



POLICIES AND PROCEDURES

# Charter School Governing Boards and Compliance

Dr. Valerie Moore Hyer  
Vice President  
Florida Association of Charter School Authorizers

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# OBJECTIVES

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- ✓ Understand the role of the Charter Governing Board
- ✓ Learn various ways Governing Boards must demonstrate compliance
- ✓ Discover the Governing Board's responsibility to compliance
- ✓ Ensure a strong commitment to all aspects of compliance

# Did you know?

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- ❖ Charter School Governing Boards have an important role to play in the success of a charter school.
- ❖ Compliance comes in many forms. Can you name a few?
- ❖ Charter Governing Board members should ideally hold diverse areas of expertise. Can you articulate why?
- ❖ Compliance is related to ensuring charters meet their obligations as public schools.
- ❖ What areas of compliance are related to Charter Governing Boards?

# A Little History of Charters in FL

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Charters are Sponsored by School Districts in the State of Florida

The first charters opened in Florida in 1996 – just 28 years ago

In Florida, Charters are approved by School Districts or Sponsors and now also by FCI, the Florida Charter Institute. FCI hopes to continue to improve upon the success of the charter school movement and charter school authorizing practices.

Current District Authorizers seek to improve and encourage best practices through the Florida Association of Charter School Authorizers, or FACSA.



# Some information about FACSA

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## FACSA Members

Represent 30 of the 47 districts that currently serve charter school students.

## Mission

The mission of the Florida Association of Charter School Authorizers (FACSA) is to support, facilitate, and strengthen quality charter school authorizing.

## Vision

Every family has high quality educational options.

## FACSA's Focus

FACSA members seek to improve authorizing by sharing lessons learned and best practices; by developing model materials and providing professional development to FACSA members on their use; and by defining the roles and responsibilities of authorizers. FACSA supports practices that are reflected in the Florida Principles and Standards for Quality Charter School Authorizing as adopted by the Florida State Board of Education.

## FACSA's Work

FACSA supports authorizers through various strategies: including networking meetings, model materials, personalized support, peer-to-peer connections and mentoring, and serving as a voice for quality authorizing.



# Let's Define Compliance

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## WHAT

the action or fact of conforming, submitting or adapting as required or requested.

the state or fact of according with or meeting rules or standards.

## HOW

In the workplace, compliance means the person/entity/or company adheres to applicable rules, regulations, laws and principles.

Compliance helps organizations protect their brand/themselves from scandal and lawsuits

## WHO

Compliance is ensuring the charter you govern is following the laws, regulations, standards and ethical practices that apply. Compliance also applies to Governing Boards themselves.

