

**Bay Mills Community College
Charter Schools Office**

Public School Academy Board Member Appointment Process

Materials Provided:

- FORM BM-01 Public School Academy Board Member Appointment Application
- FORM BM-02 Consent and Certification
- FORM BM-03 Resume
- FORM BM-04 Public School Academy Board Member Applicant Interview
- FORM BM-05 Public School Academy Board Member Applicant Reference Interview
- FORM BM-06 Oath of Office
- FORM BM-07 Acceptance of Office

Public School Academy Responsibilities:

Steps when a Board member resigns or there is a board vacancy:

- A. Review list provided by BMCC CSO that identifies Board member(s) whose term will expire and vacancies.
- B. If a board member resigns, the Academy Board should take action to accept the resignation.
 - a. Submit a copy of the letter to Epicenter (Sign into Epicenter, click Files & Data, click Upload File/Data, select Entity Type **Board**, select **Board Member-Resignation Letter**, click Select and choose the PSA name, enter the letter date, enter the Board members last name, first name, click Select Files, choose resignation letter file from your computer, and then click Submit).
 - b. The Board meeting minutes should reflect the acceptance of the resignation.
 - c. Follow the same process as when a term expires.
- C. Advertise that a Board position is open.
 - a. Academy Board must advertise in at least three (3) places.
 - b. Appropriate advertising could include any or all of the following: school newsletter, printed and non-printed media, letters with information to community groups, etc.

- D. Board candidates complete **FORM BM-01 Public School Academy Board Member Appointment Application** and **FORM BM-03 Resume** (resume may be copied and pasted into **FORM BM-03** or insert a copy of resume in place of this form).
- E. Board President assigns a Board member(s) or other Academy Designee to interview character references that are listed on **FORM BM-01 Public School Academy Board Member Appointment Application**.
 - a. Use **FORM BM-05 Public School Academy Board Member Applicant Reference Interview** to interview character references and record responses.
- F. All Board members receive and review **FORM BM-01** and **FORM BM-05** for all prospective Board members.
- G. The Academy Board members interview prospective Board candidates at an Academy Board meeting.
 - a. Each prospective Board member is invited to be interviewed.
 - b. The Academy Board interviews each candidate using the **FORM BM-04 Public School Academy Board Member Applicant Interview**. One Academy Board member can record the candidate's responses and the Academy Board can sign the completed **FORM BM-04** (MUST BE NOTARIZED).
- H. Take action at the Academy Board meeting to nominate a prospective Board member.
- I. Nominated Board member will sign **FORM BM-02 Consent and Certification**.
- J. Epicenter Nomination Submission:
 - a. Submit the following into Epicenter for Nomination (Sign into Epicenter, click Files & Data, click Upload File/Data, select Entity Type **Board**, select **Board Member-Nomination**, click Select and choose the PSA name, enter the Board nominees last name, first name, enter the nomination date, click Select Files, choose nomination document(s) file from your computer, and then click Submit). Please submit in the following order:
 - i. A memo stating the nominees name and date of nomination.
 - ii. A copy of the Draft or Approved meeting minutes that approve the nominated Board member.

- iii. A copy of the advertisements that describe the open Board position.
- iv. A written document that describes the process used to select the candidate.
- v. A memo from the Board stating why the nominated candidate was chosen.

K. Epicenter Application Document(s) Submission:

- a. Submit the following into Epicenter for Appointment Approval (Sign into Epicenter, click Files & Data, click Upload File/Data, select Entity Type **Board**, select **Board Member-Application Documents**, click Select and choose the PSA name, enter the Board nominees last name, first name, click Select Files, choose application document(s) file from your computer, and then click Submit). Please submit in the following order:
 - i. FORM BM-01 Public School Academy Board Member Appointment Application
 - ii. FORM BM-02 Consent and Certification
 - iii. FORM BM-03 Resume
 - iv. FORM BM-04 Public School Academy Board Member Applicant Interview
 - v. FORM BM-05 Public School Academy Board Member Applicant Reference Interview

L. Epicenter Oath of Office Submission:

- a. Administer **FORM BM-06 Oath of Office** to the appointed Board member.
- b. The Oath of Office Must Be Notarized.
- c. Submit the following into Epicenter for Oath of Office (Sign into Epicenter, click Files & Data, click Upload File/Data, select Entity Type **Board**, select **Board Member-Oath of Office**, click Select and choose the PSA name, enter the Board members last name, first name, click Select Files, choose the oath of office file from your computer, and then click Submit).

M. Epicenter Acceptance of Office Submission:

- a. The appointed board member must complete **FORM BM-07 Acceptance of Office**.
- b. Submit the following into Epicenter for Acceptance of Office (Sign into Epicenter, click Files & Data, click Upload File/Data, select Entity Type **Board**, select **Board Member-Acceptance Letter**, click Select and choose the PSA name, enter letter date, enter the Board members last name, first name, click Select Files, choose the acceptance letter file from your computer, and then click Submit).

BMCC Charter Schools Office Compliance Officer

- c. Complete criminal background checks.
- d. Interview candidates and check references as appropriate.
- e. Prepare exigent appointment letters.
- f. Prepare resolutions for BMCC Public School Academy Authorizing Body meeting.
- g. Send academies appointment letters following BMCC Public School Academy Authorizing Body meeting.

Timelines for Expired Terms:

- April 1st BMCC CSO notifies academies of Board member terms that expire.
- May 31st All **completed** Board member appointment materials are to be submitted to BMCC CSO through Epicenter. Incomplete materials will be rejected.
- June 30th Exigent appointment completed by BMCC CSO.
- July 31st Oath and Acceptance of Office through Epicenter.

Timelines for Resignations:

- Time Resignation Action taken by Board to accept (i.e. May)
- Within One Month Board opening advertised and application collected (i.e. June)
- In One Month Interviews and nomination by academy board (i.e. July)

- In One Month Exigent appointment by BMCC Charter Schools Office or appointment by BMCC Public School Academy Authorizing Body (i.e. August)

NOTE: The process of selecting Board members to submit for consideration by the BMCC Public School Academy Authorizing Body is to be completed by members of the Academy Board, **not** by the Educational Service Provider. Please also note that Academy contract requires that the Board of Directors for each academy has **no less than five and no more than nine members.** The contract also states that at least one member will be a **parent of a student** that attends the Academy and **one professional educator.**

If you have questions, please contact Mariah Wanic, Compliance Coordinator at (906)248-8446.