACTIONS**

**A. Hiring approvals**

The number of individuals leaving was higher than the norm for RTHS, but there were particular reasons for each individual. Usually between 1-3 staff have typically needed to be replaced

Beginning to utilize new resources to continue to continue improve the diversity of our faculty.

C. Rao arrived.

V. Vojnovich made a motion to Approve the hiring proposals from the CSO.

S. Rivers-Kobler seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **B. CSO REPORT**

The faculty speakers at graduation were selected by our students and this popular practice will continue.

91% of our seniors are moving on to colleges (two and four year)

\$2.7 M of scholarships were offered to our graduating seniors

## **III. Finance**

### **A. Committee Minutes - READ**

We are working on the final budget which should include possible teacher bonuses at the end of the year.

With a surplus, an additional bonus to the faculty is something that was proposed and agreed upon by the finance committee as a proposal to the board.

### **B. APPROVE THE FINAL BUDGET FOR THE YEAR**

A. Quigley made a motion to To approve the final amended budget for School year 2018-2019.

C. Mugge seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **C. ASKED TO APPROVE BONUSES FOR END OF YEAR**

A. Quigley made a motion to To approve the year-end bonuses to the faculty.

G. Rodgers seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **D. APPROVE FY 19-20 BUDGET**

A. Quigley made a motion to approve the new amended 2019-2020 budget.

C. Mugge seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **IV. Governance**

##### **A. Leadership Slate for 2019/20**

C. Muge made a motion to To approve the slate of officers.

V. Vojnovich seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **B. Conflict of Interest and Nepotism sheets need to be signed for this year**

A number of the board members have completed their required audit forms. Those who have not yet done that were heavily encouraged to do that this evening.

##### **C. Board End of Year Assessments**

All members were encouraged to assess all areas to include their own performance within Board on Track by the end of next month.

#### **V. Executive Session**

##### **A. Enter Executive session**

C. Muge made a motion to To enter executive session.

G. Rodgers seconded the motion.

The board **VOTED** unanimously to approve the motion.

##### **B. Exit executive session**

C. Rao made a motion to Exit the executive session.

A. Quigley seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### **VI. Closing Items**

##### **A. Adjourn Meeting**

C. Rao made a motion to adjourn the meeting.

A. Quigley seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:34 PM.

Respectfully Submitted,

G. Rodgers

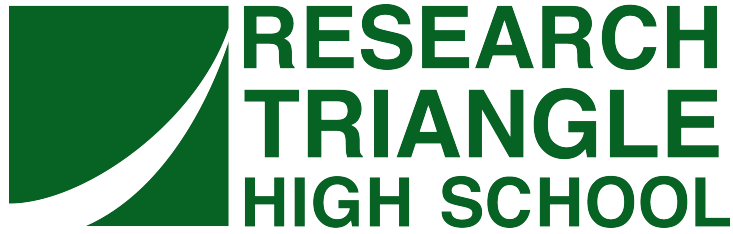


# Coversheet

## Approve Minutes from Special Board Meeting

**Section:** I. Opening Items  
**Item:** D. Approve Minutes from Special Board Meeting  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Special Board Meeting on August 12, 2019

APPROVED



Research Triangle High School

## Minutes

### Special Board Meeting

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#### Date and Time

Monday August 12, 2019 at 12:00 PM

#### Location

Call In Only

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THIS MEETING WILL BE ALL BY Conference Call.

(712) 451-0709

access code 214-330

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#### Directors Present

C. Mugge, E. Cunningham, G. Rodgers, M. Johnson, S. McMullan, V. Vojnovich

#### Directors Absent

A. Quigley, C. Rao, R. Cohn, S. Rivers-Kobler, T. Medhin

#### Guests Present

E. Grunden

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### I. Opening Items

**A. Record Attendance and Guests**

**B. Call the Meeting to Order**

C. Mugge called a meeting of the board of directors of Research Triangle High School to order on Monday Aug 12, 2019 at 12:03 PM.

## II. Executive Session

### A. Enter Executive session

V. Vojnovich made a motion to Go into exec session to discuss a personnel matter.

S. McMullan seconded the motion.

The board **VOTED** unanimously to approve the motion.

Board discussed and approved a proposal on a personnel matter.

### B. Exit executive session

C. Mugge made a motion to Exit executive session.

G. Rodgers seconded the motion.

The board **VOTED** unanimously to approve the motion.

