

FERRIS STATE UNIVERSITY

CHARTER SCHOOLS OFFICE

December 2023 Board Communication

❖ Board of Directors Responsibilities

A school board has primary responsibilities, which cannot be delegated to others. The role of the board is to:

- ★ Establish the vision for the school,
- ★ Ensure all students and staff are in a safe environment,
- ★ Set policies,
- ★ Hire an educational service provider(ESP)/school leader,
- ★ Ensure the school and board are meeting all legal requirements,
- ★ Hold ESP/school leader accountable for academic performance, and
- ★ Serve as a fiduciary for public funds generated for the education of the children attending the school.

These responsibilities largely determine whether or not a school succeeds in serving the community. In addition to the overall responsibilities of the board, some individual board members have a higher level of responsibility in their role as an officer on the board of directors. At the annual organizational board meeting, the board elects its officers.

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 Secretary, Board and/or 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.

❖ **2023-2024 Board Professional Development Webinars**

The third live webinar in our 2023-2024 board professional development series, *[The HOW TO'S of Board Governance](#)*, is scheduled for Tuesday January 16, 2024 6:00pm – 6:30pm. The topic of this session is *[How to Protect Against Charter School Closure](#)*. Board members look for an email invitation from AirWin Educational Services with registration information.

Below are links to the on-demand webinars, as well as the recorded September webinar.

[How to Become An Effective Board President](#)

[Transparency Requirements: HOW TO... Ensure Your Board is Complying](#)

[Board Recruitment Strategies: HOW TO... Recruit Board Members Effectively](#)

[Board/School Leader Relationship: HOW TO... Ensure a Positive Working Relationship With Your School Leader](#)

[Using Board Policy to Inform Decision Making](#)

[Board's Appropriate Role in Parent/Community Complaints](#)

Each board member that attends a live webinar or watches an on-demand webinar can earn one professional development credit for their respective board. To earn the credit the board member will share their 2-3 takeaways about the webinar at a board meeting. Boards are required to complete three credits per academic year by two or more board members.

❖ **Important Date**

December 14, 2023 – Ferris State University Board of Trustees meeting

❖ **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.