



## **Webinar: Introduction to Tool Kits for Board Professional Development for Parent Centers**

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**Center for Parent Information and Resources**

**March 22, 2018**



# **Parent Center**

## Board Professional Development Tool Kits



# Introduction

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- **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, Rene Averitt-Sanzone)
  - Region 3 PTAC (Debi Tucker & Stephanie Moss)
  - Region 4 PTAC (Courtney Salzer)
  - 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





## Project Charge & Process

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- **Project Charge** - To provide nonprofit management PD resources that will **strengthen the capacity** of Parent Center Boards, Executive Directors, and Project Directors to effectively maintain a stable, effective nonprofit organization, capable of carrying out Federal grant requirements
- **Process**
  - Significant input from the leaders of the six Regional Parent TA Centers & CPIR, beginning in Fall 2016
  - RPTACs shared their existing trainings & resources
  - Development Team created the Tools
  - RPTACs reviewed Tools
  - Development Team finalized



# 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**

- 3D's: Duty of Care, Loyalty, Obedience
- Board Policies
- Conflicts of Interest

## **4 – Board/Staff Responsibilities**

- Management 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**

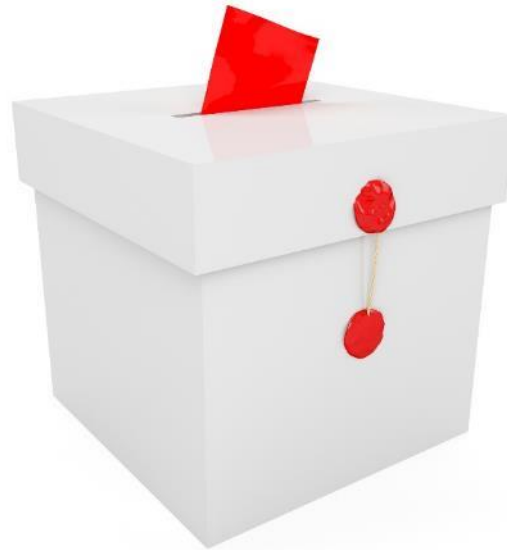
- Why Strategic Planning is Important
- How to Prepare a Strategic Plan
- Implementing a Strategic Plan

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## **7 – RPTACs' TA Tool Kit**