## III. Closing Items

### A. Adjourn Meeting

C. Mugge made a motion to adjourn the meeting.

M. Johnson seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 12:30 PM.

Respectfully Submitted,

C. Mugge

# Coversheet

## CSO Report

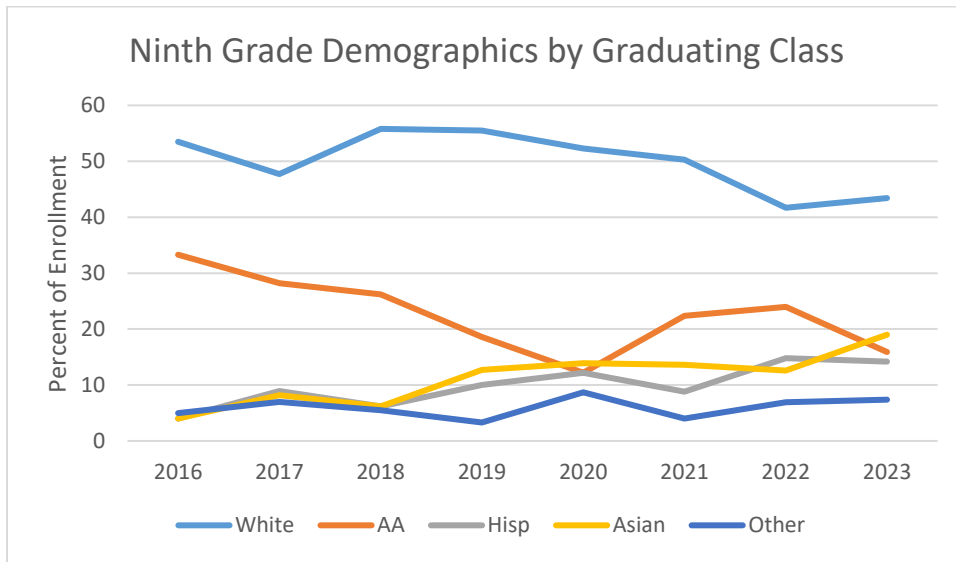
|                          |                       |
|--------------------------|-----------------------|
| <b>Section:</b>          | I. Opening Items      |
| <b>Item:</b>             | F. CSO Report         |
| <b>Purpose:</b>          | FYI                   |
| <b>Submitted by:</b>     |                       |
| <b>Related Material:</b> | CSO Report 082119.pdf |

CSO Report

August 21, 2019

I. State of School

- a. Membership 568 at day 6 (budget = 557). We are seeing withdrawals and so are backfilling to meet target. We do not like backfilling.
- b. Class of 2023
  - i. Largest ninth grade class ever. We are discussing the implications of this.



- ii. Still boy-heavy (57%/43%) but some gender-fluid students confound that
- iii. Swap of black students for Asian students is likely due to shift in math needs. We drew more from Math 3 and 4 this summer, after the lottery, because of unexpected losses in those areas. Demographics of higher level math courses are highly biased. Historically we have not drawn from these pools but have instead drawn from Math 1 and 2, which are biased toward black and Hispanic students.
- c. Reduction in admin capacity is under advisement. We are spreading tasks around to assess their actual impact and determine whether or not we need to add some part-time admin capacity.
- d. Reduction in IT capacity is being assessed. We went from 2.5 full-time to 2 full-time professionals this year. So far not only is there no apparent reduction in effectiveness but there is an increase in productivity.
- e. Deans have completely revamped professional development, coaching, and evaluation of teachers in response to analysis of our previous program and input from teaching staff. This is to better support staff.

II. New Hires (please vote to approve)

- a. English: Crystal Garrett (BA, English). Experience as a teacher in Johnston County and journalist
- b. Physics: Taeho Lim (BS, Physics; MS, Physics). Has experience as a college TA and high school tutor.

- c. Civics: Shana Mobley (BA, History). Experience as a teacher in Cabarrus County and CMS.
  - d. Special Education: Anthony Rosado (BA, Psychology; MA, Special Education)
- III. Resignations (please approve)
  - a. Deborah Brown (English)(left to become Associate Director at The Exploris School)
  - b. Matt Tyler (social studies)(left to pursue teaching opportunity in NYC)

# Coversheet

## CEO 2018/19 Results

**Section:** II. CEO Update  
**Item:** A. CEO 2018/19 Results  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CSO Goals 2018-2019 review.pdf

## 2018-2019 CSO Evaluation Review

## Background:

As RTHS hits its run rate, more and more difficult decisions affecting staff practice are expected. Additional administrative capacity in the form of a new Dean of Curriculum and Instruction, a Dean of Students, and a Director of Operations should give the school more tactical ability, freeing me for more strategic efforts. I am also attempting to grow as a school leader by spending more time on strategic efforts. This is a large weakness of mine, and a large part of the challenge is understanding what it means to be strategic.

