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Lead with Confidence: Best Practices for Effective Board Meetings

Florida Charter School Conference
Wednesday, October 15, 2025

Access This Deck:



fci.fyi/25boardmtg

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Introductions



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Objectives For Today



- Review key elements and importance of the Board
- Board Composition
- Committee Structure
- Operating Effective Meetings
- Managing Board Dynamics
- Board Governance Program
- Governance Training
- Questions & Answers



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The Role of the Governing Board

To oversee the operations of the school
Generally the main responsibilities of a board are:

- Overseeing the financials and managing the budget
- Establishing policies
- Establishing the strategic plan
- Hiring and evaluating administrators
- Ensure charter compliance
- Preserve mission & vision of the school
- Be familiar with all applicable laws

Is what you're discussing governance or administrative?



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Board Composition



Transitioning from “Founding Board” to “Operating Board”

Common Issues Boards May Face:

- Original board composition maintained
- Board too small
- Lack of experience
- Too dependent on school founder
- Lack of understanding of charter, roles and responsibilities

Key is to have strong, independent board dedicated to the mission of the school.



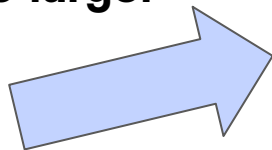
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Composition of the Board

Boards that function effectively, typically are composed of a diverse members with a variety of skill sets

Consider Desired Skills

- Identify which skills you deem as important to have on the board.
- Assess the levels or expertise in those areas.
- **Use areas that are lower to target potential new board members.**



GOVERNING BOARD MEMBER PROFILE INFORMATION

Governing Board Member Information

School Name	Date Voted on Board	Date Term Expires
	Click or tap to enter a date.	Click or tap to enter a date.
Governing Board Member Name	Position	

Key Areas of Professional Expertise

Select Your Level of Expertise in the following areas:	Beginner	Proficient	Expert
Finance	☐	☐	☐
Education	☐	☐	☐
Fundraising	☐	☐	☐
Facilities	☐	☐	☐
Legal	☐	☐	☐
Governance	☐	☐	☐
Community	☐	☐	☐
Human Resources	☐	☐	☐
Public Relations	☐	☐	☐
Other:	☐	☐	☐
Committee(s)	Position		
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Using Committees

