

Kyle's School for Gifted Youngsters

Board of Directors

Date and Time

Wednesday September 27, 2017 at 8:00 AM

Location

9 pond Lane

Agenda

	Purpose	Presenter	Duration
I. Opening Items			
A. Record Attendance and Guests		Kyle McCarthy	5
B. Call the Meeting to Order		Kyle McCarthy	5
C. Approve Minutes	Approve Minutes	Joyce Spencer	5
II. Academic Excellence			
A. New item	Discuss	MaryEllen McCarthy	20
III. CEO Support And Eval			
IV. Development			
V. Facility			
A. New item	Vote	MaryEllen McCarthy	60
new school building			
VI. Finance			
A. New item	Vote	Bob McCarthy	20
BoardonTrack software			
VII. Governance			
A. New item	Discuss	Marty Mucci	20
VIII. Other Business			
IX. Closing Items			

A. Adjourn Meeting	Vote	5
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Cover Sheet

New item

Section: II. Academic Excellence
Item: A. New item
Purpose: Discuss
Submitted by:
Related Material: Observing Board Meetings Guide.pdf



Observing Board Meetings

An excellent way to improve your board meetings is to go watch another board in action. Identify another charter school in your community (or another non profit board if you prefer) and observe one of their meetings.

Although charter school board meetings are open to the public, it is generally good practice to call the CEO or Board Chair ahead of time and let them know that you plan to attend the board meeting as an observer.

You will probably get a lot more out of the meeting if you request the agendas and minutes from the last few meetings, and read them ahead of time. These are public documents, so it is fine to request them. By looking at them ahead of time, you will get a context for the meeting you are about to observe.

We recommend going early (20 minutes or so) you can learn a lot by introducing yourself to people ahead of time and also by watching the set-up / group dynamics etc.

The following are questions that you should answer / things to look for when you observe a board meeting.

Logistics

1. Where was the meeting held? What was the room like?
2. What was the seating set-up like? Was it a comfortable atmosphere? Why or why not?
3. Where did the CEO sit?
4. Where did the board sit?
5. Where did other staff members sit?
6. Where did you and other members of the public sit?
7. What would you have done differently as far as logistics?

Participation

1. Who attended the meeting? List their names and roles?
2. Who was absent? How many people? Why?
3. Did the meeting start on time? Was everyone there on time?
4. Who facilitated the meeting?
5. How would you characterize the facilitation?
6. Who spoke at the meeting? Did everyone? A few people? Did one person dominate?
7. What was the CEO's role?
8. Did anyone from the public speak or make comments?
9. Was there anyone in the "audience"?
10. What would you have done differently as far as the participation?



Meeting Content

1. Was there a meeting agenda?
2. Did the meeting keep to the agenda? Why or why not?
3. Did it run for the scheduled amount of time? Longer or shorter? Why?
4. Think about what you know about management and governance. Did the board meeting focus more on management or governance?
5. What substantive discussions did the board have? Do you think these were appropriate discussions for the board level?
6. What major decisions were made? How were the decisions made?
7. Was it possible to tell if the board had working committees? Was it evident whether or not the committees had done work in between meetings?
8. What would you have done differently about the meeting content?

CEO's Role

1. What role did the CEO play in the board meeting?
2. How much did they speak?
3. What role did they play in decision-making?
4. What did you surmise about their relationship with their board?
5. If you were in their shoes, what would you have done differently?

Final Thoughts

1. What was the most important thing that you learned by attending this board meeting?
2. What additional questions do you have about boards and board meetings?
3. Ask the CEO to send you a copy of the minutes when they are complete. Do the minutes accurately reflect the meeting you attended?

Cover Sheet

New item

Section: VI. Finance
Item: A. New item
Purpose: Vote
Submitted by:
Related Material: Sample Committee Descriptions Finance.pdf



Finance Committee[©]

General Purpose

The finance committee is commissioned by and responsible to the Board of Trustees. It has the responsibility for working with the CEO and Chief Financial Officer (CFO) to create the upcoming fiscal year budget; presenting budget recommendations to the Board; monitoring implementation of the approved budget on a regular basis and recommending proposed budget revisions; recommending to the Board appropriate policies for the management of the charter school's assets. The finance committee shall be assisted by the CEO and CFO.

Appointments and Composition

1. The members of the finance committee shall be the treasurer of the Board who shall serve as chair, the Chair who shall serve as an ex-officio member, together with other trustees appointed by the Chair with the advice and consent of the Board in accordance with the bylaws.
2. Both the CEO and the CFO will be members of the finance committee.
3. Additional committee members may be appointed and need not be members of the Board of Trustees.

Responsibilities

1. Prepare an annual budget for the organization in collaboration with the CEO and CFO.
2. Also in collaboration with the CEO and CFO, develop and annually revise a five-year financial forecast and develop long-range financial plans based on the forecast.
3. Arrange for an annual audit to be provided to the Board of Trustees.
4. Provide oversight of the procurement process.
5. Review monthly financial statements and variances from budget, and recommend action to the Board, as appropriate.
6. Create specific measurable board-level goals for the year as part of the full board planning process.
7. Develop and implement a board-level training program to ensure that all trustees (especially those without a financial background) can be effective stewards of the organization's financial resources.
8. Report to the Board of Trustees at regular meetings of the Board in a manner determined by the Board.
9. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees.