STRENGTHENING PARENT CENTER CAPACITY

Wed. 6/18/18 - WORKGROUP #3
Strengthening Board Performance
Glenda Hicks, CPA and Jan Serak, MA

Agenda for This Afternoon

• What Keeps You Up at Night?
• Board Self-Assessment
• Self-Assessment Reflection
• Intro Board PD Tool Kits
• Deep Dive into Modules
• PD Plan
• Revisit Board Experiences

What Keeps You Up at Night?

Board Self-Assessment

1. Board-Staff Roles
2. Policy-making
3. Fiscal Management
4. Fundraising
5. Board Structure
6. Board Committees
7. Board Meetings
8. Board/ED Relationship
9. Monitoring & Evaluation
10. External Relations

Self-Assessment Reflection

• Any "A Ha" Moments?

Sample Board Assessment – Scoring Sheet
Intro to the Board PD Tool Kits

- Manual & Flash Drive (1/center; mailed in March)
- Intro Webinar
  - http://www.parincthuub.org/webinar-toolkits-board-development/
- Workplace site
  - http://region4ta.us/content/restricted-resources
  - Password: TPACRocks

68 Products!

Introduction

- WI FACETS’ Region 4 Parent TA Center
- OSEP Supplement to develop resources for Regional Parent TA Centers and Parent Centers to use for Board professional development
- Development team:
  - Jan Serak (R4 PTAC)
  - David Blanchard (R3 PTAC)
  - Glenda Hicks (CPA from GA)
  - Rachel Howard (Rachel Howard Consulting)
- Other contributors:
  - Region 1 PTAC (Diana Autin, Carolyn Hayer)
  - Region 2 PTAC (Laura Weber, Connie Hawkins, Banne-Averitt-Sanson)
  - Region 3 PTAC (Debi Tucker & Stephanie Moss)
  - Region 4 PTAC (Courtney Talen)
  - Region 5 PTAC (Barb Buswell, Jacey Tramutt, Emily Rome)
  - Region 6 PTAC (Nora Thompson)
  - Center for Parent Info. & Resources (Debra Jennings, Jessica Wilson)
  - Atlanta Webcast & Video Production
  - Additional Parent Centers

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Six Parent Center Board PD Tool Kits

1 – Board Structure
- Board Recruitment
- Board Orientation
- Board Book

2 – Financial Governance
- Financial Statements
- Form 990
- Fundraising

3 – Board Legal Responsibilities
- Director’s Duty of Care, Loyalty, Obedience
- Board Policies
- Conflicts of Interest

4 – Board/Staff Responsibilities
- Governance vs Governance
- Evaluation of the Exec. Director
- Responsibilities of Parent Center Boards

5 – Succession Planning
- Exec. Director Succession Planning
- Emergency Succession Planning
- Board Member Succession Planning

6 – Strategic Planning
- Why Strategic Planning is Important
- How to Prepare a Strategic Plan
- Implementing a Strategic Plan

7 – RPTAC’s TA Tool Kit

What’s in Each Tool Kit?

How to Use
3 Dialogue Guides
3 Videos
3 FAQs, Resource List, & Resources
Evaluation Form

How Do I Use the PD Tools?

In Advance:
- Do Board Assessment (from RPTAC)
  - to prioritize PD needs & modules
- Pick a Module
- Read the “How to Use” Guide
- Board watch the Video (11-21+ minutes)

At Board Meeting:
- Use the Dialogue Guide (10-15+ minutes)
  - to Guide discussion
- Hand out the FAQ Sheet, Resource List, & select resources (5 minutes)
- Complete the Evaluation form (2+ minutes)
Deep Dive into TK Modules

1. Pick a module
2. Present the module
3. “Listeners” feedback
4. “Facilitators” feedback
5. Final reflections

Draft Your Board PD Plan

1. Prioritize Tool Kit Modules
2. Other things

Parent Center Boards of Directors Workplace

- Exclusive Facebook Workplace site
- Intended as a networking platform for Parent Center Boards, EDs, and Project Directors
- Storage for the 6 Tool Kits, including all 18 videos
- RPTACs are Administrators & issue the invitations to join
- 57 members as of 6/7/18
What Keeps You Up At Night?

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Thank you!