**Charter School Governing Board Observation Form**

*Board Meeting Observance Checklist*

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| **Charter School:** |  |
| **Meeting Date:** |  |
| **Agenda Reviewer:** |  |

**Board Bylaws Compliance:**

|  |  |
| --- | --- |
| **Number of Required Board Members (per Bylaws)** |  |
| **If parent member is required, is there a parent member on the board?** |  |
| **Number of Seated Board Members** |  |
| **Number of Board Members in Attendance** |  |
| **Name/Title of Presiding Board Member** |  |
| **Name/Title Ranking Administrator Present** |  |
| **Number of Public in Attendance** |  |

**Observations:**

***\*\*NOTE:*** *There is no expectation that all items will be present at each meeting; content and conduct of meetings will vary*

|  | **Y** | **N** | **N/A** |
| --- | --- | --- | --- |
| ***Conduct of Meetings*** |
| Quorum present |  |  |  |
| Agenda and materials (including financials) were distributed prior to meeting |  |  |  |
| Roberts Rules of Order or other framework for meeting facilitation and voting |  |  |  |
| Conduct of meeting in compliance with Brown Act (see agenda checklist): |  |  |  |
| Materials available for public inspection |  |  |  |
| Reasonable opportunity for public to comment on agenda and non-agenda items |  |  |  |
| Board does not go beyond agenda to respond to public non-agenda items |  |  |  |
| Action taken in closed session announced, if applicable |  |  |  |
| No required sign-in sheet or identification |  |  |  |
| No limits on recording devices |  |  |  |
| Location is accessible / non-discriminatory |  |  |  |
| *Notes:* |
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|  | **Y** | **N** | **N/A** |
| ***Indicators of Quality Charter Board Governance:*** |
| *Mission and Vision* |
| Reference to mission in decision making |  |  |  |
| Mission specific goals established and in evidence in the discussion |  |  |  |
| *Notes:* |
|  |
|  |  |  |  |
|  | **Y** | **N** | **N/A** |
| *Board Capacity and Structure* |
| Clear agenda in place and followed |  |  |  |
| Agenda items accompanied by appropriate materials |  |  |  |
| Meeting allow sufficient time for board questions and discussion |  |  |  |
| Officers in place and fulfill appropriate roles |  |  |  |
| Board capacity building (training, recruitment, etc.) |  |  |  |
| Diversity of board members (skills, racial/ethnic, etc.) |  |  |  |
| Board members have expertise in key fields such as finance, legal, real estate, fundraising and education |  |  |  |
| Active board committees (e.g. committee reports) |  |  |  |
| Board free of real or perceived conflicts of interest |  |  |  |
| Effective working relationship between Charter School Leader, Board Chair and full board |  |  |  |
| *Notes:* |
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|  |  |  |  |
|  | **Y** | **N** | **N/A** |
| *School Oversight and Evaluation* |
| Leadership Reports on key metrics (academic, operational, etc.) |  |  |  |
| Presentations are focused on strategic priorities/school goals |  |  |  |
| Board members are familiar with metrics/targets |  |  |  |
| Board members demonstrate understanding of school performance in key areas |  |  |  |
| Decisions and agenda items are appropriate for board governance (vs. management) |  |  |  |
| Board members and school leaders conduct themselves appropriately (mutual respect) |  |  |  |
| Board members understand their role in developing supporting and evaluating school leadership |  |  |  |
| *Notes:* |
|  |
|  |  |  |  |
|  | **Y** | **N** | **N/A** |
| *Stakeholder Engagement* |
| Parents/families are represented on/through board |  |  |  |
| Materials are available to community |  |  |  |
| Parental involvement goals are acknowledged |  |  |  |
| Board addresses family complaints and grievances appropriately |  |  |  |
| *Notes:* |
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|  |  |  |  |
|  | **Y** | **N** | **N/A** |
| *Financial Management* |
| Business manager presents revenue, expenditures and cash flow reports regularly |  |  |  |
| Reports are clear; board questions answered |  |  |  |
| Board members understand charter school revenue sources and expenditures |  |  |  |
| Board members understand school cash flow |  |  |  |
| Discussion references plans for ensuring adequate revenue (i.e. enrollment, expenditure trends, grants) |  |  |  |
| Board members understand short and long-term financial condition of the school |  |  |  |
| Board members review audit results; understand financial control concepts |  |  |  |
| *Notes:* |
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|  |  |  |  |
|  | **Y** | **N** | **N/A** |
| *Facilities* |
| Board discussion references facilities goals or long-term plan |  |  |  |
| Board members understand options for facilities (Prop 39, etc.) |  |  |  |
| *Notes:* |
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| ***Findings Noted:*** |
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Feedback provided to \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the following manner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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| ***Follow-up Requested:*** |
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