

**Bay Mills Community College
Charter Schools Office**

Public School Academy Board Member Reappointment Process

Materials Provided:

- FORM BMR-01 Public School Academy Board Member Reappointment Application
- FORM BMR-02 Consent and Certification
- FORM BMR-03 Resume
- FORM BMR-04 Oath of Office
- FORM BMR-05 Acceptance of Office

Public School Academy Responsibilities:

Steps when the term of a Board member(s) is expiring and they want to seek reappointment:

- A. Review list provided by BMCC CSO that identifies Board member(s) whose term will expire.
- B. 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.
- C. Board member completes **FORM BMR-01 Public School Academy Board Member Reappointment Application** and **FORM BMR-03 Resume** (resume may be copied and pasted into **FORM BMR-03** or insert a copy of resume in place of this form).
- D. Take action at the Academy Board meeting to nominate the Board member for reappointment.
- E. Nominated Board member will sign **FORM BMR-02 Consent and Certification**.
- F. 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 reappointed Board member.
- iii. A copy of the advertisements that describe the open Board position.

G. 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 BMR-01 Public School Academy Board Member Appointment Application
 - ii. FORM BMR-02 Consent and Certification
 - iii. FORM BMR-03 Resume

H. Epicenter Oath of Office Submission:

- a. Administer **FORM BMR-04 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).

I. Epicenter Acceptance of Office Submission:

- a. The appointed board member must complete **FORM BMR-05 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).

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- 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 reappointment 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 reappointment 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.