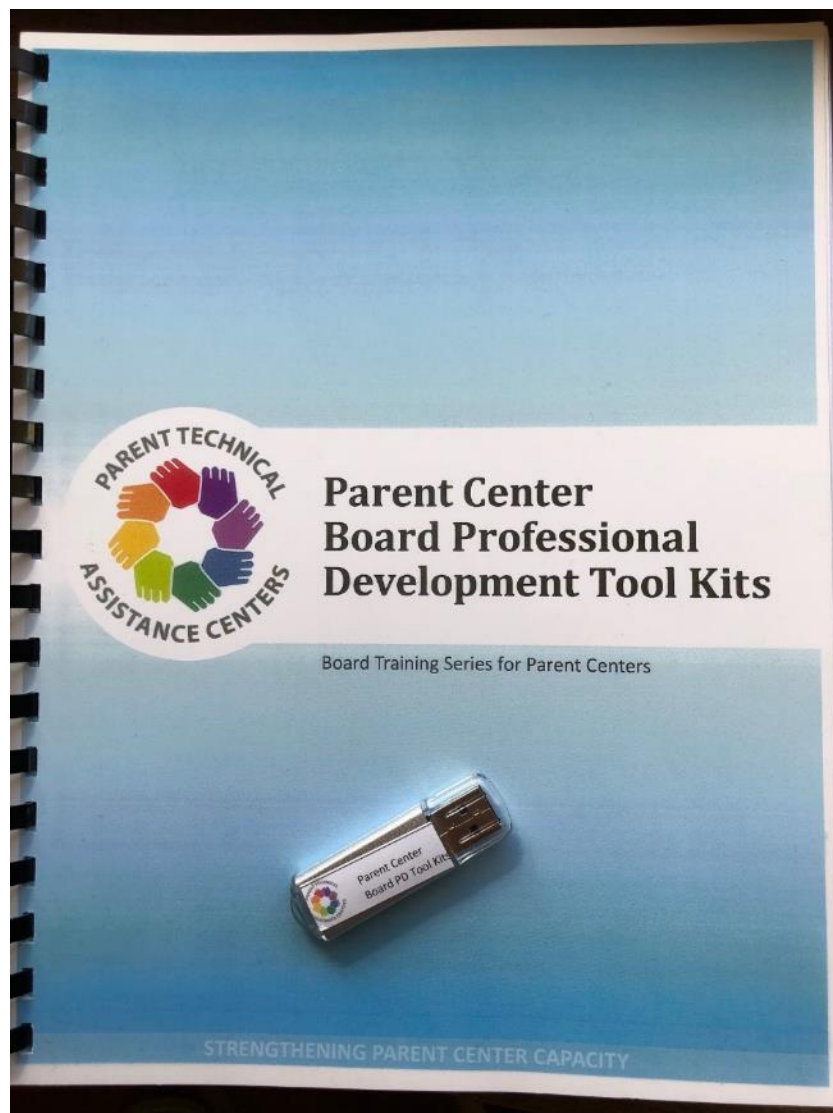


**Poll Time!**





# Your Tool Kits



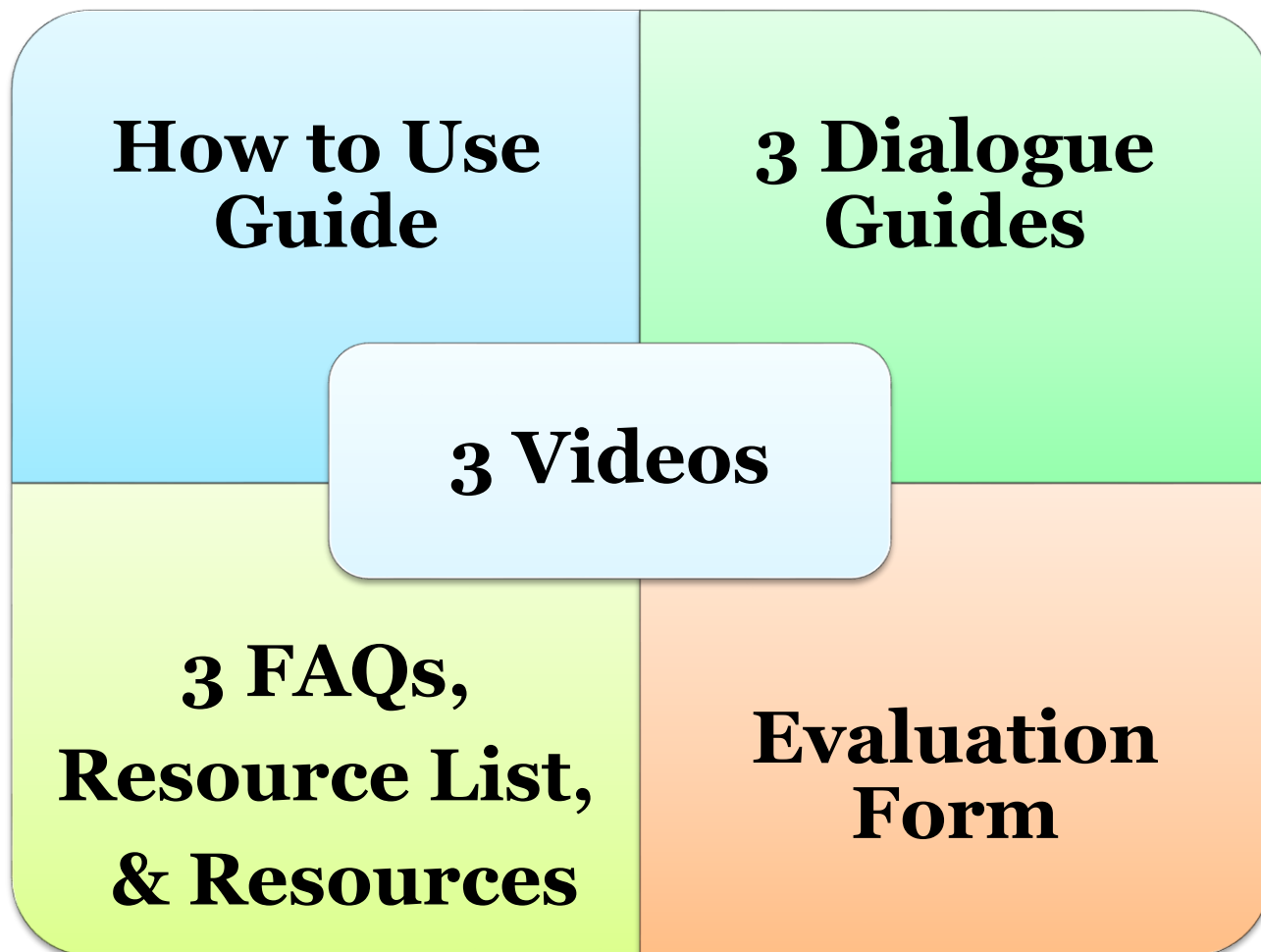
- Manual

- Flash Drive

**68  
Products!**




## What's in Each Tool Kit?







# Where to Start?



Board of Directors Self-Assessment

Introduction

**This Board self-assessment was created to help you identify priority areas and topics for which professional development might further strengthen your Board. Please allow around 15 minutes for completion of this survey.**

Fiscal Management Practices

\* 7. Please indicate your level of agreement with the following statements.

	Strongly Agree	Agree	Disagree	Strongly Disagree	N/A
The organization's annual budget is fully discussed and understood by the Board prior to approving it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The fiscal health of our organization is regularly reviewed and any necessary Board actions are taken thoughtfully but quickly.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The organization's annual 990 is fully discussed by the Board prior to approving it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Available from your RPTAC



## How Do I Use the Tools?

- Pick a Module
- Read the “*How to Use*” Guide
- Show the *Video* (11-21+ minutes)
- Use the *Dialogue Guide* (10-15+ minutes)
- Hand out the *FAQ Sheet* (1-15+ minutes)
- Hand out the *Resource List & select resources* (1-15+ minutes)
- Complete the *Evaluation form* (2 minutes)

20 - 45+ minutes



# TK#1 – HOW TO USE Guide

## TOOL KIT #1 BOARD STRUCTURE

### How to Use Tool Kit #1

This is the first of six Tool Kits in a series developed for OSEP Parent Training and Information Centers and Community Parent Resource Centers to ensure sound nonprofit governance practices. This Tool Kit addresses Board Structure.

