

FERRIS STATE UNIVERSITY

CHARTER SCHOOLS OFFICE

May 2025 Board Communication

❖ It's Not too Late to Participate in the Board Surveys

The CSO designed two quick and meaningful board surveys, [The Board Effectiveness Self-Evaluation](#) and [The Survey to Evaluate the Effectiveness of the Educational Service Provider](#).

Each survey consists of only 10 multiple-choice questions and takes less than five minutes to complete. Despite the minimal time commitment, the insights gained will be invaluable in driving better governance and informed decision-making.

If your board hasn't taken advantage of this opportunity yet, but would like to, please let your Field Representative know and we will send you the surveys. Alyssa Myers will send you an email with the surveys. Look for the subject line "(Academy Name) Board of Directors Surveys". Please respond as soon as possible so your board can receive the most current information.

Alyssa will compile the results in a PowerPoint presentation and send it to your FSU Field Representative, who at a future board meeting will share the survey results and facilitate board discussion.

❖ Virtual Board Professional Development Opportunities

The final session in our 2024-2025 board professional development series, [Board Governance Etiquette](#), will be on May 6th at 6pm. This interactive session will be [Navigating Your Role as a New Board Member: Part II](#). Novice board members are encouraged to participate and share their experiences in their first chapter of serving on a school board. Also, dialogue amongst attendees is encouraged to share knowledge and experiences about the role and responsibilities of the board, from the perspective of newer board members. Board members look for an email invitation from AirWin Educational Services with registration information for the session.

In case you missed previous virtual board professional development sessions, below are links to the recordings. If you would like a copy of a presentation or handouts, please contact Sharon Hopper at SharonHopper@ferris.edu.

[Navigating Your Role as a New Board Member: Part 1](#)

[Why Can't We All Just Get Along](#)

[Establishing a Positive Board Culture](#)

[Bringing Order to Meetings](#)

[A Practical Guide to Becoming a GREAT School Board Member](#)

[Acquainting Yourself with Board Policy](#)

[Cultivating Relationships as Part of Good Governance](#)

❖ Board of Directors Question Toolbox

The Ferris State University Charter Schools Office is happy to provide you with a few questions to help further your conversations this month. The question focus could come from one or more of our four School Support Pillars: Academics, Fiscal, Operations, and Compliance.

Please note that this is meant as a reference, some items may not apply to all schools, and that there are many questions a board member may choose to ask. If you have questions, please reach out to your Field Representative or the Ferris State University Charter Schools Office.

We will focus on Pillar #1 Academics:

- Has the school shown academic progress by demonstrating measurable academic growth toward achievement as identified in the Charter Contract? If not, what actions will the school take to address those deficiencies?
- Has the school shown academic progress by demonstrating academic achievement for all groups of students as identified in the Charter Contract? If not, what actions will the school take to address those deficiencies?
- What PD topics are scheduled for school leaders, teachers and support staff for this summer?
- For high schools, what tool is the school using to assess college and/or career readiness? What evidence does the school have that its program is or is not preparing graduates, and what does this evidence suggest?
- How many students are graduating or have completed their final year at your school? Is there a process in place to track these students after they leave your school? What does the data indicate and how will the school use this information going forward?
- Is your school offering summer instruction? If so, how is the board ensuring school leaders have appropriate materials, staff, etc. to make it a worthwhile investment?

❖ Important Epicenter Deadlines

May 1, 2025 – Notice of Open Enrollment Certification of Completion
May 25, 2025 – NWEA Information
June 1, 2025 – Academic School Calendar
June 1, 2025 – Annual Board Calendar

❖ Important Dates

May 6, 2025 – Board Professional Development Webinar
[Navigating Your Role as a New Board Member – Part II](#)
May 9, 2025 – Ferris State University Board of Trustees meeting

❖ Role of Board Officers

Most school boards are winding down for the year, but just around the corner is the beginning of the next school year. School boards conduct their annual organizational meeting in June, July or August. One of the many important decisions the board makes at the organizational meeting is determining which board members will also serve as board officers. These members have a higher level of responsibility.

As the board considers which members are capable and willing to serve in leadership roles for the next school year, please keep the following in mind.

The **President**:

- ★ Presides at board meetings,
- ★ Creates a purposeful agenda in collaboration with the school leader,
- ★ Appoints board members and others to committees and assigns committee chairs,
- ★ Holds members accountable for attending meetings,
- ★ Serves as the contact for board issues, and
- ★ Sets goals and objectives with the board and ensures they are met.

