

**"Trustee 101"**  
**Orientation and Training for Palisades Charter High School Trustees**  
**July 9, 2013**

*Facilitated by: Chris Lee, Allison Holdorff-Polhill, Monica Iannessa, Stephanie Inyama*

I. Welcome & Introductions

- Session Overview

II. What Trustees Should Know

- Roles and Responsibilities
- Running public meetings (Brown Act PLN Bylaws)
- Public access to records
- Duty of Care – informed decision-making
- Duty of Financial Oversight
- Duty of Loyalty (conflicts, confidentiality)
- HR and Employment issues for boards

**(10 Minute Break)**

III. Board Dynamics

- PCHS Board Culture
- Governance vs. Management
- Board Communication
- Board Adhoc Committees
  - Audit
  - Charter Renewal
  - Elections
  - Evaluation
  - Fundraising
  - Negotiation
  - Risk Management
- Board Fever
- Considerations for 2013-2014

IV. Board Governance

- Carpenter & Carver
- Board Governance Policies
- Roberts Rules of Governance

**(10 Minute Break)**

V. Mock Board Meeting – All Trustees (if time permits)