Tool Kit #1 includes materials Parent Centers can use for Board professional development on three topics related to Board Structure: Board Recruitment, Board Orientation, and the Board Book. Each topic includes:

- a short video that you can stream anywhere you have an internet connection
- a Dialogue Guide (a series of slides with thought-provoking questions meant to prompt discussion/reflection on a topic)
- a FAQ (some of the most common questions that Boards have about the topic),
- a Resource List (great web-based and print resources on the topic area)

You can use these materials selectively to meet the priorities of your center, the amount of time available and the specific needs of your own Parent Center. Here is one suggested plan for using these materials with your Board:

- Plan 40 - 45 minutes on your Board agenda;
- Show the video first (most are 15-20 minutes);
- Use the Dialogue Guide next (10-15 minutes). You can either use the Dialogue Guide as a PowerPoint for all to see and/or print hard copies. The Dialogue Guide is intended to guide a short Board discussion by applying the ideas from the video to your own center;
- Next, distribute the FAQ Sheet and Resource List. (5 minutes). Both resources can be a “take away” for the Board of key points and important supplementary materials. If time permits, they can be reviewed during the Board professional development. Or, select 1-2 Resources off the list that really speak to you and print these;
- Finally, use the Evaluation form (5 minutes).

If you would like more details, the chart that follows below briefly describes each product in the three Tool Kit #1-topics areas. Also included is a time estimate for each product and suggestions for optional materials to use during the Board professional development.

