

School Year 2023-2024 UPDATED
School Board Training Modules

REQUIREMENTS FOR RETURNING SCHOOL BOARD MEMBERS

The School Board will provide evidence to the Maine Charter School Commission that 100% of returning School Board Members have completed **at least one** professional development opportunity related to school governance annually.

Examples of approved opportunities include:

- Non-required Board governance online development modules posted by the National Institute of Charter Schools (NCSI) via Board Network/Epicenter
- A-GAME Community participation via Board Network
- “Live” online or in-person sessions run by NCSI or another governance expert
- External professional development that the School Board organizes for board members

Evidence to the Maine Charter School Commission will include:

- For online modules or “live” webinars completed via Epicenter, NCSI will provide the Commission staff evidence of Board Member training completion.
- For any other independent Board Training: The board chair will complete the quarterly Epicenter request listing the board member name, date of professional development and title/topic of development session.

REQUIREMENTS FOR NEW SCHOOL BOARD MEMBERS OR NEW OFFICERS

Incoming board member

- Module 1: Required in the first year of appointment, if not already taken
- Module 2: Required in the first year of appointment, if not already taken

Incoming Presidents/Chairs

- Module 1: Required in the first year of appointment, if not already taken. Recommended as a refresher for Board Chairs every 3-5 years for familiarization with the content received by new board members.
- Module 2: Required in the first year of appointment, if not already taken
- Module 3: Required in the first year of appointment, if not already taken
- Module 4: Recommended (not required)
- Module 5: Recommended (not required)
- Module 6: Required in the first year of appointment, if not already taken
- Module 7: Recommended (not required)
- Module 8: Recommended (not required)
- Module 9: Required in the first year of appointment, if not already taken
- Module 10: Required in the first year of appointment, if not already taken
- Module 11: Required in the first year of appointment, if not already taken
- Module 12: Recommended (not required)

Incoming Finance Chair

- Module 1: Required in the first year of appointment, if not already taken
- Module 2: Required in the first year of appointment, if not already taken
- Module 4: Required in the first year of appointment, if not already taken
- Module 5: Required in the first year of appointment, if not already taken
- Module 8: Required in the first year of appointment, if not already taken

Academic Committee Chair

- Module 1: Required in the first year of appointment, if not already taken
- Module 2: Required in the first year of appointment, if not already taken
- Module 3: Required in the first year of appointment, if not already taken
- Module 7: Required in the first year of appointment, if not already taken

FOR NEW SCHOOL BOARD MEMBERS AND NEW OFFICERS (ADDITIONAL DETAIL)		
Module Topic	Learning Outcomes	Required Participants
Module 1: Board Essentials	<ul style="list-style-type: none"> ● Understand how charter schools are established and funded. ● Learn the 12 essential responsibilities every charter school 	

	<p>board should ensure.</p> <ul style="list-style-type: none"> ● Use 3 wise questions to stay focused on the things that matter. ● Understand board structure and the roles of board members. ● Leverage committees for effective governance. 	<ul style="list-style-type: none"> ● Incoming board member
Module 2: Foundation of Governance	<ul style="list-style-type: none"> ● Define and employ the charter public school board bylaws. ● Define and employ the charter public school board policies. ● Review and look for the key elements of your charter. ● Define and ensure the charter public school is following state law as well as Maine Charter Commission's administrative rules. 	<ul style="list-style-type: none"> ● Incoming board member ● Newly appointed committee chairs
Module 3: Effective Management	<ul style="list-style-type: none"> ● Understand the importance of engaging a high-quality school leader or management company. ● Identify the 12 qualities of an effective school leader. ● Understand the importance of delegating operational authority to school leadership. ● Identify best practices for evaluating school leadership. 	<ul style="list-style-type: none"> ● Incoming Presidents/Chairs ● Academic Committee Chair
Module 4: Fiscal Stewardship	<ul style="list-style-type: none"> ● Understand the board's fiduciary duties, including financial controls. ● Learn the importance of the board's management of fiscal resources. ● Understand how the board is involved in the school's annual budget. ● Identify Maine's school financing and framework, including reporting requirements. 	<ul style="list-style-type: none"> ● Incoming Finance Chair
Module 5: Organizational Health	<ul style="list-style-type: none"> ● Understand the importance of monitoring a school's financial health. ● Identify and analyze how to mitigate financial and operational risk. ● Identify what to look for when reviewing a school's facilities and related costs. 	<ul style="list-style-type: none"> ● Incoming Finance Chair

	<ul style="list-style-type: none"> • Understand why it is imperative to serve as an advocate for your school. 	
Module 6: Effective Board Practice	<ul style="list-style-type: none"> • Understand and apply best practices for planning and executing effective board meetings. • Identify and follow the rules of the state's sunshine laws and freedom of information requirements. • Consider how board advocacy can positively impact your school at the local/state level. 	<ul style="list-style-type: none"> • Incoming Presidents/Chair
Module 7: Student Success	<ul style="list-style-type: none"> • Understand the board's role of ensuring student academic performance. • Identify Maine's Academic Performance Framework. • Understand and ensure services are provided for special populations of students. • Consider and apply best practices around ensuring high quality distance learning. 	<ul style="list-style-type: none"> • Academic Committee Chair
Module 8: Financial Planning	<ul style="list-style-type: none"> • Review and apply the three fiduciary duties when planning and adjusting a budget. • Identify the best practices around preparing for an audit. • Understand the importance of developing board policies, particularly around finances. 	<ul style="list-style-type: none"> • Incoming Finance Chair
Module 9: School Safety	<ul style="list-style-type: none"> • Define and understand their role in ensuring the safety of a charter public school. • Define and apply best practices around school emergency planning and auditing. • Define and apply best practices around safeguarding students' social and emotional health. 	<ul style="list-style-type: none"> • Incoming Presidents/Chair
Module 10: Planning Strategically	<ul style="list-style-type: none"> • Understand and apply best practices around strategic planning. 	<ul style="list-style-type: none"> • Incoming Presidents/Chair

	<ul style="list-style-type: none"> ● Identify and implement the seven steps to the strategic planning process. ● Communicate effectively with school stakeholders on progress. 	
Module 11: Developing Your Board	<ul style="list-style-type: none"> ● Understand best practices for building capacity for a highly effective board. ● Define and apply best practices for board recruitment and selection. ● Consider implementing a board self-evaluation and a development plan. 	<ul style="list-style-type: none"> ● Incoming Presidents/Chair
Module 12: Board as Advocates	<ul style="list-style-type: none"> ● Identify stakeholders and coalition members with a stake in chartering. ● Develop and disseminate messaging on why the school is needed in your community. ● Engage with policymakers through sharing the story of their school. 	<ul style="list-style-type: none"> ● Incoming Presidents/Chairs