

FERRIS STATE UNIVERSITY

CHARTER SCHOOLS OFFICE

June 2024 Board Communication

❖ Charter Contract Amendments

There are two categories of charter contract amendments. One category requires the Ferris State University Board of Trustees to review and approve and the other category requires the FSU CSO Director to review and approve.

Regardless of which category, the Academy Board of Directors must formally prepare, review and approve a Board Resolution requesting a charter contract amendment stating the specific purpose and details for the request. Your Epicenter user will need to submit it in Epicenter under the submission type, *Board Resolution*.

Before the CSO submits it to the FSU BOT for consideration, the CSO Director will review the Board Resolution and if necessary, contact the school leader, board president or ESP representative for clarification. The following are examples of charter contract amendments that must be reviewed and approved by the FSU Board of Trustees:

- Any additional campus requests
- Additions or subtractions of any contractual grades offered
- Change of address
- Change to any part of the Academy's or District's name
- Changes to the Academy's contractual educational goals

The FSU Board of Trustees meet in February, May, October and December. Therefore, to meet their October and December 2024 deadlines the below table shows the deadline for a Board Resolution to be submitted in Epicenter. As soon as the CSO receives the FSU BOT 2025 calendar we will share that information with you.

FSU Board of Trustees Meeting Dates	Request for Charter Contract Amendment Deadline
October 4, 2024	August 26, 2024
December 12, 2024	November 4, 2024

As previously mentioned, the other category of charter contract amendments requires the CSO Director's to review and approve the Board Resolution. These can be processed at any time and do not have an Epicenter deadline. The following are examples of these types of charter contract amendments:

- Change to description of staff responsibilities
- Change to curriculum
- Change to admissions policy and criteria
- Change of methods of pupil assessment (as mandated by the State)

If you have any questions about charter contract amendments, please don't hesitate to contact Chris Loiselle at ChrisLoiselle@ferris.edu or (616) 788-7825.

❖ Important Epicenter Deadlines

June 1, 2024 – Budget - Legal Notice of Public Hearing

June 1, 2024 – Annual Board Calendar

June 1, 2024 – Academic School Calendar (new deadline)

June 30, 2024 – Health Department Permit

June 30, 2024 – CSO Competitive Grant Award Expenditure Verification Form

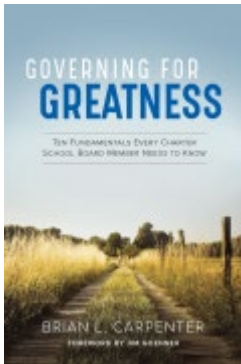
June 30, 2024 – Budget – Year End

June 30, 2024 – Budget – Annual

- Must show object level detail
- Must include projected enrollment
- Must include Board Resolution

❖ Governing for Greatness

For the past 5 years the CSO has provided new board members with the book, *Governing for Greatness*. It's under 60 pages and is a quick read about the fundamentals every school board member needs to know.



Topics include:

- The significance of the charter contract
- Monitoring & evaluating performance
- Understanding the power & purpose of bylaws
- Focusing meetings & minutes
- Setting academic & financial goals
- Managing risks & internal controls
- Facilities, insurance & safety
- Creating a board development plan

Veteran board members may find it beneficial to serve as a reminder about the board's role and responsibilities. If you would like a copy, please let your FSU Field Representative know and we'll make sure you get a copy.

❖ Reappointed Board Member's Constitutional Oath of Office

Michigan law requires all public officers to take an oath to the State Constitution and the United States Constitution. Board members are considered public officers, and as such, must take the oath once appointed or reappointed to the Board of Directors.

Board members that were reappointed to the Academy's Board of Directors by the Ferris State University Board of Trustees this year will need to be administered their constitutional oath of office prior to their term expiring June 30, 2024. The school leader/management company will make arrangements for the oath to be administered, as well as witnessed by a notary public.

The final step in the board member reappointment process is for the school leader/management company to submit in Epicenter the completed Oath of Public Office and Acceptance of Office form under the submission type *Board Member Signed Constitutional Oath and Acceptance*.

❖ Board of Directors Question Toolbox

Ferris State University CSO is happy to provide you 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, Operational, 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 the Field Representative or the Ferris State University Charter School Office.

As the school year is wrapping up, we will focus on Pillar #3 Operational:

- What plans are in place to celebrate student and staff this year? Are there any events you would like us to be present for?
- Revisit your staffing plan. What is your teacher retention rate? For any open positions, what is the plan to fill before the start of the 2024-2025 school year?
- What summer PD topics are scheduled for teachers? How do these topics align to yearly strategic goals and other identified strategic initiatives?
- How is the current marketing plan for student recruitment going? What is our projected enrollment for the 2024-2025 school year?

❖ Board Professional Development Webinars

Below are the links to the 2023-2024 board professional development series, *[The How To's of Board Governance](#)*.

[How to Ensure the Safety and Welfare of Students](#)

[How to Protect Against Charter School Closure](#)

[How to Engage in Legislative Advocacy](#)

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

[How to Ensure Your Board is Complying With Transparency Requirements](#)

[How to Recruit Board Members Effectively](#)

[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 watches a recorded webinar earns one professional development credit for their respective board. **Please remember to earn the credit the board member will need to share their 2-3 takeaways about the webinar at a board meeting.** Boards are required to complete three credits per academy year by two or more board members.

❖ 2023-2024 CSO Competitive Grants Program

For those academies that received an award from the CSO Competitive Grants Program, please remember that you need to submit in Epicenter the *Expenditure Verification Form* no later than June 30, 2024. The form can be found within the Epicenter task, under Resources. On this form you'll need to provide the following information:

- Original amount awarded
- Amount expended
- Description of expenditure and
- If total award has not been expended, what are the academy's plans for expending the balance.

❖ FSU Swag Bags for Students and Staff



The CSO would like to celebrate all of the academies for a great year!

We have purchased over 6,500 Ferris State University branded items and will be distributing bags to each of our academies. The cloth grocery totes include t-shirts, a variety of drinkware, notepads, sunglasses, window clings and much more!

All of the school leaders that signed up for a shirt will be receiving Under Armour ¼ zips in black along with a swag bag to share with your staff. Your school may also receive a student bag that contains items to share with the students.

Since graduation is almost upon us, each senior that will be attending Ferris next year will receive a personalized swag bag that includes information about the \$3,500 scholarship they could receive just for being a graduate of an authorized Ferris Charter School!

We hope you and your school community enjoy these bags as much as we enjoyed putting them together for you!

❖ **Enjoy Your Summer!**

The next Board Communication will be in your September board packet.

❖ **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.



12 Responsibilities of a Charter School Board Member

Boards that govern for greatness understand management's role is to execute, and the board's role is to ensure. Be proactive, ask wise questions and focus on what truly matters. Ensuring your board fulfills these 12 responsibilities will help advance your school towards greatness.

1. ENSURE all students are being prepared for success in college, work and life.

2. ENSURE the public's money and resources are well stewarded.

3. ENSURE the school is run by a great leader and infused with a positive culture and learning environment.

4. ENSURE the terms of the charter contract are fulfilled and the organization is prepared for renewal.

5. ENSURE the school is true to its mission, vision and values.

6. ENSURE goals are clear and people and programs are wisely empowered, supported, evaluated and held accountable.

7. ENSURE the school operates legally and ethically.

8. ENSURE the school continuously improves and stays viable.

9. ENSURE the board recruits, orients and develops its members and its capacity to govern.

10. ENSURE the board adopts and properly maintains its governing policies.

11. ENSURE the board speaks with one voice.

12. ENSURE the board and its members are positive ambassadors for your school and the charter idea!