First - Review the “How to Use” Guide



# TK#1 – HOW TO USE Guide

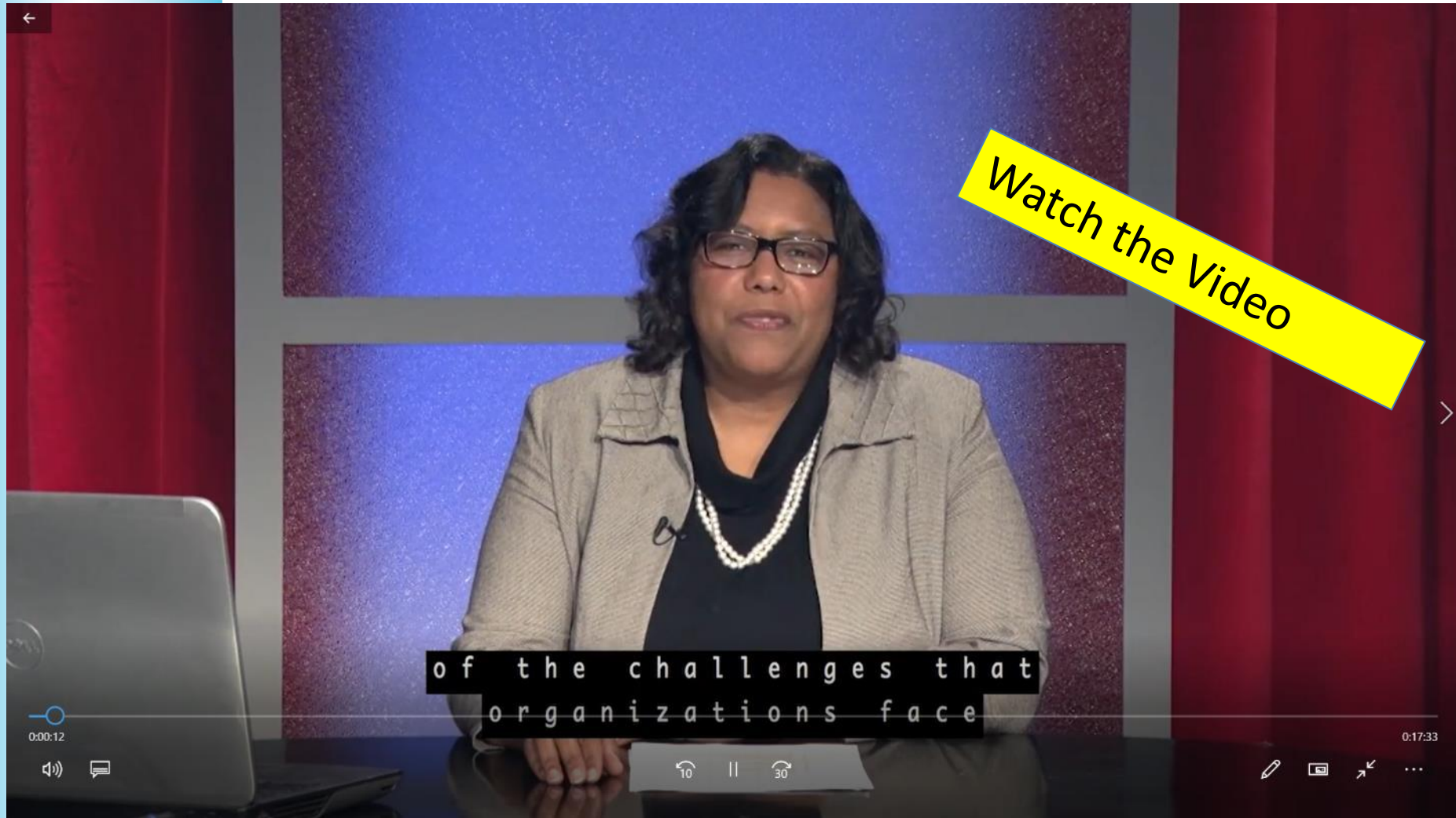
Topic area	Product	Description	Time Needed	Optional Materials Needed
BOARD RECRUITMENT	Video	<p>This video (<a href="https://youtu.be/Vo7Ew1QB4Lk">https://youtu.be/Vo7Ew1QB4Lk</a>) outlines reasons why recruitment is critical, characteristics of an ideal member, and how recruitment relates to the 10 Basic Responsibilities of all boards.</p> <p>The video outlines a 3-step recruitment process including assessing gaps, using local resources to recruit new members, and cultivating candidates.</p>	17 minutes	Internet connection
	Dialogue Guide	This Guide includes a series of PowerPoint slides (that follow the video content) with thought-provoking questions meant to prompt Board discussion/ reflection on the topic. "Discussions" can be written exercises, small group conversations, or group exercises.	10 – 15+ minutes	Paper and pen; markers and white board or chart paper/easel
	FAQ	The FAQ addresses special considerations for Parent Center Boards, including composition requirements.	NA	NA
	Resource List	Links and resources to hand out or use selectively.		

