

BOARD TRANSITION PLAN

Your charter application should specify a transition plan that will outline the steps and timeline utilized by the group to transition from the planning and development phase as a charter committee to the operational phase of a governing board.

Checklist of Considerations

Did you...	Yes?
1. Include the plan for dissolving the committee and if distinct from board elections, identify the evolution in the name (e.g. committee => founding board => elected board) and responsibilities.	<input type="checkbox"/>
2. Specify the anticipated role of each committee member during and after transition.	<input type="checkbox"/>
3. Note the anticipated date of your first board election. If this will occur after the first 60 days of school in Year One, include rationale for this decision and a method for ensuring business is conducted in alignment with the charter and state requirements.	<input type="checkbox"/>
4. Describe the process for recruiting additional board members needed.	<input type="checkbox"/>
5. Specify the final date for nominations to be submitted.	<input type="checkbox"/>
6. Describe the process for notifying families and employees of the election process and voting eligibility.	<input type="checkbox"/>
7. Describe the process for voting.	<input type="checkbox"/>
8. Specify the date for establishing and initiating subcommittees.	<input type="checkbox"/>
9. Specify the date for establishing and initiating advisory or parent councils and committees.	<input type="checkbox"/>

Questions to Consider

1. What is the vision for the relationship between the founders, board, school leadership, and any educational service providers or management companies?
2. How will new board members be recruited as some founders leave or change roles?
3. What skills and areas of expertise are needed in different stages of development?
4. How might composition requirements pertaining to K-12 education and business experience be compromised with these transitions?
5. Will the board be able to maintain the workload of the founding committee? Will the board need to establish standing committees as the school grows?
6. How will the board transition from operational/managerial tasks to policy development and strategic planning?
7. When are board elections scheduled? How do you plan to conduct business until that point?
8. What official business are you prevented from doing by remaining a committee?