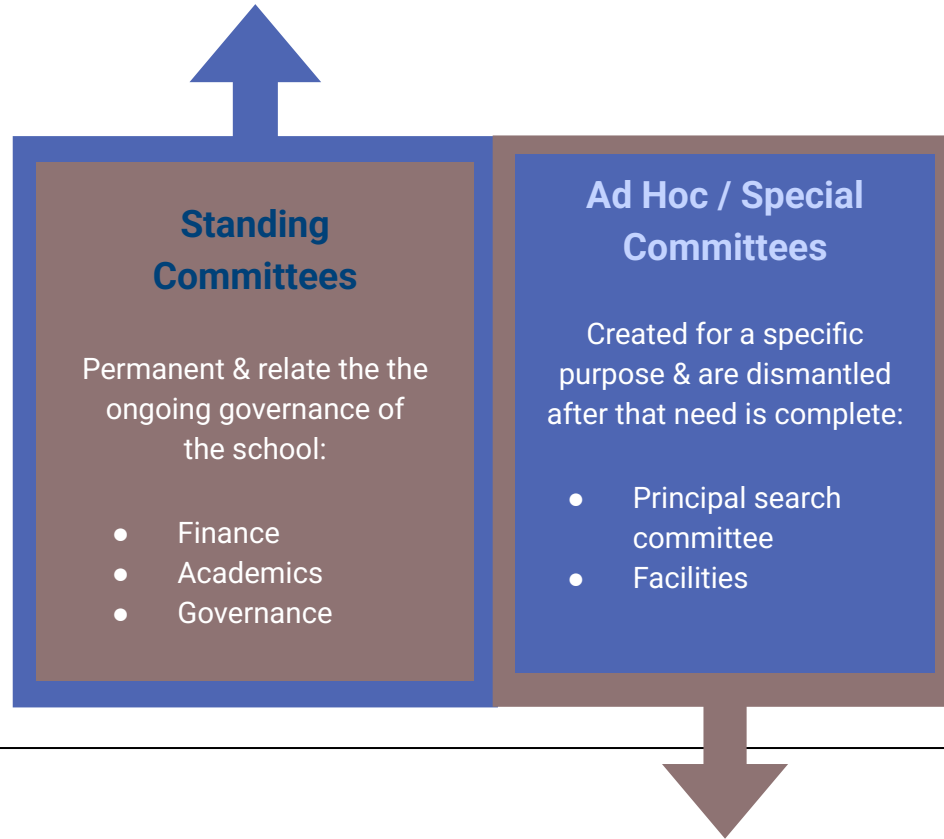


Committee Structures

- Committee use allows boards to share the load & for board meetings to be focused on critical issues, financial planning & overall policy development
- Allows for inclusion of non-board members to gain additional expertise and increase outreach
- Gives board members the opportunity to discuss topics in depth
- Committees have limited decision-making authority

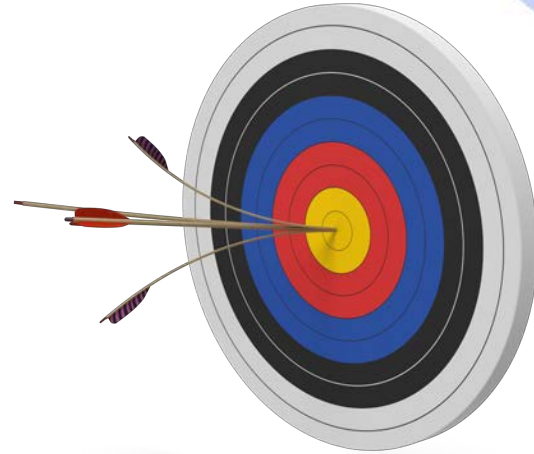


Types of Committees



Committee Work Best Practices

- Each committee should have a job description & a set of prioritized goals; what does accountability to the board look like?
- Committees should work in-between board meetings
- Committees should meet as often as needed; may not be the same for each committee
- Follow requirements of the Sunshine Law including keeping accurate meeting minutes
- Establish a strong committee chair to steer the committee's work and tying the work back with the rest of the board



Operating Effective Board Meetings



There is no “I” in Board



“The Board” versus
individual board members



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Notice & Meeting Agenda

- All meetings must be noticed and posted in a conspicuous place at the school and on the school's website
- Be sure the date, time and location of meeting is listed
- Post required documents on school website
- Agendas should be specific enough to advise the public of the matters expected to come before the board
- Well planned agendas lead to more strategic, efficient & compliant meetings
- Clear agendas helps avoid personal agendas



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Sample Agenda & Meeting Protocol

Organizations generally follow a fixed order of business:

- Call to order
- Roll call of members present (*larger organizations*)
- Reading and acceptance of minutes from last meeting
- Public Comment
- Officer reports
- Committee reports
- Special orders
(*important business designation for consideration at this meeting*)
- Unfinished business
- New business
- Announcements
- Adjournment



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Time Management Best Practices

- **Meet Regularly:** Set dates in advance & stick to them!
- Start and end on time
- Assign time estimates to agenda items
- Track the use of board meeting time
- Use a consent agenda for routine items
 - Items can be removed by a board member for discussion



Meeting Minutes

- Must be kept for all meetings
- Include: who was present, motions, and a record of votes
- Post approved meeting minutes to school's website



Use Board Packets

- Effective boards use board packets to help board members prepare and to maximize board meeting time
 - Includes all documents related to agenda items
 - Sent to board members at least a week prior to the board meeting
 - Examples Include:
 - Budget, financial reports: balance sheet, budget versus actual
 - Principal/School Report
 - Committee Reports
 - Board meeting minutes from previous meeting
-