Description of content, time, and other materials needed



## TK#1 - Board Recruitment - VIDEO

<https://youtu.be/Vo7Ew1QB4Lk>



**STRENGTHENING PARENT CENTER CAPACITY**





# TK#1 - Board Recruitment – DIALOGUE GUIDE



Next – Read the Dialogue Guide notes

## Slide #1: Welcome and Introduction

### Procedural Directions:

- What you will need for this module:
  - Laptop computer (equipped with PowerPoint software)
  - Speakers that are able to project the video sound adequately
  - Projector
  - Memory stick with the PowerPoint presentation & video (in case you can't get on the internet)
  - White board or flip chart/easel, markers, paper, pens
  - Printed version of the Board Recruitment Dialogue Guide speaker notes for your own use
  - Handout copies of select handouts for participants (Board Recruitment Dialogue Guide 2/page; FAQ; Resource List, Evaluation forms)
- Plan 40-45 minutes on your Board agenda (video 17 minutes, Dialogue Guide 10-15 minutes), FAQ & Resource List (5 minutes), Evaluation (5 minutes).

### Presenter Notes:

- Hello and welcome to this professional development module on the Board Recruitment.
- The purpose of this module is to understand reasons why recruitment is critical to a Board.
- We will first watch a 17 minute video that addresses the characteristics of an ideal Board member, how recruitment relates to the 10 Basic Responsibilities of all Boards. The video also outlines a 3-step recruitment process including assessing gaps, using



# TK#1 - Board Recruitment - FAQ

## TOOL KIT #1

### BOARD STRUCTURE

Next –FAQ handout

#### FAQ - RECRUITMENT

##### 1. What are special considerations for Parent Center Board recruitment?

The IDEA requires that a PTI or CPRC must be a parent-led organization that has a Board of directors, the majority of which must consist of parents of children with disabilities from birth to age 26 with disabilities. The Board must also include individuals with disabilities and individuals working in the fields of special education, related services, and/or early intervention. The parent and professional members of the Board must be broadly representative of the population to be served, including low-income parents and parents of English learners.

##### 2. How do Parent Center requirements affect the basic responsibilities of Board members?

In addition to the general responsibilities all nonprofit Boards share, Parent Center Boards are responsible to review progress toward goals quarterly, and assure that the organization:

- performs all the work outlined in the federal application,
- makes progress toward goals,
- maintains effective Board composition,
- reflects work done in the annual OSEP continuation report, which is signed by the Board Chair, and
- does drawdowns of federal funds that are appropriate and reflect activities.



# TK#1 - Board Recruitment – RESOURCE LIST



## TOOL KIT #1 BOARD STRUCTURE

### Resource List

This Resource List for Tool Kit #1 includes great web-based and PDF handouts on each of the three areas (Board Recruitment, Board Orientation, and the Board Book) that comprise this Tool Kit.

The Resource List includes resources that you can use selectively to meet the professional development needs of your staff and the specific needs of your own Parent Centers. Here are several ways to use the Resource List:

- Identify resources to use during the Dialogue Guide discussion.
- Provide hard copies of 1 or 2 resources from the Resource List that really speak to you for your Parent Center.
- Provide a copy of this whole Resource List as a “take home” for later study by Board members.

All PDF handouts on the Resource List will be made available in a central repository for Boards and Directors to access. Permission to reprint has been obtained for all copyrighted documents.

Next – Check out the resources

TOPIC AREA	Resource	Description	File Name OR WEB LINK	Source
BOARD RECRUITMENT	Ten Steps to building a successful board	This paper offers essential elements to building an effective nonprofit board.	10_Step_Board_checklist[1]	facilitationprocess.com
	Parent Center Board building matrix	A sample matrix that tracks expertise and role of board members in order to identify gaps.	Board building matrix for board	Board building matrix for board
	What is the best size for your Board	Article describing issues related to determining the size of your board.	BoardSize	Council on Federations
	A Fresh Look at Diversity and Boards (Part 1)	Article to help you understand reasons for recruitment (as, mission, business, social responsibility needs).	<a href="http://blueavocado.org/content/fresh-look-diversity-and-boards">http://blueavocado.org/content/fresh-look-diversity-and-boards</a>	Blue Avocado
	Diversity and the Nonprofit Ecosystem (Part 2)	This article addresses racial and ethnic diversity of staff and board and strong organizations of color in a healthy nonprofit ecosystem.	<a href="http://blueavocado.org/content/diversity-nonprofit-ecosystem-part-2-3-part-diversity-series">http://blueavocado.org/content/diversity-nonprofit-ecosystem-part-2-3-part-diversity-series</a>	Blue Avocado
	The Critical Path and Recruiting for Diversity (Part 3)	Practical steps to help you with recruiting for diversity.	<a href="http://blueavocado.org/content/recruiting-board-diversity-part-3-diversity-series">http://blueavocado.org/content/recruiting-board-diversity-part-3-diversity-series</a>	Blue Avocado





