

FERRIS STATE UNIVERSITY

CHARTER SCHOOLS OFFICE

May 2024 Board Communication

❖ Budget Hearing and Adoption of the 2024-2025 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 2024-2025 fiscal year.

Since next year's budget must be board-approved by June 30, 2024, 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, as long as board members receive the proposed budget well in advance of the meeting to allow a carefully and thorough review prior to the budget hearing.

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 FY2024-2025 Original Budget for the General Fund and Any Special Revenue Fund by June 30, 2024. **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.**

❖ Important Date

May 3, 2024 – Ferris State University Board of Trustees meeting

❖ Important Epicenter Deadlines

May 1, 2024 – Notice of Open Enrollment Certification of Completion

May 25, 2024 – NWEA Information

❖ Board Action

All board actions require a vote by each board member that is present at the public meeting. The Michigan Open Meetings Act does not stipulate how a vote should be conducted. Therefore, it can be done by voice, show of hands or roll call, provided the vote is accurately recorded in the meeting minutes.

Below are examples of when a roll call vote should be utilized:

- when a voice vote or show of hands reveal a divided vote amongst board members,
- when a board member requests a roll call vote,
- when the board is acting on matters of significance and
- when specified by law.

To play it safe, some boards use roll call voting on all board actions, which is completely acceptable.

The only lawful, valid reason for a board member to abstain from voting is when a board member has a conflict of interest, as defined by law. If this is the case, the board member should state their conflict of interest so it is recorded in the meeting minutes. In all other circumstances, as promised in their oath of office, each board member must participate in the decision making process and cannot abstain because they want to avoid a controversial or difficult decision before the board.

❖ Board of Directors Question Toolbox

Many school board members across the state are looking for a list of questions to ask their building leaders during meetings to further the conversations within their academies. Our plan at the Ferris State University Charter Schools Office is to provide you with a variety of questions each month that you can put in your “toolbox” and pull them out when needed. 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 School Office.

As state testing is wrapping up this month, we will focus on Pillar #1 Academics:

- What observations did you notice about our school’s testing environment that should lead to improved student achievement?
- I understand that we are contractually obligated to look at growth data and achievement data. What are the current assessments that we give in each area?
- What trends are you seeing with the current testing models?
- What can we do as a Board do to help our students to make continued progress?

❖ Open Enrollment

Before the open enrollment period begins the school leader and board need to set enrollment maximums by building or grade level(s). Maximums can be stated as either the total number of available slots per grade/building or the current number of openings per grade/building (subtract current enrollees from total maximum number per grade/building). These grade/building maximums should be posted on the academy’s website.

Michigan law states that the open enrollment period must be for the duration of at least 2 weeks and that the enrollment times include some evening and weekend times. It further states that the academy makes a reasonable effort to advertise its enrollment period. This is accomplished by

placing an advertisement in the local newspaper. The advertisement should also state the enrollment maximums and that the board has the ability to change the maximum enrollment numbers per grade/building based on potential enrollees, available staff and facility limitations.

A public school academy cannot pick and choose which students to enroll, but may give enrollment priority to 1 or more of the following:

- the new enrollee is a sibling of a currently enrolled student at the academy,
- the new enrollee has a parent employed at the academy,
- the new enrollee has a parent on the Board of Directors of the academy and
- the new enrollee is a transfer from another academy that has a matriculation agreement with the academy.

When the open enrollment period ends the school leader and board must determine if the number of new enrollees exceed the open slots in a grade, combination of grades, building or district. If the number of new enrollees does not exceed the number of open slots, no lottery is needed. However, if the number of new enrollees during the open enrollment period exceeds the number of open slots, a lottery must be scheduled and held within 2 weeks of the close of the open enrollment period.

The previously described enrollees get enrollment priority, as stipulated by Michigan law, and do not need to be placed into the lottery procedure. If a lottery is needed school leaders must contact their FSU CSO Field Representative with the date, time and location of the lottery.

Other open enrollment information and the lottery procedure can be found in the Charter Contract, Schedule 7, Sections e and f.

❖ **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.

❖ **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.

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