Governance & Management: Managing Board Dynamics

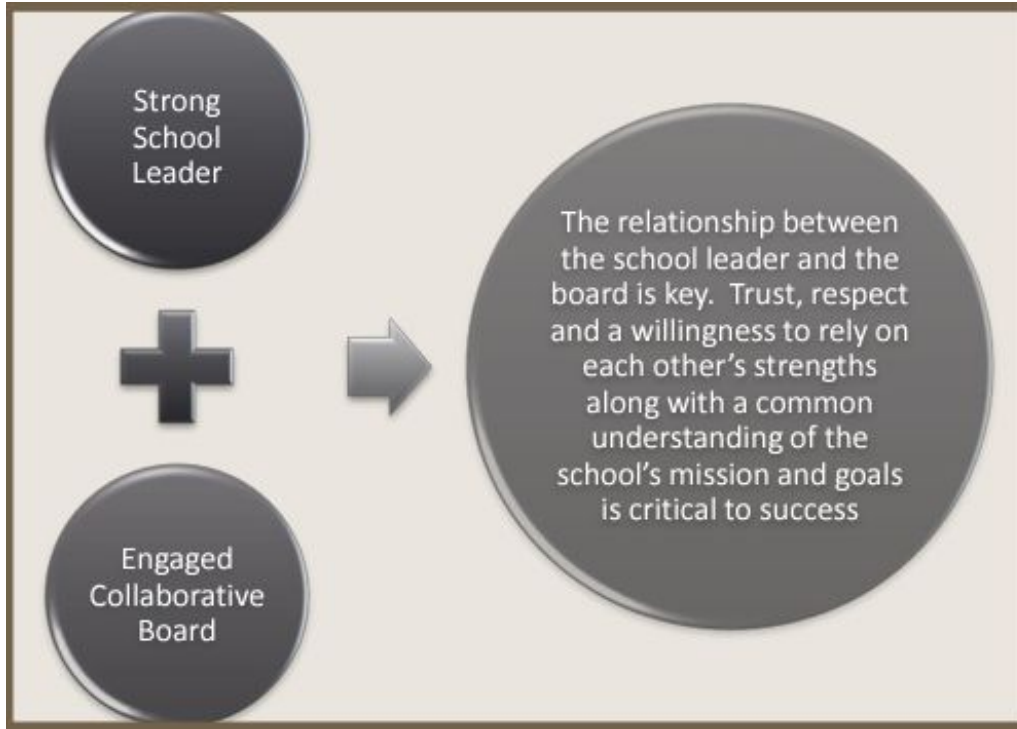
PRINCIPAL'S
OFFICE

ENTER



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Governance & Management: Complementary Forces



Governance & Management: Clear Roles

Governing Board

- Has only 1 employee to supervise: the school leader
- Makes strategic decisions as a collective group; majority vote to create policy
- Does not provide direct guidance to the principal's staff or employees– focuses on long term
- Monitors & strengthens the quality of the program

School Leadership

- Hires & supervises all site-based employees
- Implements decisions and Policies of the board
- Runs the day-to-day operations of the school
- Keeps the board informed and educated by supplying clear, honest and comprehensive documentation



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Board Development



TRAINING AND
DEVELOPMENT



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Sustaining & Recruiting Board Members

“One major challenge consistently noted across the interviews is the inability of charter school leaders to find qualified people to serve on their school’s governing board.”

“Creating and Sustaining High-Quality Charter School Governing Boards”,
National Resource Center on Charter Schools



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Board Development Process

Nominations & Recruitment.

Provide Board Onboarding & Orientation

Full Board Development Opportunities

Continuous Evaluation.



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Conducting a Board Analysis

This allows the board to determine areas for improvement and to make adjustments

It should be viewed as a part of the board's commitment to continuous improvement

School Name

Click or tap here to enter text.