## Updated comments:

New operational and strategic challenges developed this year in the areas of human resources and work climate. These significantly diverted resources and time from the original goals. I have made significant progress on many of the goals originally described, and will continue in the coming year to address those that were not completed. This will happen while the RTHS admin team attempts to compensate for the loss of the Managing Director.

## Goals:

- I. Revise RTHS communication and outward-facing efforts (elements described below)
  - a. Redesign website and create new social media policies and efforts to promote RTHS as a high technology school
    - i. **New website developed and goes live August 2019. Completed**
  - b. Develop internal value set through interactive process with staff – use to clarify/defend school positions and policies
    - i. **See text at the end of this report. Completed.**
  - c. Reconcile internal and external views of RTHS
    - i. Assess current external view of RTHS through parent survey
    - ii. Assess current internal view of RTHS through student survey
    - iii. **Surveys are in development. They are dependent on the value statements which were only developed in June. Not completed.**
  - d. Direct creation of a new marketing plan to align reputation, teacher mission, and student/parent experience/perception
    - i. In process. Includes web, social media, survey and communication results.  
**Partially Complete**
- II. Strengthen RTHS' position in STEM education market
  - a. Seek STEM School of Distinction recognition
    - i. **Committee ran self-evaluation and determined areas the school needed to improve before attempting. Application was tabled until 2019-2020 to develop these areas. Partially Complete**
  - b. Develop new ways to promote STEM within school
    - i. **Addition of Science National Honor Society, Independent Research course. Partially Complete**
  - c. Increase outward communication of STEM atmosphere within the school
    - i. **Still in development. Not completed.**



- III. Consider future relationship with Summit learning
  - a. Evaluate RTHS model of personalized learning in comparison with the Summit model – how has alignment of the two changed?
    - i. **Admin team and Summit mentors are in active discussion of these points. Partially Complete**
  - b. Determine if technology needed to continue RTHS’ model exists in case we can no longer use Summit model
    - i. **Admin team and IT department are actively reviewing packages. Communication within the school is centered on values of PL, not practice so that we can make a tech change if necessary without sacrificing mission/values. Partially Complete**
  - c. Develop alternatives in the event of an end to Summit relationship
    - i. **In process. This evaluation is looking at both the Summit and RTHS sides of the issues. Partially Complete**
- IV. Develop short and long-term CSO succession plans
  - a. Short – who takes on CSO duties
    - i. **Plan developed in fall of 2019. Completed.**
  - b. Long – what does replacement plan look like?
    - i. **Not yet addressed. Not completed.**
- V. Create new policies to support teacher retention and growth
  - a. Two new part-time teacher coaches to help with small coaching efforts and communication
    - i. **We explored a number of approaches but did not effectively use coaches in 2018-2019. A new plan will be developed for 2019-2020. Not completed.**
  - b. Dean of Curriculum and Instruction to manage
    - i. individual teacher growth and specific interventions
    - ii. professional development (coordinating planning as well as developing year-long themes)
    - iii. **Both attempted. Lessons learned in 2018-2019 are being used to develop a different model for 2019-2020. Not completed.**
  - c. Improve staff/faculty communication/efficacy through School Improvement Team
- VI. Improve school reputation with diverse audiences
  - a. Dean of Students to develop reciprocal relationships with articulation agreement schools (and other schools with high enrollment of non-white/FRL students at RTHS) to strengthen the level of support provided by both schools to incoming RTHS ninth graders
    - i. **Very successful meetings with several schools, even some that are not articulation partners but send students to RTHS. We discovered serious communication and messaging problems. Completed**
  - b. Increase communications support for Spanish-speaking families.
    - i. **Added live translation to open houses and parent sessions. Added Spanish translation to major school messages from administration. The new parent communication platform (ParentSquare) will automatically translate school communications. Hiring of a third Spanish teacher (who was a professional**

