

What To Include in Your Monthly Board Package

Introduction

Best practice for your monthly charter school board meetings is to distribute a board binder one week prior to the meeting. The [NYC Charter Center](#) makes the following (slightly ambitious!) recommendations for what to include in your board book.

- A cover memo from the board chair and the school leader that outlines significant developments since the previous meeting and previews the goals and key issues for the upcoming meeting.
- Agendas for all committee meetings and the board meeting, including a set of discussion questions, a concise statement as to why the matter must come before the board and essential supporting materials.
- An executive summary of any document in the book longer than a few pages.
- Minutes of the previous meetings of the board and committees.
- A list of the board's current goals and strategic priorities (as referenced for board discussion and decision-making at the coming meeting).
- A copy of the mission statement and a list of principle goals from the strategic plan.
- Evaluation forms for board and committee meetings.
- A roster of board members and staff with addresses, phone and fax numbers, email addresses and committee assignments.
- Copies of recent news clippings regarding the charter school and/or charter schools in general.
- A school calendar for the coming month.
- Copies of any relevant school newsletters, announcements of upcoming school events, etc.

Below is an example format that you can include in the board book for each current agenda item.

BOARD MEETING

Agenda Item 1: Approval of Minutes

Action	
Information	
Consent	

Recommendations

Summary of Previous Actions by the Board of Directors

Key Issues

Attachments

Note: Other agenda items should always include (i) School Leader report including student achievement data, and (ii) Financial Report.