

FERRIS STATE UNIVERSITY

CHARTER SCHOOLS OFFICE

May/June 2023 Board Communication

❖ Requirements and Best Practices for Board Meeting Minutes

The Michigan Open Meetings Act (OMA) requires a public body to take meeting minutes, publish proposed meeting minutes within 8 days of the meeting and publish approved meeting minutes within 5 days of the meeting in which they were approved. The OMA further states basic elements that must be included in all public meeting minutes. At a minimum, the minutes must contain:

- Date
- Time
- Location
- Board members present
- Board members absent
- Any decisions made at a meeting open to the public
- The purpose or purposes for which a closed session is held and
- Roll call votes taken at the meeting.

The OMA does not prohibit a public body from preparing a more detailed set of minutes, if it chooses to do so. It may sound like a contradiction, but board meeting minutes should be clear and concise, yet also detailed. After all, the minutes are the official record of the proceedings that should be written in a way for someone reading them five years from now can discern what took place.

It is a best practice for board motions to be included in the minutes. The minutes should include the exact wording of the statement, the name of board member making the motion, name of board member supporting the motion and vote results. If the motion is not worded properly, it is up to the Board President to help the board member modify the wording.

Other important best practices are:

- Minutes should contain action items, such as what the action item is, who will be responsible for carrying it out and the board meeting date an update will be provided.
- Late arrivals or early departures of board members can affect whether a quorum is present, so be sure to record the time a board member arrives late or leaves early.
- Summarize key points from reports presented to the board.
- Include names of guests at the meeting.
- Minutes should not contain confidential information.
- Include names of reports sent out beforehand or distributed at the meeting.
- Minutes should reflect something of the thoroughness of discussion, questions asked, pros and cons considered, as well as the decisions made.

Taking board meeting minutes might not be the favorite task of your board recorder, but it is an incredibly important one, nonetheless. The Board should, at least annually, reflect of the format of its minutes and the level of detail it feels is useful to capture.

❖ **Benefits of Clear, Concise & Detailed Board Meeting Minutes**

Accountability and Progress

Meeting minutes serve as a record of a board's long and short-term planning. They reflect goals, projects and initiatives the board has committed to, who is responsible for what and key deadlines. Having such a record helps hold boards, individual board members and others accountable. Referencing meeting minutes over time can also be an effective way to track progress towards goals.

Continuity

Meeting minutes help to ensure continuity from one meeting to the next, allowing board to pick up where they left off at the last meeting rather than rehashing the same information and topics. Clear, concise and detailed minutes also help ensure continuity as members join and exit the board.

Documented Rationale for Decision Making

Meeting minutes serve as a record of board decisions, as well as the reasoning behind why they were made. If any questions arise about why a specific decision was made, meeting minutes can be used to answer those questions.

Legal Protections

Meeting minutes are a legal record of what transpired during a board meeting. If an academy or board were to encounter a lawsuit, there's a chance that board meeting minutes will be requested by subpoena or under the Freedom of Information Act. Comprehensive, well-written meeting minutes can potentially protect the academy or board against liability. On the other hand, if there are missing or incorrect details in the minutes, the consequences can be devastating.

❖ **Dr. Ron Rizzo to Retire**

After 43 years of visionary guidance, outstanding leadership and dedicated service to education, Dr. Ron Rizzo, CSO Director, will retire and begin the next chapter of his life's journey on July 1, 2023. We honor and thank him for his lifetime dedication and commitment to education as:

- ★ Teacher/Director of Bands, Decatur Public Schools
- ★ Teacher/Director of Bands, Springport Public Schools
- ★ Teacher/Director of Bands, Vicksburg Community Schools
- ★ Assistant Principal, Hastings Middle School
- ★ Principal, Big Rapids Middle School
- ★ Founding Member, Michigan Council of Charter School Authorizers
- ★ Founder, School Leadership Institute
- ★ Professor, William Howard Taft University
- ★ Associate Director, Ferris State University Charter Schools Office
- ★ Director, Ferris State University Charter Schools Office

Throughout the years, every idea he shared, every opportunity he seized, every contribution he made helped transform the lives of students, school leaders and many others. Thank you Dr. Rizzo!