**translator) has increased capacity for Spanish language communication.**

**Completed.**

- VII. Achievement progress (carryover from 2017, as only grad rate was met)
- a. Maintain four-year graduation rate at 95% or higher
    - i. **All members of the class of 2018 graduated in the four-year cohort. Audit by DPI found no unaccounted-for students. Completed.**
  - b. 75% of incoming Math I students to test proficient
    - i. **According to data just received, only 37% of students did so. This is exceptionally low compared to previous years. DPI did re-norm the exam, so we do not have context. In any case this was not met. Not completed.**
  - c. 100% of Math I students to meet or exceed growth as measured by EVAAS<sup>1</sup>
    - i. **We have no EVAAS data yet but do not expect to meet this goal. Not completed.**
  - d. Increase growth indices to
    - i. at least 0 in biology (-.8 in 2018)
    - ii. >1 in English II (-.1)
    - iii. >0 in Math I (-1.9)
    - iv. and to 0.00 overall (-1.50)
    - v. **See above. Not completed.**
  - e. New strategies to address growth and proficiency
    - i. Looking at EVAAS predictions and cut scores to target additional help where it is most successful (this is a terrible compromise)<sup>2</sup>
    - ii. Consulting with schools that show high growth
      1. **Again, no EVAAS data yet. We are analyzing student performance relative to predictions to see what can be learned.**
      2. **Consultation with high growth schools did not yield useful techniques. Not completed.**

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<sup>1</sup> There is no point in not trying for 100%.

<sup>2</sup> By trying to raise more level 2 students to level 3, we divert resources from other levels. We don't believe in abandoning the least likely to grow.

**Mission statement:**

The mission of the Research Triangle High School is to increase access to globally competitive Science, Technology, Engineering, and Math (STEM) education for students and teachers across North Carolina, by incubating, proving and scaling innovative models of teaching and learning.

**Our Vision:**

Provide the tools and develop the capacity for students to intentionally determine their futures.

**Value Statements:**

1. We are responsive.
2. We respect each other.
3. We find joy in learning and discovery.
4. We provide students with the tools to access power.
5. We hold high standards and encourage growth through failure.

# Coversheet

## Review Final 2018/19 Financials and 2019/20 Plan

**Section:** III. Finance  
**Item:** A. Review Final 2018/19 Financials and 2019/20 Plan  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** FY 2019-20 Budget Update 07.31.19.xlsx  
FY 2018-19 Budget Update 06.30.19 unaudited.xlsx

## Notice

The following file is attached to this PDF. You will need to open this packet in an application that supports attachments to pdf files, e.g. [Adobe Reader](#):

FY 2019-20 Budget Update 07.31.19.xlsx

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FY 2018-19 Budget Update 06.30.19 unaudited.xlsx

# Coversheet

## Committee Slate for 2019/20

**Section:** IV. Governance  
**Item:** A. Committee Slate for 2019/20  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Leadership Slate 2019 2020 082019.pptx

# Leadership Slate

|                  | Position              | 2018/19  | 2019/20       |
|------------------|-----------------------|----------|---------------|
| Officers         | Board Chair           | Carmen   | Gary          |
|                  | Vice Chair            | Gary     | Sondra        |
|                  | Treasurer             | Alex     | Alex          |
|                  | Secretary             | Chaya    | Chaya         |
| Committee Chairs | Finance Chair         | Alex     | Alex          |
|                  | Development Chair     | Victoria | Sondra/Carmen |
|                  | Governance Chair      | Sherida  | Victoria      |
|                  | AcEx Chair            | Rich     | Elizabeth     |
|                  | Strategic Initiatives | Alex     | Alex          |
|                  | CEO Eval Chair        | Carmen   | Carmen        |



# Preliminary Committee Lineup

| Committee             | Chair         | Members  |
|-----------------------|---------------|--|
| Finance               | Alex          | Gary<br>Carmen<br>Eric*<br>Nicole Lightner*          |
| Development           | Sondra/Carmen | Tsegga<br>Mark<br>Ashley Fenoglio*                   |
| Governance            | Victoria      | Chaya<br>Gary<br>Mark<br>Steve Goldberg*             |
| AcEx                  | Elizabeth     | Sherida<br>Eric*<br>Rich Cohn**<br>Janice Anderson** |
| Strategic Initiatives | Alex          | Elizabeth<br>Carmen<br>Eric*                         |
| CEO Eval              | Carmen        | Alex?<br>Gary?<br>Sondra?<br>Victoria?               |

\* RTHS Staff

\*\* Non Board or Staff Member

# Coversheet

## Discuss 2019/20 Retreat Plans and Proposed Agenda

**Section:** IV. Governance  
**Item:** B. Discuss 2019/20 Retreat Plans and Proposed Agenda  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** 2019 Board Retreat (Draft).pptx