# The ROLE of Charter Governing Boards

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❖ **OVERSIGHT**

❖ **DECISION MAKING**

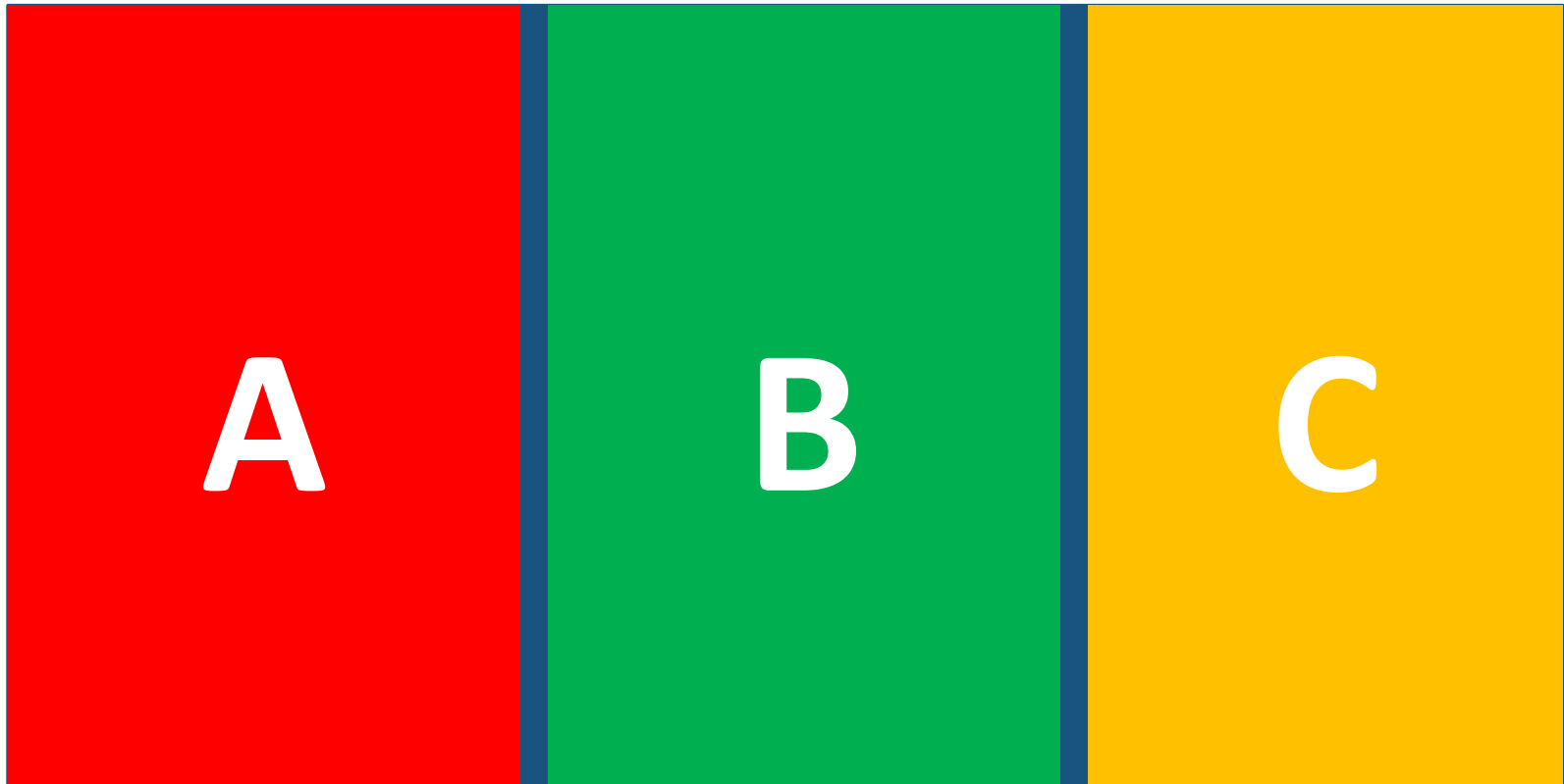
❖ **COMMUNICATION**

❖ **POLICIES & PROCEDURES**

❖ **ENSURING ACCOUNTABILITY**



# The **A B C's** of Charter Compliance





# APPLICATION

## VISION

- FOCUS OF THE APPLICATION
- ACADEMICALLY
- FINANCIALLY
- OPERATIONALLY
- SAFETY

## MISSION

- WHAT IS THE GOAL?
- SPECIFIC ACADEMIC FOCUS?
- DO WE HAVE THE MONEY?
- HOW DO WE DO THIS?
- ARE WE ENSURING WELLBEING?

A

# APPLICATION

## VISION

CAN THE BOARD  
ARTICULATE THE VISION  
OF THE CHARTER  
SCHOOL?

## MISSION

- IS THE BOARD ABLE TO  
DISCUSS THE MISSION  
OF THE CHARTER  
SCHOOL?

What does the Board understand about the:

- Education Plan?
- Organizational Plan? (Operations)
- Business Plan? (Finance and Budget)
- Safety and Security?

Essential Question:

How can the Board Demonstrate Capacity to provide oversight of a charter school?

# A

# BOARD

## WITHIN

- ANNUAL CALENDAR
- BACKGROUND SCREENING
- CERTIFICATION and Required TRAINING
- FULL DISCLOSURE
- ORGANIZING THE BOARD

## WITHOUT

- HOW WILL WE EXERCISE OVERSIGHT?
- HOW DO WE KEEP TRACK?
- HOW DO WE KNOW the school is successful?

# B

# BOARD

## WITHIN

- DEVELOPING CAPACITY FOR OVERSIGHT

## WITHOUT

- OVER – REACHING
- OVER – WHELMING
- OVER – INVOLVEMENT

### Essential Question:

What kinds of activities can the Board participate in to develop capacity for oversight?

How do we know when our oversight is enough – not too much, and not too little?

# B

# CHARTER

## ACCOUNTABILITY

- To whom are charter Governing Boards accountable?

## OVERSIGHT

- What are some of the areas a charter Governing Board is responsible for with regard to oversight?

### Essential Questions:

Who are the stakeholders that charters Boards answer to?

