



COMMUNITY SCHOOL BOARD GUIDELINES

Board Meetings

Community school board members are required to conduct all deliberations regarding official business only in open meetings unless the subject matter is specifically excepted by law.

A member of a public body shall be present in person at a meeting open to the public to be considered present or to vote at the meeting and for the purpose of determining a quorum.

Boards shall establish a reasonable method whereby any person may determine the time and place of all regularly scheduled meetings and the time, place, and purpose of all special meetings.

Special meetings shall only be held if the board gives at least twenty-four hours' advance public notice, except in the event of an emergency requiring immediate official action.

In the event of an emergency, the member or members calling the meeting shall make public notification immediately of the time, place, and purpose of the meeting. (ORC 121.22)

Board Training

Annual Training Requirement for All Board Members

As of February 1, 2016, members of the governing authority of a community school, the designated fiscal officer of the school, the chief administrative officer, and other administrative employees of the school, and all individuals performing supervisory or administrative services for the school under a contract with the operator of the school must annually complete training on the public records and open meetings laws to comply with O.R.C 3314.037 and 3314.03(A)(11)(d).

The board shall annually complete public records and open meetings law training from an approved source and send proof of training to Carla Isaac (cisaac@charterschoolspec.com) for compliance purposes.

Approved Sources

- school's board attorney – check with your board attorney.
- Auditor of State's On Demand Training - The AOS Training is a 3 part series and you will receive a certificate after you complete each part (a total of 3 certificates) and all 3 certificates will need to be sent to our office for proof of completion.
 - <https://event.on24.com/eventRegistration/EventLobbyServlet?target=reg20.jsp&eventid=3832997&sessionid=1&key=00CE595392DB9AAE47FD133BE621E605&groupId=4277576&sourcepage=register>

- Ohio Attorney General - ***Sunshine Law training*** offered by the **Ohio Attorney General's office** (<https://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Law-Training>). A copy of the attendance report is to be sent to our office once the training has been completed and the AG's office has posted the attendance report online.
 - (<https://www.ohioattorneygeneral.gov/Legal/Sunshine-Laws/Sunshine-Laws-Training-Attendance-Reports>).
- Training is also offered on our website at <https://charterschoolspec.com/professional-development-center/board-trainings/>. You will need to view the videos titled "Open Meetings" and "Public Records". Once you have viewed both videos, click on "**Request Certificate**" at the bottom of the page and complete the form and submit, and a certificate will automatically be sent to you and to our office.

Newly Appointed Board Members

Per the community school contract, new members are required to complete new board member training that is at least four hours in length and provide verification to the Sponsor that the training has been completed. This training may be completed by the board's attorney or another approved source. Training can also be completed on our website.

In general, the member shall begin the training within ninety days (90) days of appointment and complete the training within six (6) months.

Once training has been completed, the member will send proof of completion to Carla Isaac (cisaac@charterschoolspec.com). If the member opts to view the training on our website, a certificate will automatically be sent to the board member and our office once the request for certificate has been completed. The Sponsor training can be accessed at <https://charterschoolspec.com/professional-development-center/board-trainings/>.

Once the member has completed watching all the training videos, click on "**Request Certificate**" at the bottom of the page and fill out the form in its entirety and submit and a certificate will automatically be sent.

Existing Board members

Existing board members are encouraged to participate in Board training on an annual basis to remain current regarding their responsibilities as a member of the School Governing Authority.

The Sponsor reserves the right to require additional training of any School Governing Authority member.

If additional training is required, the training will be presented at board meetings or by web- ex with advanced notice to board members.

*Training requirements may vary depending on your specific community school contract. Please review your contract and/or consult your legal counsel for requirements specific to your board.

Board Member Approval Process

From time to time, a board may want to add new members either out of necessity or simply to increase capacity (if adding for capacity, the board must consult their bylaws to verify the maximum number allowed).

