



Exemplar of a Policy Prescribing the Process and Timeline for Electing or Appointing a Parent, Guardian, Grandparent or Alumni to the Governing Board.

This is a general reference guide intended only to clarify for schools relevant legal and contractual obligations, including OPSB Policy. It is NOT a substitute for understanding federal and state guidelines and/or the appropriate state and local policies nor is it a comprehensive description of all applicable legal and contractual obligations. Additionally, it is not meant to explain or delineate OPSB strategic priorities.

OPSB expects all charter school boards to comply with BESE Bulletin 126, Act 646 and the terms of the Charter Operating Agreement regarding governing board composition expectations.

[Name of School] board includes a member who is a parent, guardian, grandparent, and/or alumni. The term for the current parent board member expires on **[Date]** and the **[Name of School]** board will consider nominations at that time. If you are a **[Name of School]** parent, guardian, grandparent, and/or alumni and would like to be considered for a board appointment, please see below for the process and timeline for selection:

- 1) Complete the nomination form **[Link to nomination or interest form]**.

- 2) Once you submit the nomination, **[Name and position of designated person]**, will contact you to set up an interview.

- 3) The interview process will consist of the Governance Committee Chair and one other current charter board member and the candidate having a reciprocal conversation focused on the following elements; 1) Background, 2) Skills, abilities, and talents, 3) Connections and networks, and 4) Passion for the mission. Upon the conclusion of the interview, the notes from the interview will be shared with the entire charter board within 48 hours.

- 4) All nominations will be considered in an open meeting of the Governance Committee in **[Date]**.

- 5) The Governance Committee will then present its nomination recommendation to the entire board for a vote at the annual board meeting that will be held **[Date]**.

- 6) All applicants will be contacted on the status of the nomination by **[Date]**.

- 7) If the applicant is selected to join the board, they will be given the next steps on the board member orientation process.

Reference(s): Charter Operating Agreement; Act 646

Guiding Source: Collegiate Academies