# TK#1 - Board Recruitment - RESOURCES

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## Recruiting for Board Diversity: Part 3 in Diversity Series

By Jan Masaoaka Board Café 9-6-2010

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## Diversity & the Nonprofit Ecosystem: Part 2 in the 3-Part Diversity Series

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## Fresh Look at Diversity and Boards

By Jan Masaoaka Board Café



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Parent Center Board Building Matrix

	CURRENT MEMBERS														PROSPECTIVE				
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	A	B	C	D	E
AGE of Child*																			
Birth - 3																			
3 to 5																			
6 to 12																			
13 to 18																			
19 and over																			
Gender (Best Practices)																			
Male																			
Female																			
Race, Ethnicity & Socio-Economic* (Broadly representative of the population to be served)																			
African American/Black																			
Asian/ Pacific Islander																			
Caucasian																			
Hispanic/Latino																			
Native American/ Indian																			
Immigrant																			
Other Under Served																			
Limited English Speaking*																			
Individual W/Disability*																			
Low-Income Parents*																			
Child's Full Range of Disabilities*																			
Autism																			
Deaf-Blindness																			
Deaf-hearing Impairment																			
Developmental Delay (Early Childhood)																			
Behavior																			
Intellectual Disabilities																			
Multiple Disabilities																			
Orthopedic Impairment																			

## What is the Best Size for Your Board?

Ask a foundation what the best size for a board of directors and you'll likely get a different answer every time. The ideal board size, depending on factors such as the type of foundation, the asset size, the scope of its work. A board of four might be perfectly suitable for a family foundation, while a board of 10 or more might be ideal for a community or public foundation.

With so many variables at work, is there a "one size fits all" ideal board size? There are many opinions out there, and even more uncertainty. The "ideal" board size is the "unanswerable question." Yet in an era of sustained economic challenges and more government oversight, it's more important than ever for your board to determine the right number.

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## Steps for Building an Effective Nonprofit Board List for Action

Mark P. Fulop, MA, MPH  
August 2011

Next – Read the 6 resources



# TK#1 - Board Recruitment – EVALUATION FORM

## Evaluation for Tool Kit #1 Board Structure

### 2. Overall Review

\* 1. Tool Kit #1- Board Structure - materials are USEFUL:

☐ 1 (Fair) ☐ 2 (Good) ☐ 3 (Very Good) ☐ 4 (Fabulous)

Comments

\* 2. Tool Kit #1 - Board Structure - content is RELEVANT to my needs:

☐ 1 (Fair) ☐ 2 (Good) ☐ 3 (Very Good) ☐ 4 (Fabulous)

Comments

\* 3. Tool Kit #1 - Board Structure -materials are of HIGH QUALITY:

☐ 1 (Fair) ☐ 2 (Good) ☐ 3 (Very Good) ☐ 4 (Fabulous)

Comments

\* 4. What next steps are you planning to take after experiencing some or all of this Tool Kit?

Last – Complete the evaluation



## Tool Kit #7 – for RPTACs

- *Comprehensive Board Self-Assessment Tool*
- *TA Guides for all 6 Tool Kits*
  - Additional modules
  - More activities
  - More resources
- Site Visit Tool

**TOOL KIT #7**  
**RPTAC Site Visits**

Region\_\_\_\_ Site Visit Notes

Parent Center: \_\_\_\_\_ Site Visit Date/s: \_\_\_\_\_

Site Visit Location: \_\_\_\_\_ Site Visit Time \_\_\_\_\_

RPTAC Site Visit Team: \_\_\_\_\_

Parent Center Participants: \_\_\_\_\_

☐ Targeted TA Site Visit    ☐ Intensive TA Site Visit    ☐ OSEP Mandatory TA Site Visit

Desired Site Visit Outcomes

☐ **Non Profit Management (B#1)**  
Identify and/or provide TA to increase Parent Center's capacity to effectively manage their work and maintain a stable, effective organization, capable of carrying out the requirements for a Federal grant.

☐ **Staff Capacity/Outreach (B#2)**  
Identify and/or provide TA to increase Parent Center's ability to reach and effectively serve families that represent the families in their catchment area/target population.