What kinds of things are charter Boards responsible to inspect?

# C

# CHARTER

## ACCOUNTABILITY

- FLORIDA DEPARTMENT OF EDUCATION
- SPONSOR
- STAKEHOLDERS
- FLORIDA STATUTES
- RULES
- NEW LEGISLATION

## OVERSIGHT

- POLICIES & PROCEDURES
- ENROLLMENT
- DECISION MAKING
- VOTING
- TRACKING CHANGE
- PARENT REPRESENTATIVE
- NOTIFYING PARENTS and SPONSORS
- WEBSITE INFORMATION
- MANAGEMENT PROVIDER
- NOTICING MEETINGS
- OPERATING IN SUNSHINE
- FULL DISCLOSURE
- CHARTER CLOSURE

C

# DIGGING DEEPER: THE APPLICATION

A

DO YOU HAVE A WORKING KNOWLEDGE OF AND CAN YOU DISCUSS

❖ **VISION AND MISSION**

❖ **EDUCATION PLAN**

EDUCATION PROGRAM, EXPECTATIONS FOR STUDENT PERFORMANCE, AND THE CULTURE OF THE SCHOOL

❖ **ORGANIZATIONAL PLAN**

HOW THE SCHOOL WILL BE STAFFED, HOW IT WILL RECRUIT TEACHERS AND ENROLL STUDENTS

❖ **BUSINESS PLAN**

THE BUILDING, TRANSPORTATION, FOOD SERVICE, SAFETY, THE BUDGET AND FINANCE, AND HOW THE CHARTER WILL GET STARTED

# DIGGING DEEPER: THE BOARD ITSELF

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B

WHAT IDEAS DO YOU HAVE TO GET STARTED AND GET ORGANIZED AS A BOARD?

WHAT DO YOU SEE AS YOUR PRIORITY FOR OVERSIGHT?

HOW WILL YOU MANAGE MEETINGS?

- ❖ TO MAINTAIN FOCUS AND TIMELINESS
- ❖ FOLLOW REGULAR AGENDAS
- ❖ MEET PARAMETERS of SUNSHINE LAW
- ❖ DISCUSS NEW and OLD BUSINESS
- ❖ PROVIDE ESSENTIAL OVERSIGHT



# DIGGING DEEPER: CHARTER ACCOUNTABILITY & OVERSIGHT

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C

- HOW WILL YOU ENSURE THE TIMELINESS OF REPORTING DEADLINES?
- WHAT ARE SOME WAYS YOU CAN KEEP TRACK OF NEW LEGISLATIVE CHANGES?
- CAN YOU BRAINSTORM HOW YOU WILL WRITE POLICIES WHEN NEEDED?
- HOW WILL YOU HANDLE PARENT COMPLAINTS?
- WHAT IS THE IMPORTANCE OF MEETING WEBSITE REQUIREMENTS?

# As a Governing Board ENSURE THE FOLLOWING:

- 1 Provide Governing Board members names and contact info to the Sponsor\*
- 2 Ensure Board members successfully complete background screening PRIOR to service\*
- 3 Provide the Board meeting schedule for the year\*
- 4 Identify a Governing Board Parent Representative, as required in statute\*
- 5 Provide evidence of required Governance training\*
- 6 Ensure Governing Board meetings are noticed and operate in the Sunshine\*

\*Update any changes in documents as required by law.

# Things to know about the Charter EDUCATIONAL PROGRAM

1

Review Annual Goals to ensure they are based on student data.

3

Ensure teachers meet certification requirements.

5

Update the Sponsor with changes in staff or Governing Board.

2

Participate in regular and renewal site visits from the Sponsor.

4

Make sure the charter participates in state required assessments.

