

FERRIS STATE UNIVERSITY

CHARTER SCHOOLS OFFICE

October 2024 Board Communication

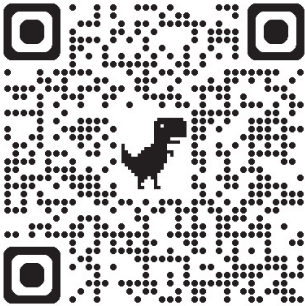
❖ Board Members are Invited to Charter School Day at Ferris State University

The CSO is hosting our very first Charter School Day at Ferris State University on **October 19, 2024** for all 10th – 12th grade students of a FSU-authorized school. All board members are invited to attend, which includes a campus tour, free lunch and dinner, and a football game.

The tentative itinerary is:

9:30am – 12:00pm	Ferris tour, including pictures with our mascot, learning all about student groups and other things like band, athletics, the different colleges and programs offered, etc.
12:00pm – 1:00pm	Stadium tent or in seats for game day lunch
1:00pm – 4:00pm	Football game Ferris State University vs. Michigan Technological University
4:00pm – ?	Depart or eat dinner at The Rock, our famous campus cafeteria, before leaving.

If interested, please RSVP using the QR code or link below.



<https://docs.google.com/forms/d/1yKPmR96cVJpXGH-cBOOxIMMwdsiLMLegUDEa6Q8H7g/edit>

❖ Contract Performance Report (CPR)

In October school leaders and board members will receive the 2023-2024 Contract Performance Report (CPR) for their respective academy. The CPR is an annual custom report about the performance of the academy in the areas of fiscal responsibility, governance, compliance and academic performance.

The CPR will be included in the board packet of an upcoming board meeting. Your FSU Field Representative will go over the report in detail and answer any questions you may have.

❖ 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.

As we start the new school year, we will focus on Pillar #4 Compliance and Governance:

➤ Compliance/Legal

- Have new students been identified for at-risk services and have interventions begun?
- How are school leaders ensuring all students with disabilities and ELLs receive services they are legally entitled to?
- Are there any charter amendments your school might need to consider making its goals for growth, new grades, new facility, etc. a reality? If so, has the school leader or board president contacted the CSO Director to discuss these plans?

➤ Governance

- Has the board discussed a calendar of board member development opportunities that align with the organizational goals and strategic plan?
- How is the board supporting school leader morale in the opening weeks of school?
- How is the board assessing staff morale? Are there plans in place for the board to keep a pulse on this? How can the board support it?
- What is the communications plan and what are the roles of board members and staff if a crisis arises?
- Has the board reexamined its new board member orientation program to ensure maximum impact?
- Has the board reviewed best practices for public comments during a board meeting?

❖ Important Epicenter Deadlines

October 1, 2024 – Annual Verification of Non-Profit Corporation Status

October 28, 2024 – Board of Directors Application (for 12/12/2024 FSU BOT meeting)

October 31, 2024 – Budget-1st Quarterly Financial Statements

November 1, 2024 – Lease Amortization Schedule **(new requirement)**

November 1, 2024 – Audited Financial Statement and Management Letter (Board Approved)

November 1, 2024 – Support Indicators-Financial AFS

❖ Important Dates

October 2, 2024 – Count Day

October 4, 2024 – FSU Board of Trustees meeting

October 19, 2024 – Charter School Day at FSU

❖ Annual Conflict of Interest Questionnaire

By law public school board members are considered public officials and are expected to conduct business in a fair, open and transparent way. This means that board members must act in a way that is free of any real or perceived conflicts of interest.

A conflict of interest is a situation in which a person or organization engages in multiple aspects of a decision in a way that could possibly corrupt or compromise the individual's or organization's final decision.

As a public official, board members are bound by Michigan law and the Charter Contract that discourages conflicts of interest. To ensure that boards operate free of conflicts, board members are required to complete and submit to the CSO an annual conflict of interest questionnaire.

On September 9th Sharon Hopper sent all board members an email and the 2024-2025 Annual Conflict of Interest Questionnaire. Board members please complete the form and email it to SharonHopper@ferris.edu or give it to your FSU Field Representative.

❖ Virtual Board Professional Development Opportunity

Mark your calendar for the second live webinar, [Why Can't We All Just Get Along](#), in our 2024-2025 board professional development series, [Board Governance Etiquette](#). It will be on Tuesday October 1, 2024 at 6pm. Board members look for an email invitation from AirWin Educational Services with registration information.

Ideally, boards have processes in place for recruiting effective, quality board members who add value to formal board discussions. Occasionally, however, boards may encounter situations and scenarios where one or two members are not meeting the governance expectations put forth. If/when this happens, what are boards to do? This session will address practical and diplomatic ways boards can manage members who are not governing effectively and/or in accordance with board culture and ideas.