Board Operation Indicators

Yes	No	Option
☐	☐	Bylaws are clear
☐	☐	Board Policies are in place to execute items in ByLaws
☐	☐	Appropriate notice is created and posted for meetings
☐	☐	Meeting agenda is available prior to meeting
☐	☐	Comprehensive minutes created and signed
☐	☐	Website includes are required Governing Board documents: • Budget • Annual Audit • Parent Liaison Information • Board minutes • Management Company information (if applicable) • Custodian of public records
☐	☐	Location for Board meetings established and posted (included virtual options)
☐	☐	Appropriate reports provided (financial, academic, committees)
☐	☐	Meeting appears to operate "In the Sunshine"
☐	☐	Evidence that all Current Board Members have completed required governance training
☐	☐	Evidence all Current Board members have cleared background screening
☐	☐	Clear committees in place (optional)
☐	☐	Minimum Board membership for quorum
☐	☐	Clear delineation of who is responsible for what tasks
☐	☐	Meeting runs effectively
☐	☐	Members are engaged in discussions of school operations
☐	☐	Parent liaison attends Board meeting



Build Your Knowledge

- Orient new members
- Required Board Training
- Additional Professional Development:
 - Attend Conferences
 - Florida Charter School Conference
 - Governance Conference



Retaining Strong Members Say Thank You!!

Recognize the contributions of your Board

- Say Thank You!
- Include members in school-based activities
- When members feel valued they are happy to stay and contribute



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Additional Supports



Florida Charter School Governance Training

- Online compliance management tool - never miss a training deadline!
- Train your entire board and school management for three years for one low price
- Courses presented by attorney who has worked with charter schools since 1996
- Print certificates on demand for your audit
- The Arnold Law Firm - serving charter and private schools throughout Florida.
charterschooltraining.com



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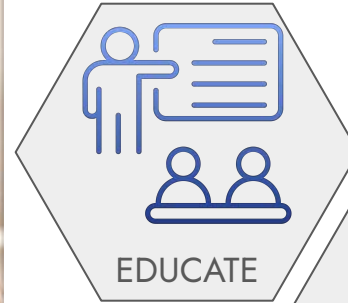
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Questions



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FCI "At a glance"



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Nov 3, 2025 - Teach Like A Champion Opportunities

A full-day of research-based workshops designed to equip educators with proven, classroom-ready strategies grounded in cognitive science. Select the workshop that best aligns with your instructional focus.

fci.fyi/25reading



The Science of
READING

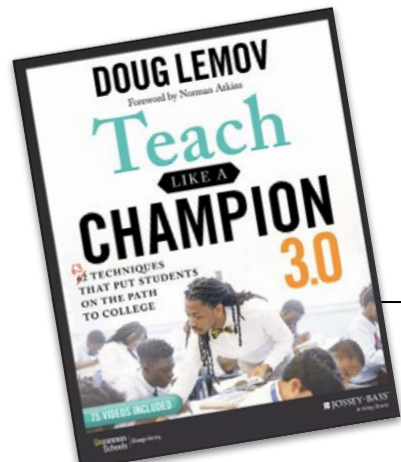


The Science of
MATH



fci.fyi/25math

Miami Dade College - Wolfson Campus Chapman Center.
Breakfast and lunch provided. Business casual.
Registration is limited, reserve your spot ASAP.
\$250 per participant.



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FCI FINANCIAL FELLOWSHIP

A PREMIER PROGRAM FOR SCHOOL FINANCE LEADERSHIP

STRONG SCHOOLS START WITH STRONG FINANCE

HIGHLIGHTS:

- ✓ MENTORSHIP FROM FINANCE LEADERS & NATIONAL EXPERTS
- ✓ PEER COLLABORATION
- ✓ IN-PERSON & VIRTUAL TRAINING SESSIONS



APPLICATIONS OPEN OCTOBER 2025 | SCAN TO **LEARN MORE**



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- Special Announcements



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