Charter School Design Workshop 4 Handout

THE STAKEHOLDER DECISION MATRIX

Stakeholders Decision Matrix					
Categories & Decisions	**Board of Directors**	**Principal**	**Staff**	**Parents**	**Students**
Mission/Vision					
Annual Budget					
Hiring of Staff					
Facility Operations					
Daily Building Maintenance					
Internal Fundraising					
External Fundraising					
Organized Parent Group					
Evaluations of Staff					
Curriculum Alignment with School Charter					
Emergency Closing of School					
Calendar					
Curriculum Materials					
Student Council and Student Mediation					
Amendments of Bylaws					

KEY

V= Veto Power   D= Decision Maker
I= Input   MNBI= must notify before implementation
Blank= not involved in decision making (unless specifically needed)
Rules: only one D per decision

**OUTSTANDING QUESTIONS THIS EXERCISE RAISES:**

YOUR BOARD STRUCTURE: CORE STRUCTURES

How are people selected to your Board?	Elected? Slate? How are people nominated?	
What is your Board size?	How many Board members will serve? Consider minimum and maximum range.	
What will be your Board terms?	How long will people serve? Can they serve multiple terms? Will you stagger Board terms?	
How often will the Board meet?	Monthly? Quarterly? Other?	
Board Composition	What kinds of skills, expertise, attributes, ways of being do you want to try to maintain on your Board?	
Committee Structures	What Committees will you have on your Board?	
How does your Board structure align clearly with your Mission and Vision?		

YOUR SCHOOL LEADER:
AN INITIAL VISIONING

Qualities That Make a Strong School Leader	Qualities That Are Unique to Your School Leader

ORGANIZATIONAL CHART
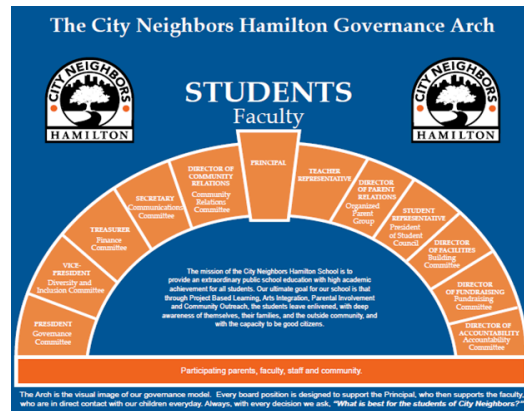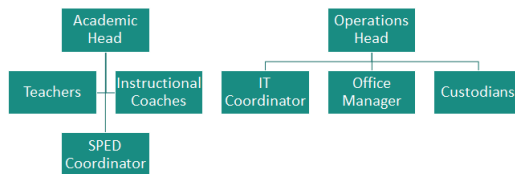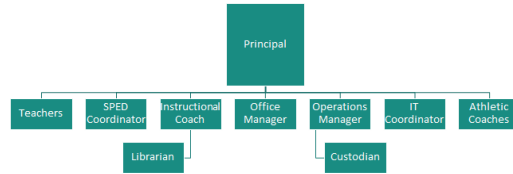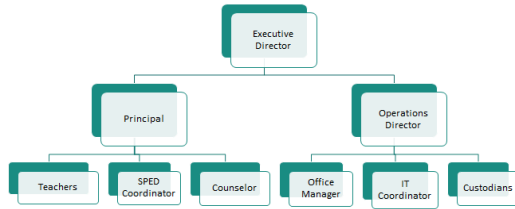
START DRAWING! How do you see your Organizational Chart?

OPTIONAL: START UP BOARD GOALS EXERCISE

1) Set Goals
    1) What do you need to achieve between now and approval? Between approval and opening? In the first year of operations? Set those goals now.
        1) Less is more- focus on the 5-7 big buckets of things you know need to be done and that success depends on/ (for example goals around enrollment, facilities, fundraising and hiring)
    2) Goals should help you identify:
        1) Which committees need more members
        2) What skills and characteristics you need in those members
    3) Assign responsibilities and timelines for each goal
2) Identify the people that you need
    1) Determine your ideal size for the board
    2) Consider community representation/connections
    3) Look for people with key skills tied to goals
    4) Are you building a board that reflects the broadest level of ethnic, racial, gender, and geographic diversity?
    5) Start- up boards require a special type of person that has enough time, a passion for the mission and are team players

Goals for between now and approval	Who's Responsible (person/committee)	Timeline
Submission of Application:		
Pre-Enrollment/Marketing:		
Facilities:		
Board Recruitment:		

Goals for First Year	Who's Responsible (person/committee)	Timeline
Enrollment:		
Facilities:		
Fundraising:		
Hiring:		

See Separate Excel documents for Budget and facilities tools that were distributed prior to workshop or:

Budget Worksheet on Google Drive
https://docs.google.com/spreadsheets/d/1cU9yOTbT3_OOGqLLQ99c__LwHcCzg-0Vby6b8JF5qgU/edit?usp=sharing

Facilities Calculator Tool
https://docs.google.com/spreadsheets/u/2/d/1m69b_3qb5yF-osxQ8ijzu8h7Lt_CeKiMrRc6ZFOyl-0/edit?usp=sharing