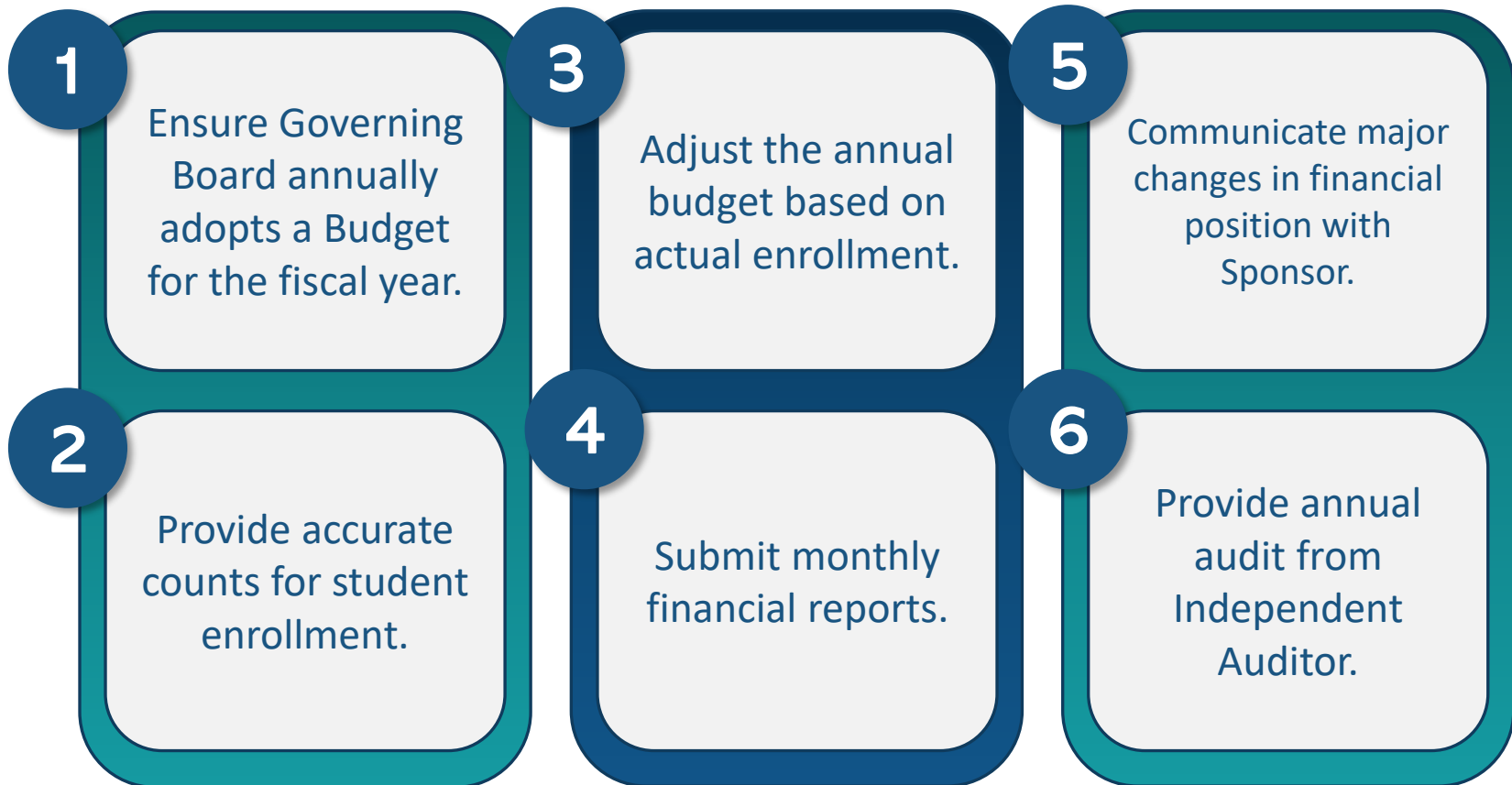
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Adhere to the requirements in Federal Law regarding ESE and ESOL students.

# Look-fors in Charter OPERATIONS



# Establishing fiscal fitness in BUDGET and FINANCE



Keep a close eye on enrollment, budget and financial reports.

# PROVIDING OVERSIGHT & MONITORING

**Sponsors are monitoring academic achievement; as a Board, you do too!**

**Sponsors monitor monthly Revenues and Expenditures; as a Board, you do too!**

**Sponsors monitor the school's participation in state accountability system; as a Board, you do too!**

Academic achievement for all students is key to the success of the charter school.

Sponsors initiate the Contract Process; as a Board, you are involved in contract development and approval.

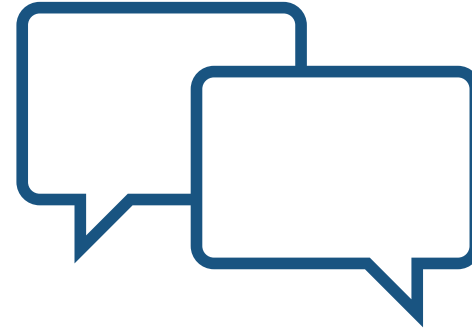
Ensure the charter is innovative and consistent with state goals.