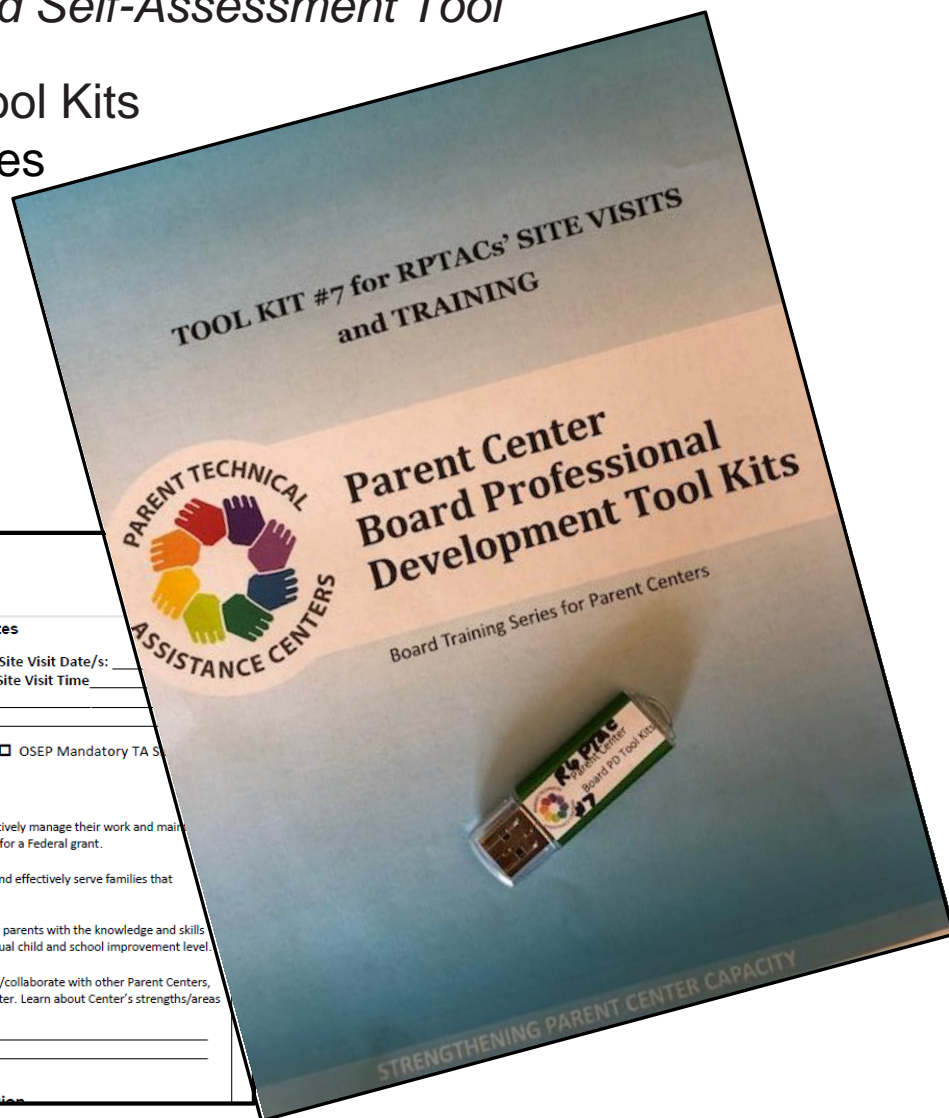
☐ **Individual Child Outcomes (B#3)**  
Identify and/or provide TA to increase Parent Center's ability to provide parents with the knowledge and skills needed to partner to improve outcomes for their children at the individual child and school improvement level.

☐ **Collaboration & Leadership (B#4)**  
Identify and/or provide TA to increase Parent Center's ability to partner/collaborate with other Parent Centers, TA&D projects, state lead agencies, etc. Build relationship with the Center. Learn about Center's strengths/areas of expertise that may be of interest to other centers in the region.

