



**GOVERNING AUTHORITY  
MEMBERSHIP MONITORING  
PROCESS**

EFFECTIVE DATE 07/01/2013

SIGNATURE \_\_\_\_\_

A handwritten signature in black ink, appearing to be "R. P.", is written over a horizontal line.

**SOP 3.5**

PROPOSED BY \_\_\_\_\_ **Special Projects Director**

**PURPOSE**

This GOVERNING AUTHORITY MEMBERSHIP MONITORING PROCESS provides guidelines for monitoring governing authority membership, including: required documentation and how to track membership, where to store documentation, and how to communicate to governing authorities, schools and staff regarding compliance with governing authority membership requirements.

**SCOPE**

The GOVERNING AUTHORITY MEMBERSHIP MONITORING PROCESS is managed by the Compliance Department or designee and relates to all CSS partner schools sponsored by St. Aloysius.

**PROCEDURE**

The GOVERNING AUTHORITY MEMBERSHIP MONITORING PROCESS is as follows:

- 1) Compliance Department or designee uploads initial governing authority data into the database.
  - a. Initial data includes governing authority member listing, contact information for each member including phone, email and address, verification of background checks, a resume or bio, disclosure/conflict of interest form and finding for recovery.
    - i. For all new governing authority members whose BCI and/or FBI results show any arrest, charge or conviction, General Counsel shall review the BCI/FBI report for any disqualifying offenses.
    - ii. Compliance Department or designee performs certified finding for recovery search for potential governing authority members on the Auditor of State findings for recovery database and saves a copy on the shared drive (governing authority information\background checks-resumes\school name\FFR).
      1. If there is a finding for recovery against a potential/current governing authority member then General Counsel or designee shall notify the governing authority member and governing authority counsel (if applicable).



- iii. Compliance Department or designee also tracks training obtained by all governing authority members.
    1. Training shall include that each governing authority member has completed training on public records and opening meetings law on a yearly basis.
  - iv. Compliance Department or designee tracks and confirms that all governing authority members sign and submit an annual disclosure form. The form is reviewed and sent to General Counsel if there appears to be a conflict of interest.
- 2) After collection of all data listed above, CSS, on behalf of St. Aloysius will approve a potential new governing authority member, provided the governing authority member has no disqualifying criminal offenses or conflicts of interest.
  - 3) Compliance Department or designee verifies that all governing authority member names are posted on the school's website prior to submitting opening assurances for the school.
  - 4) During opening assurances, the sponsor representative completing opening assurances visit, ensures the Compliance Department has all required background checks, resumes and training documented for five (5) or more members for each respective governing authority.
  - 5) At any point during the year, in the event the governing authority membership drops below five (5) members, the following steps are to be completed in order to demonstrate the commitment to meet the requirements of the law.
    - a) Within thirty (30) days after membership falls below five (5), the Compliance Department or designee will send notice to the governing authority advising of non-compliance and notifying them of statutory requirements to maintain five (5) members.
    - b) If the governing authority has not increased its membership to five (5) members after sixty (60) days, the Compliance Department shall notify the Legal Department to send a request for a corrective action plan with the following details:
      - Request governing authority to post a notice in the local newspaper announcing invitation for new governing authority members to apply detailing specific qualifications and skills required to serve on the governing authority. Include contact information for the governing authority and provide a copy of the notice to the sponsor.
      - Interview and/or accept new members to reach required minimum of five (5) members.
      - Continue recruitment efforts as detailed in the corrective action plan.
      - Corrective action plan must be submitted after the next scheduled governing authority meeting.
    - c) If the governing authority has not increased its membership to five (5) members after ninety (90) days, the governing authority may be placed on probation for not meeting requirement.
    - d) The Legal Department or designee shall consult the President regarding potential probationary status of the school.
    - e) If probation is required, the PROBATION PROCESS will be implemented.



## **DOCUMENTATION / VERIFICATION**

All GOVERNING AUTHORITY MEMBERSHIP MONITORING PROCESS information is maintained on the shared drive:

*Location of documentation:*

S:/st alloy database

*Naming convention:* database+Year

Ex: St. Alloy FY17-18

*Supporting documentation included with this process:*

1. Governing Authority Membership Policy
2. Email to governing authority advising of non-compliance and request for CAP
3. Screenshot of Governing authority database
4. Email to staff with update on governing authority member data and documentation
5. Email to staff update on outstanding governing authority items needed

## **DOCUMENT HISTORY**

Orig. Date May 2012

Rev. June 2013

Rev. December 2014

Rev. February 2016

Rev. March 2017

Rev. November 2018

## **REVIEW AND APPROVAL**

Reviewer of the GOVERNING AUTHORITY MEMBERSHIP MONITORING PROCESS is as follows:

Reviewed By: Management Team

Date: 11/16/18

Approved By: President David L. Cash, Jr.

Date: 11/16/18

The effective date is as of the date signed above. Processes are consistently reviewed and revised as necessary throughout the term. The GOVERNING AUTHORITY MEMBERSHIP MONITORING PROCESS may be implemented as currently written and will be formally evaluated and revised as necessary going forward.