In case you missed the first webinar, [Navigating Your Role as a New Board Member: Part 1](#), below is a link to the recording. This interactive Zoom session, designed for new board members, provided the history of charter schools, the appropriate role of the board and the critical relationships board members must navigate to serve effectively, efficiently and masterfully.

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

❖ In-Person Board Professional Development Opportunity

Board members please consider attending one of our regional in-person professional development sessions that will be held in Lansing, Detroit (2 locations), Southfield and Traverse City in October and November. There will be a formal presentation, group exercise and dinner provided, at no cost to the board member.

Eight Michigan PSA authorizers are collaborating with Angie Irwin from AirWin Educational Services to provide you with an opportunity to perfect your governance role by implementing best practices and utilizing effective tools and resources. Board members from 142 academies across the State have been invited to participate in this professional development opportunity. We look forward to seeing you at one of the sessions!

Date	Location
October 2, 2024 Wednesday 5pm-8pm	MAPSA Headquarters 123 W. Allegan, Suite 750 Lansing, MI
October 17, 2024 Thursday 5pm-8pm	Cesar Chavez Academy High School 1761 Waterman Street Detroit, MI
October 30, 2024 Wednesday 5pm-8pm	Grand Traverse Academy 1245 E. Hammond Road Traverse City, MI
November 6, 2024 Wednesday 5pm-8pm	Voyageur Academy 4366 Military Street Detroit, MI
November 13, 2024 Wednesday 5pm-8pm	Faxon Academy 26275 Northwestern Highway Southfield, MI

Please click on the link below to register for a session.

https://docs.google.com/forms/d/e/1FAIpQLSfWk6n3PmiekL56dtYj2QntxR4m65wLoHeNI7h06ZHBhNLBjg/viewform?usp=sf_link

Each board member that attends or watches a webinar, interactive virtual session or attends an in-person session can earn one professional development credit for their respective board. To earn the credit the board member will share 2-3 takeaways about the session at a board meeting. Boards are required to complete three credits per academy year by two or more board members. FSU Field Representatives will periodically report on your board's standing with professional development credits.

❖ Are You Prepared For Public Comments During A Board Meeting?

While it is infrequent that a member of the public attends and addresses the board at a school board meeting, it is imperative that the board be prepared and adopt best practices for managing the public comment portion of a board meeting.

A board meeting agenda usually includes two public comment opportunities during the meeting; one for agenda items only and the other for non-agenda items. Most boards include the following statements, or something similar, on their meeting agenda.

This is a meeting of the Board of Directors in public for the purpose of conducting the school's business and it is not to be considered a public meeting.

Individuals wishing to address the Board of Directors are requested to sign in with the Board Secretary prior to the start of the meeting. Individual comments are limited to no more than three (3) minutes each with a total time allowance for public comment not to exceed thirty (30) minutes. The board will not verbally respond to public comments, but may follow up in the most appropriate and time-effective manner.

If the board president is aware that there are members of the public at a board meeting, it is recommended that they read the public comment notation aloud in case the public does not have access to or have a copy of the meeting agenda. It's an opportunity to emphasize the parameters of public participation in the school board meeting.

But what happens if the public comment portion of the meeting doesn't go smoothly or exceeds 30 minutes? Does your board have a plan for these types of situations? It is best practice for boards to be prepared just in case things go awry at a board meeting. School leaders and board presidents should have a conversation and plan how to manage public comments that get contentious, out of control or go too long.

Typically, board policies provide the Board President with basic guidance, such as:

- Prohibit public comments which are frivolous, repetitive, or harassing
- Interrupt, warn or terminate a participant's statement when the statement is too lengthy, personal, directed, abusive, obscene, or irrelevant
- Request any individual to leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting
- Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting
- Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action

Please refer to your board policies for guidance that are specific to your board. Discuss how you'd manage certain situations that may occur during a board meeting. What are the roles and responsibilities of the school leader, board president and individual board members?

Be prepared, have a plan, and review it periodically especially when school leadership, board membership or leadership changes.

❖ 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.

Charter School Day at FERRIS STATE UNIVERSITY



Ferris State University is for students who are ready to accelerate their education forward at the speed of the real world! Charter school students are invited to get a close-up look at Ferris State and the programs that can change their lives.

Join us on Oct. 19, 2024, for a day exploring academic programs, learning about support

services, exploring campus, and attending an exciting Ferris State football game! Students will enjoy a meal and take home special Ferris State swag.

Charter School Day is open to 10th through 12th grade students attending a Ferris State authorized charter school.

JOIN US AND SEE WHAT IT IS LIKE TO BE A BULLDOG!

