

BOARD CAPACITY, COMPOSITION AND SUCCESSION PLANNING

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Purpose of This Training

- 1. To learn best practices for building capacity**
- 2. Understanding the connection between board composition and effective practice**
- 3. To understand organizational succession planning**
- 4. To obtain tools to plan for succession**

BUILDING BOARD CAPACITY



The Capacity to Govern

Academic Achievement

- Experienced Educators for the grade span(s) you are serving
- School Administration
- SPED
- Higher Education/TCSG
- Local Industry/Content Experts
- Curriculum Development

Fiscal Health

- Accounting
- Resource development
- Grant proposal Writing
- Recruiting/Marketing

Compliance & Policy Development

- Legal & regulatory
- Governance
- Insurance & risk management
- Negotiating skills
- Political savvy

Building Board Capacity



- Training & development
- On-boarding
- Stay current on trends in the charter sector
- Committee work

BOARD COMPOSITION



Strategic Board Composition

Considerations
for linking
board
composition to
effective
practice:

- Fundamental areas of expertise
- Mission alignment
- Resource development
- Grade span
- Articulation to next grade span
- Regulatory compliance
- Risk management

Example:

School characteristics:

- K-12
- STEM via PBL

Who should be on this board?

- Legal, finance, education

SUCCESSION PLANNING



Succession Planning

□ What is succession planning?

A success plan is a long-term strategy for identifying and developing—both personally and professionally—current hi-potential staff for specific positions.

Succession Planning

- Identify key board roles and committees
- Identify “mission critical” positions at the school level
- Identify skills & knowledge requirements
- Identify criteria for membership (i.e. education level, specialty, experience)
- Identify potential candidates
- Use committees to “groom” future board members
- Develop a written board member job description
- Include succession planning in strategic plan
- Risk management
- Strategic leadership development
- Emergency succession
- Strategic leader development
- Departure-defined succession (anticipated departures)

Succession Planning

- Succession readiness checklist:
 - A strategic plan is in place with goals and objectives for the charter term
 - The board evaluates the school & board leaders annually
 - The board practice is sound
 - A solid team culture is in place
 - Organizational chart is up-to-date
 - Cross-training plan is in place for key positions at the school level
 - Financial reserve is in place with a minimum of three months operating capital
 - Financial systems meet industry standard
 - Operational manual exists for key administrative and board systems and procedures
 - Key staff & committee chairs have documented their key activities in writing and have identified other staff who can carry out duties
 - Develop calendar of major board decision and strategic work
 - Communication plan
 - Diversity plan

Reflect on Succession Planning:

- Does your school currently have a succession plan in place?
- Aside from time, what are some other impediments that might keep you from developing a succession plan?
- Who should be responsible for developing the succession plan?