❖ **Important Date**

May 5, 2023 – Ferris State University Board of Trustees meeting

❖ Important Epicenter Deadlines

May 1, 2023 – Notice of Open Enrollment Certification of Completion

May 25, 2023 – NWEA Information

June 1, 2023 – Budget - Legal Notice of Public Hearing

June 1, 2023 – Annual Board Calendar

June 30, 2023 – Health Department Permit

June 30, 2023 – CSO Competitive Grand Award Expenditure Verification Form **(new requirement)**

June 30, 2023 – Budget – Year End

June 30, 2023 – Budget – Annual

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

❖ Budget Hearing and Adoption of the 2023-2024 Budget

Pursuant to Michigan law, the Board has the responsibility of reviewing the budget presented, holding a public hearing, modifying the proposed budget as necessary and adopting it for implementation prior to the beginning of the 2023-2024 fiscal year.

Since next year's budget must be board-approved by June 30, 2023, boards will hold the public hearing in May or June. The public must receive notice of the budget hearing. The law requires the notice to be published in a local newspaper at least 6 days before the hearing. The notice shall include:

- Date, time and location of the budget hearing and
- Where a copy of the proposed budget is available for public inspection.

Some boards hold the budget hearing at their May meeting and adopt the budget at their June meeting. Other boards prefer to hold the budget hearing during the meeting in which the budget will be adopted. Either way is permissible.

On the Board's agenda under "New Business" will be the budget hearing for next year's proposed budget. There will need to be a motion, support and vote to suspend the rules for a public hearing. Once that is formally done, there will be a presentation of the proposed budget. Board members may ask questions, seek clarification and discuss. The Board President will formally ask for public comment regarding the proposed budget.

After there are no more comments or questions from the board members and after public comments have been heard, there will need to be motion, support and vote to end the budget hearing and resume the regular public meeting.

The Board is required to approve, by resolution, the FY2023-2024 Original Budget for the General Fund and Any Special Revenue Fund by June 30, 2023. Within 15 days after the board adopts its annual operation budget for the following year, and after any subsequent amendments to that budget, the budget must be posted on the school's website under Transparency Reporting.

❖ Strategic Planning Board Professional Development Session

The CSO has added one more session to its 2022-2023 quarterly board development and networking virtual sessions facilitated by Dr. Christopher White, CSO Associate Director.

Strategic Planning will be held on **Wednesday June 14, 2023 6:00pm – 7:00pm**. Board members watch for an email from Andrea Ruggles, CSO Secretary, inviting you to the meeting, with registration information and link.

❖ 2022-2023 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, 2023. 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.

❖ 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, 2023. 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 Professional Development Webinars

The 2022-2023 board professional development series, *The Art of Intentional Governance: Creating A Governance Model that Ensures the Right Focus at the Right Time*, has concluded. In case you missed previous live webinars or have not had an opportunity to watch the other recorded on-demand webinars below are the links. Each board member that watches a recorded or live webinar is an opportunity to earn professional development credits for their respective board.

[Are you Informed Yet? How to Manage Information Overload in Your Governance Role](#)

[Suspension and Expulsion: The Appropriate Role of the Board](#)

[Recruitment 101: The Role of the Board, Mission and Culture](#)

[The Finance and Academic Alignment: Painting and Seeing the Big Picture](#)

[What's New in 2022](#)

[What's to be in 2023](#)

[Assessing Your Governance Work](#)

[Planning the Work & Working the Plan - A Crash Course in Strategic Planning](#)

[Governing Over the Unexpected](#)

❖ **Enjoy Your Summer!**

Since most Boards do not have a scheduled July meeting, the next Board Communication will be in your August 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.