



STANDARD OPERATING PROCEDURE 3.5

PROCEDURE TITLE: Governing Authority Membership Monitoring Process

Department: Legal and Compliance Departments

Proposed by: Special Projects Director

Effective Date: 07/01/2013

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 Legal Department and the Compliance Department and relates to all CSS partner schools sponsored by St. Aloysius.

PROCEDURE

The GOVERNING AUTHORITY MEMBERSHIP MONITORING PROCESS is as follows:

1. Compliance Department Opening Assurance Lead or designee uploads initial governing authority data into the database.
 - a. Initial data includes governing authority member names, 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. The Legal Project Manager performs certified finding for recovery search for all new schools for potential governing authority members



on the Auditor of State findings for recovery database and saves a copy on the shared drive. Director of Special Projects performs certified finding for recovery search for school personnel as required by statute, for all schools that are currently open, on the Auditor of State findings for recovery database and saves a copy on the shared drive.

1. If there is a finding for recovery against a potential/current governing authority member, General Counsel or designee shall notify the governing authority member and governing authority counsel (if applicable).
 - iii. Compliance Department Opening Assurance lead 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 Opening Assurance lead 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 Opening Assurance lead or designee verifies that all governing authority member names are posted on the school's website as required by law.
4. During opening assurances, the Opening Assurance lead confirms that the school governing authorities have at least five (5) board members and they have all required background checks, resumes and COI/Disclosures.
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. Any CSS staff member that becomes aware that the governing authority membership has fallen below five (5) board members, either through attendance at a governing authority meeting, through an onsite review, or during the regular course of operations, shall immediately notify the Legal Project Manager.
 - b. Within thirty (30) days after membership falls below five (5), the Legal Project Manager will send notice to the governing authority advising of non-



- compliance and notifying them of statutory requirements to maintain five (5) members.
- c. If the governing authority has not increased its membership to five (5) members after thirty (30) days, the Legal Project Manager shall send an intervention letter.
 - d. If the governing authority has not increased its membership to five (5) members after sixty (60) days, the Legal Project Manager shall send a request for a corrective action plan with the following details:
 - i. Request governing authority to post a notice in the local newspaper announcing an 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.
 - ii. Request governing authority to post notice on school website, social media sites that the school belongs to, and send notice in monthly newsletter to parents.
 - iii. Interview and/or accept new members to reach the required minimum of five (5) members.
 - iv. Continue recruitment efforts as detailed in the corrective action plan.
 - v. Corrective action plan must be submitted after the next scheduled governing authority meeting.
 - e. 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 requirements.
 - f. The Legal Department or designee shall consult the President or designee regarding potential probationary status of the school.
 - g. 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:/sponsored schools database/St. Aloy FYXX XX



DOCUMENT HISTORY

Orig. Date May 2012
Rev. June 2013
Rev. December 2014
Rev. February 2016
Rev. March 2017
Rev. November 2018
Rev. April 2020
Rev. June 2023

REVIEW AND APPROVAL

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

Reviewed By: Management Team

Date: 06/30/2023

Approved By: President David L. Cash, Jr.

Date: 06/30/2023

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.