1002.33  
(8)(a)

1002.33  
(5)(b)(1)(b)

1002.33  
(5)(b)(1)

# Let's Talk



A Charter Board ensures COMPLIANCE to applicable Rules, Regulations, Laws and Principles as they relate to the charter and to themselves as a governing body.

1

Before a charter even exists, the Governing Board is involved in the application development.

A

2

The Governing Board must ensure they are doing the right things in the right way.

B

3

The Governing Board provides important oversight to charter schools in academic, operations, financial and safety requirements.

C

Which aspect of compliance for Governing Boards is most important to you?

# KEY TAKEAWAYS:

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## **DO YOUR HOMEWORK!**

Understand and familiarize yourself with FDOE requirements, District processes, procedures, and expectations.

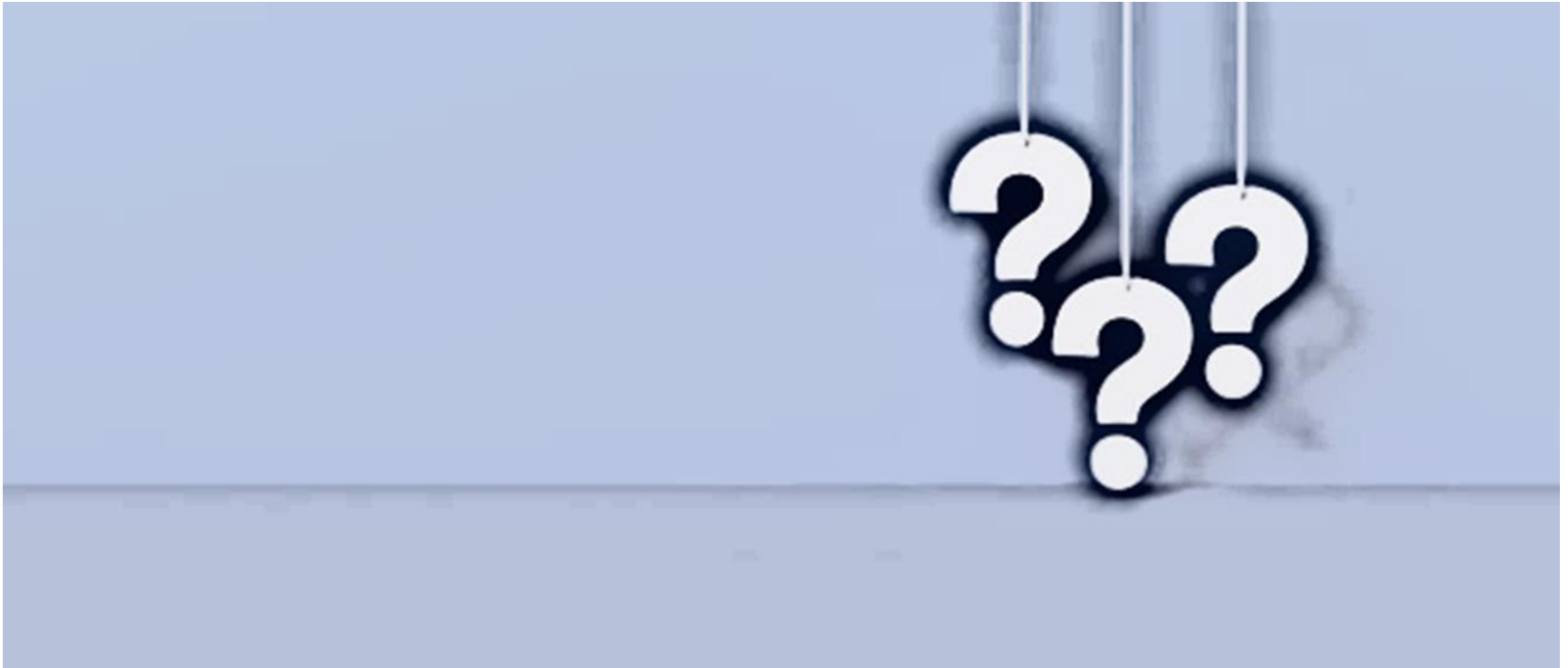
## **NETWORK!**

Develop relationships with the charter and District based on the shared commitment, transparency, and accountability.

## **ASK QUESTIONS!**

Seek guidance and clarification to ensure that all deadlines are met and that all policies and submission requirements are met.





## WRAP UP

Thank you for your time and attention today!

