

Board Training Modules

Month	Module Topic	Learning Outcomes	Required Participants
Feb	Module 1: Board Roles & Responsibilities	<ul style="list-style-type: none"> • Understand how charter schools are established and funded. • Learn the 12 essential responsibilities every charter school board should ensure. • 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. 	School Board: <ul style="list-style-type: none"> • Incoming Presidents/Chairs (<i>within 90 days of appointment</i>) • Incoming Finance Chair (<i>within 90 days of appointment</i>) • Incoming board member (<i>within 90 days of appointment</i>)
March	Module 2: Governing Documents	<ul style="list-style-type: none"> • Define and employ the charter public school board bylaws. • Define and employ the charter public school board policies. • Define and employ the charter public school board policies. • Define and ensure the charter public school is following state law as well as Maine Charter Commission's administrative rules. 	School Board: <ul style="list-style-type: none"> • Incoming Presidents/Chairs (<i>within 9 months of appointment</i>) • Incoming Finance Chair (<i>within the first year of term</i>) • Incoming board member (<i>within 9 months of appointment</i>)
April	Module 3: School 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. 	School Board: <ul style="list-style-type: none"> • Incoming Presidents/Chairs-

		<ul style="list-style-type: none"> • Understand the importance of delegating operational authority to school leadership. • Identify best practices for evaluating school leadership. 	<p><i>(within 9 months of appointment)</i></p> <ul style="list-style-type: none"> • Academic Committee Chair <i>(within 90 days of appointment)</i>
May	Module 4: Financial Stewardship & Budgeting	<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. 	<p>School Board:</p> <ul style="list-style-type: none"> • Incoming Finance Chair <i>(within 90 days of appointment)</i>
June	Module 5: Financial Health & Facilities	<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. • Understand why it is imperative to serve as an advocate for your school. 	<p>School Board:</p> <ul style="list-style-type: none"> • Incoming Finance Chair <i>(within 90 days of appointment)</i>
July	Module 6: Effective Board Meetings	<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 Maine Freedom of Access Act. • Develop a plan to engage with policymakers to help your school succeed. 	<p>School Board:</p> <ul style="list-style-type: none"> • Incoming Presidents/Chair <i>(within 9 months of appointment)</i>
Aug	Module 7:	<ul style="list-style-type: none"> • Understand the board's role of ensuring student academic 	<p>School Board:</p>

	Academic Performance	<p>performance.</p> <ul style="list-style-type: none"> 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 <i>(within 9 months of appointment)</i>
Sept	Module 8: Board Development & Advocacy	<ul style="list-style-type: none"> In development 	<p>School Board:</p> <ul style="list-style-type: none"> Incoming Presidents/Chairs <i>(within 9 months of appointment)</i>

School Board Member Requirements:

> Incoming Presidents/Chairs

- Module 1: If not already completed (within 90 days of appointment)
- Module 2: If not already completed (within 9 months of appointment)
- Module 3: If not already completed (within 9 months of appointment)
- Module 4: Recommended
- Module 5: Recommended
- Module 6: If not already completed (within 9 months of appointment)
- Module 7: Recommended
- Module 8: If not already completed (within 9 months of appointment)

> Incoming Finance Chair

- Module 1: If not already completed (within 90 days of appointment)
- Module 2: If not already completed (within the first year of term)
- Module 4: If not already completed (within 90 days of appointment)
- Module 5: If not already completed (within 90 days of appointment)

- Module 8: Recommended

> Academic Committee Chair

- Module 3: If not already completed (within 90 days of appointment)
- Module 7: If not already completed (within 9 months of appointment)

> Incoming board member

- Module 1: (within 90 days of appointment)
- Module 2: (within 9 months of appointment)

> Annual elective training

- 100% of board members will complete at least one
- Can provide evidence of an outside/external source