Under R.C. 3314.19(I), all School Governing Authority Members are required to obtain a criminal background check, including both a BCI and an FBI under the standards set out in R.C.3319.39, before serving on the Governing Authority. The school shall obtain the consent of each potential member of the Governing Authority to release that person's background checks to the Sponsor and to the Governing Authority. The BCI and FBI background checks must have been completed within one (1) year prior to the Governing Authority Member being appointed to the School Governing Authority. The following required documents are to be submitted to the sponsor for approval:

Background checks (BCI AND FBI)

- **Background Checks (BCI and FBI)** - The background checks may not be sent directly to the board candidate. They should be sent to the board attorney or the sponsor. They will also be accepted from the school's operator, superintendent. The address to send background checks to for the sponsor is **Charter School Specialists, 40 Hill Rd S, Pickerington, OH 43147.**
 - The applicant will need to give the BCI/FBI background reason check code when submitting for background checks: The code number is currently 3319.31B1
- **Resume or Bio and contact information** (physical address, email address, and phone to be used for board communications).
- **Conflict of Interest Statement** certifying the following:
 - The potential candidate does not owe the state any money or is in a dispute over whether the person owes the state any money concerning the operation of a community school that has closed;
 - The potential candidate does not have any criminal offenses as provided in O.R.C. 3319.31(B)(1);
 - The potential candidate has not been convicted of theft in office or pled guilty to or been convicted of a substantially similar offense in another state;
 - The potential candidate does not serve on more than five community school boards unless both of the following apply: (a) The person serves in a volunteer capacity and receives no compensation under ORC 3314.02 (E)(5) of this section from any governing authority on which the person serves; (b) For any school that has an operator, the operator is a nonprofit organization.
 - The potential candidate or immediate relative is not an owner, employee or consultant of the school's sponsor or operator within the past year;
 - The potential candidate is not a member of a school district board of education;
- **Disclosure Statement (may be separate or combined with conflict of interest)** -Each member of the governing authority of a community school shall annually file a disclosure statement setting forth the names of any immediate relatives or business associates employed by any of the following within the previous three years:
 - The Sponsor or operator of that community school;
 - A school district or educational service center that has contracted with that community school;
 - A vendor that is or has engaged in business with that community school.

*The Sponsor will review the documentation and perform an **Auditor of State Finding for Recovery** search on the individual. If there are no findings for recovery or issues with the background checks and disclosure statement, the Sponsor will send an approval letter to the board president, administrator, and board counsel if applicable. Once the approval letter is received, the candidate may be approved at the school's next board meeting or if voted on at an earlier board meeting, pending sponsor approval, they may begin voting at the next board meeting.

Board Membership

If the board drops below five (5) members, it is required by Ohio Revised Code 3314.02(E)(1) to add additional members as soon as possible. We recognize that a board may drop below this minimum due to the unforeseen resignation of a member. Regrettably, the law does not provide a grace period to recruit new members before it becomes an audit issue for the school.

As your Sponsor, we recognize the vital importance of having a strong cohesive board to lead the school in the right direction. Therefore, we have outlined below the plan we are expecting the board to follow in order to meet the requirements of the law in a manner that does not put the school at risk.

In the event your board membership drops below five (5) members the following steps are to be taken in order to demonstrate the commitment to meeting the requirements of the law. This plan may require some boards to conduct a special meeting to ensure compliance if meetings are normally held at every other month intervals.

1 –60 Days [after membership falls below five (5)]

Within 30 days provide communication to the Sponsor that the Board has dropped below five (5) members and the steps being taken to increase the board membership.

- Contact any prospective Board members already identified.
- Interview and/or accept new members if qualified candidates have been identified.

60 – 90 Days

If no new members are recruited within the first sixty (60) days, the board may be asked to submit a Corrective Action Plan after the next scheduled board meeting with the following details:

- Evidence of a notice posted in the local newspaper announcing invitation for new board members to apply detailing specific qualifications and skills required to serve on the board.
- Detailed recruitment efforts.
- Continue Interviewing and/or accept new members to reach the required minimum of five (5) members.

After 90 days

A board may be placed on probation for not meeting the requirement of maintaining a minimum of five (5) governing authority members.