Charter School Governance Board Responsibilities

This document is meant to provide your board with a basic overview of your primary function and legal obligations. Governance Boards are accountable for the charter school to exist.

1. **Ensure students are learning**
   a. Review reports on student learning
   b. Ensure charter school meets and exceeds program mission and vision
   c. Oversee school's charter contract learning goals

2. **Ensure Fiscal Responsibility/Accountability**
   a. Create a yearly budget and consistently compare to actuals?
   b. Review of monthly cash flow (balance at start/end, income and expenses)
   c. Allocate resources and ensure resources are used appropriately
   d. Ensure financial viability (consistent review of financial health, fiscal management practices, and allocation of resources)

3. **Select, support, and monitor performance of school leadership**
   a. Develop a healthy and supportive partnership with the school leader
   b. Create and complete a leadership evaluation plan
   c. Hold your school leadership accountable
   d. Communicate with your school leadership

4. **Ensure school is following all applicable laws**
   a. Oversee school's charter contract goals
   b. Open Meeting Law
   c. Legal entity
   d. Ethics & Conflict of Interest policies
   e. Personnel policies / Grievance procedures

5. **Oversee Special Education due process and services**
   *This may vary based on whether the charter governance board is the LEA
   a. Maintenance of effort
   b. Child find and due process
   c. Ensure school follows IDEA, State and Federal education laws and regulation

6. **Oversee that school is meeting all requirements in the charter contract**
   a. Performance measures
   b. Budget and financials
   c. Enrollment
   d. Waivers

7. **Recruit, orient, and train governance board members**
   a. Board recruitment plan
   b. Board orientation
   c. On-going training

8. **Maintain understanding and implementation of the school's mission**
   a. Educate all parties on the initial mission and need
   b. Check in annually on the current mission and need