# 2019 Retreat Dates

- **Thursday, September 26th:** **Blue Ridge**
  - Happy Hour 4:30-6:30
- **Friday, October 4th:** **Blue Ridge or Classroom A**
- **Thursday, October 10th:** **Classroom**
  - Startup Summit 8-7
  - Happy Hour 4:30-6:30
- **Friday, October 11th:** **Blue Ridge or Classroom A**





# 2019 Retreat Agenda

September 6:00 – 12:00 PM

|                      |  |  |
|----------------------|--|--|
| <b>8:00- 8:30</b>    | <b>Introduction and Overview</b> <ul style="list-style-type: none"><li>• Overview</li><li>• Ice Breaker</li></ul>  | <b>Gary/Sondra</b>   |
| <b>8:30- 9:15</b>    | <b>CEO Update</b> <ul style="list-style-type: none"><li>• Trends</li><li>• Strengths and Challenges</li><li>• Strategic Initiatives</li></ul>  | <b>Eric</b>  |
| <b>9:15 – 11:15</b>  | <b>Committee Updates</b> <ul style="list-style-type: none"><li>• Annual Assessments - What's worked, what hasn't</li><li>• Key challenges</li><li>• Goals – 1 year and longer<ul style="list-style-type: none"><li>• 9:15 – 9:35 Finance</li><li>• 9:35 – 9:55 Academic Excellence</li><li>• 9:55 – 10:15 Development</li><li>• 10:15 – 10:30 Governance</li></ul></li></ul> | <b>Committee Chairpersons</b><br><br><b>Alex</b><br><b>Elizabeth</b><br><b>Sondra</b><br><b>Victoria</b> |
| <b>10:30 - 12:00</b> | <b>Working Session</b> <ul style="list-style-type: none"><li>• Develop unified set of priorities and actions</li><li>• Success Factors</li></ul>   | <b>All</b>   |





# Committee Updates

## 2019 Retreat





# Committee

## 2018-19 Biggest Accomplishments

- The
- The

## 2018-19 Biggest Challenges

- The
- The





# Committee

## Focus Area / Top Three Goals

2019-2020 Focus area is . . .

- 1.
- 2.
- 3.



# Coversheet

## Board End of Year Assessments

**Section:** IV. Governance  
**Item:** C. Board End of Year Assessments  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** Assessment Status 082019.pptx



# Board on Track Assessments



- Assessments on BOT provide an amazing amount of information
  - Feedback/Input from Board Members on overall board performance/progress against some very tough criteria
  - Suggested actions for areas needing improvement
- Current Status – 7 out of 12 have completed the survey – I will close the survey by Sunday, 8/25 so please complete it if you haven't done so!
- Committees should use these assessments to help develop plans for 2019/20

# 2018/19 Assessment Summary



## Detail

| Board Meetings               |       |       |           | BOARD | CEO       |
|------------------------------|-------|-------|-----------|-------|-----------|
| Board Structure              |       |       |           | CEO   | BOARD     |
| Board Composition            |       |       |           | CEO   | BOARD     |
| Board Recruitment            |       |       | BOARD     | CEO   |           |
| Board Goals & Accountability |       |       | BOARD CEO |       |           |
| Finance                      |       |       | BOARD     |       | CEO       |
| Development                  | BOARD |       |           | CEO   |           |
| Academic Oversight           |       |       |           |       | BOARD CEO |
| CEO Support & Evaluation     |       |       | CEO       |       | BOARD     |
| BoardSavvy CEO               | CEO   | BOARD |           |       |           |

# 2018/19 Assessment

## Board Meeting Assessment Example




LEVEL 1 Basic

LEVEL 2 Emerging

LEVEL 3 Intermediate

LEVEL 4 Advanced

LEVEL 5 Excellent 

|                             | LEVEL 1 Basic | LEVEL 2 Emerging | LEVEL 3 Intermediate | LEVEL 4 Advanced | LEVEL 5 Excellent |
|-----------------------------|---------------|------------------|----------------------|------------------|-------------------|
| Yearly Meeting Plan         |               |                  |                      | BOARD CEO        |                   |
| Board Meeting Agenda        |               |                  |                      |                  | BOARD CEO         |
| Board Meeting Materials     |               |                  |                      |                  | BOARD CEO         |
| Board Meeting Content       |               |                  |                      | BOARD            | CEO               |
| Board Meeting Facilitation  |               |                  |                      |                  | BOARD CEO         |
| Board Meeting Minutes       |               |                  |                      |                  | BOARD CEO         |
| Board Meeting Evaluation    | BOARD CEO     |                  |                      |                  |                   |
| Open Meeting Law Compliance | BOARD         | CEO              |                      |                  |                   |