☐ Other: \_\_\_\_\_

☐ Other: \_\_\_\_\_

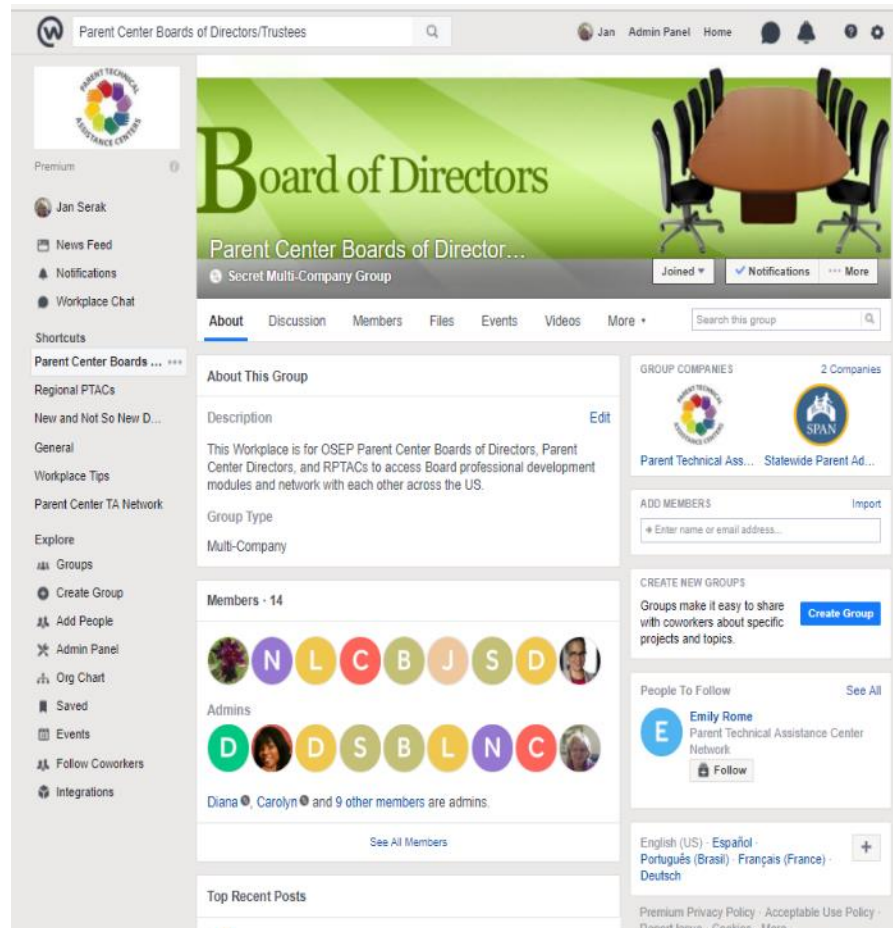
General Center Information





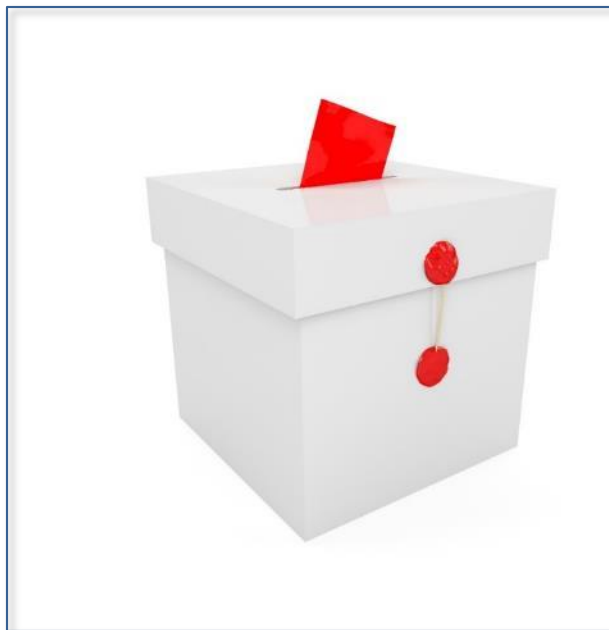
# Parent Center Boards of Directors Workplace

- Exclusive Facebook **Workplace** site
- For Boards, EDs, Project Directors of OSEP Parent Centers
- Intended as a networking platform for Boards
- Storage for the 6 *Tool Kits*, including all 18 videos
- RPTACs are Administrators – they will issue the invitations to join





## Next Steps?



**Questions?  
Comments?**



Thank you to **Jan Serak**, our presenter today,  
**WI FACETS** and the development team,  
and all who shared materials  
and reviewed drafts!

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# Center for Parent Information and Resources

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Your feedback helps CPIR improve.

Please take a moment  
to complete a very brief survey  
about the usefulness of this webinar to you.

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*Thank you for attending!*