The **Vice President**:

- ★ Presides at board meetings, in the absence of or at the request of the President,
- ★ Serves on committees, as requested,
- ★ Works closely with the board President to transfer knowledge and history to prepare for future leadership role as the President, and
- ★ Performs other duties as assigned by the President.

The **Secretary**:

- ★ Sees that all public board notices, calendar and minutes are available to the public as required by law,
- ★ Keeps minutes of board meetings in accordance with the law and Charter Contract,
- ★ Reviews official board documents (e.g., board resolution, minutes),
- ★ Serves as signatory, and
- ★ Performs other duties as assigned by the President.

The **Treasurer**:

- ★ Serves as the chair of the finance committee,
- ★ Assists the ESP/school leader with budget development and revisions,
- ★ Reviews monthly and quarterly financial statements,
- ★ Reviews annual audit,
- ★ Keeps accurate books and records of receipts and disbursements,
- ★ Has charge and custody of and be responsible for all funds and securities,
- ★ Deposits all moneys and securities received in banks, trust companies or other depositories,
- ★ Completes all corporate filings,
- ★ Assures that the responsibilities of the fiscal agent are properly carried out, and
- ★ Performs other duties as assigned by the President.

It should be noted that the Charter Contract allows assistants to perform officer duties as delegated or assigned to them by the Board, Board Secretary and/or Board Treasurer. The Charter Contract further states that any two officer positions, except those of President and Vice President, may be held by the same person, but no officer shall execute, acknowledge or verify any instrument in more than one capacity.

❖ **Any Questions?**

You may contact your FSU Field Representative or Sharon Hopper if you have any questions regarding this Board Communication. Important and/or urgent information that cannot wait until the next Board Communication will be sent to you by email.



2025 Summer Leadership Conference

Balancing Leadership, **Balancing You**

Double Tree Hotel*
Bay City, Michigan

Tuesday, July 22, 2025 (4 p.m. - 8 p.m.) - Networking Event
Wednesday, July 23, 2025 (7:30 a.m. - 4 p.m.) - Speaker Sessions

The Ferris State University & Lake Superior State University Charter Schools Offices are offering a **FREE** two-day conference for networking, learning, discussion, and fun!

*Hotel registration will be on a first come, first served basis

KEYNOTE SPEAKER

Neil Idhe, Professional Speaker & Founder of LIFEIQ

PERFORMANCES BY

Bay City Drama Group



Voyageur Academy Dance Group

INCENTIVES TO ATTEND

- The FSU CSO will offer to pay for six SCECHs for attending academy leaders**
- The FSU CSO will reimburse each academy that attends the full conference for one hotel room and mileage**
- Grant opportunity for all FSU authorized academies that attend.***

****FSU-Authorized academies only**

*****See grant guidelines and eligibility requirements sheet**

PRESENTED BY

FERRIS STATE UNIVERSITY

CHARTER SCHOOLS OFFICE



LAKE SUPERIOR
STATE UNIVERSITY
CHARTER SCHOOLS

Don't Wait to Register!

If you have questions, please contact Margaret Baker (margaretbaker@ferris.edu)

FERRIS STATE UNIVERSITY

CHARTER SCHOOLS OFFICE

2025 Summer Leadership Conference Eligibility Requirements and Grant Guidelines

The Charter Schools Office is offering a one-time \$1000 grant for academies that meet the following eligibility requirements:

1. Academies with more than 200 enrolled students:

- a. Registers **more than two** school leaders for the 2025 Summer Leadership Conference
- b. Registered leaders:
 - i. Attend the entire conference
 - ii. Complete the feedback survey at the end of the day on July 23, 2025

2. Academies with less than 200 enrolled students:

- a. Registers **at least one** school leader for the 2025 Summer Leadership Conference
- b. Registered leaders:
 - i. Attend the entire conference
 - ii. Complete the feedback survey at the end of the day on July 23, 2025

Grant Guidelines

- An academy can only receive one \$1000 grant, regardless of the number of campuses it may have.
 - In the event leaders from more than one campus attend the conference, the leaders may decide how to split the monies up amongst their campuses.
- The \$1000 grant must be spent on PBIS prizes/incentives or books for classroom libraries
- Academies will be notified of their grant status no later than August 29, 2025
- Grant funds will be disbursed with the September 2025 State Aid Payments
- Grant funds must be spent during the 2025-26 academic school year
- Once funds are spent, your academy is expected to complete the assigned Epicenter task describing how the funds were used.

If you have any questions, please contact Margaret Baker (margaretbaker@ferris.edu).