# 2018/19 Assessment

## Board Meeting Assessment Answer Key



| Answer key for: Board Meetings |  |
|--------------------------------|--|
| Yearly Meeting Plan            | <ul style="list-style-type: none"> <li>• Annually, the board creates a board meeting calendar outlining all the board meetings, retreats, and other important board related dates for the entire year.</li> <li>• The board schedules time for deeper strategy sessions/strategic discussions throughout the year.</li> <li>• The board creates a strategic board calendar that delineates when key decisions need to be made by the board.</li> </ul>                                     |
| Board Meeting Agenda           | <ul style="list-style-type: none"> <li>• The board chair and the CEO work collaboratively to create each board meeting agenda.</li> <li>• They seek input on the agenda from committee chairs.</li> <li>• The board uses a consistent agenda format that delineates topic, duration, associated meeting materials, and the action that will be required.</li> </ul>  |
| Board Meeting Materials        | <ul style="list-style-type: none"> <li>• Meeting materials (minutes from the previous meeting, reports, financial statements, etc.) are consistently distributed at least three days in advance of the meeting.</li> <li>• Meeting materials are clearly organized, making it clear what trustees need to do to prepare for the board meeting.</li> <li>• All trustees always read the board meeting materials in advance of the meeting.</li> </ul>                                       |
| Board Meeting Content          | <ul style="list-style-type: none"> <li>• 90% of board meeting time is focused on setting the strategic direction of the organization, and 10% or less is focused in reacting to immediate issues.</li> <li>• Board meeting presentations/discussions are primarily lead by committee chairs rather than being dominated by the CEO.</li> <li>• Committees report out only when there is something strategic to discuss (as opposed to an agenda of standard committee reports).</li> </ul> |
| Board Meeting Facilitation     | <ul style="list-style-type: none"> <li>• Board meetings run efficiently.</li> </ul>  |
| Board Meeting Minutes          | <ul style="list-style-type: none"> <li>• The board consistently takes board meeting minutes.</li> <li>• The minutes are a concise record of actions taken by the board (rather than a lengthy transcript).</li> <li>• Committees consistently take meeting minutes.</li> <li>• All minutes comply with your state's open-meeting requirements</li> </ul>   |
| Board Meeting Evaluation       | <ul style="list-style-type: none"> <li>• Board meetings are evaluated on a consistent basis.</li> </ul>  |
| Open Meeting Law Compliance    | <ul style="list-style-type: none"> <li>• All trustees have a thorough understanding of the open meetings law.</li> <li>• The board has systems in place to ensure consistent compliance with the open meeting law.</li> <li>• Annually, the board reviews the open meeting law, as a group.</li> <li>• Annually, the board's legal counsel reviews board compliance with the open meeting law.</li> <li>• Monthly, the board secretary reviews open meeting law compliance.</li> </ul>     |

# 2018/19 Assessment

## Recommendations are very specific based on our Results



### Recommendations

Based on 7 of 12 completed participants

| Topic Area   | Your Board Scored | Recommended Resources  |
|--|-------------------|--|
| <b>Board Meetings</b><br>Board Meeting Evaluation                |                   | Should we evaluate our board meetings?<br><a href="#">Board Meetings Observation Checklist</a>   |
| <b>Board Meetings</b><br>Open Meeting Law Compliance             |                   | <a href="#">Tips to Comply with the Open Meeting Law</a><br>What is "Open Meeting Law," and can we really be an effective board and comply with this law?<br><a href="#">Open Meeting Law Pop Quiz</a> |
| <b>Board Composition</b><br>Previous Governance Experience       |                   | <a href="#">What skills are needed on a charter school board?</a>  |
| <b>Board Recruitment</b><br>Board Recruitment Pipeline           |                   | <a href="#">What should the process be to nominating non board members to committees?</a><br><a href="#">Is it a good idea to have non-board members serve on committees?</a>                          |
| <b>Board Recruitment</b><br>Role of the CEO in Board Recruitment |                   | <a href="#">Should the CEO have veto power over board candidates?</a><br><a href="#">What is the CEO's role in board recruitment?</a>  |