

# APPENDIX O: BOARD REQUIREMENTS

The integrated application is rooted in community engagement and transparency. In keeping with this spirit, applicants have board requirements for the integrated application, SIA Grant Agreements with Embedded LPGTs, Financial Audit, and Annual Report outlined below.

**DIRECT APPLICANTS:** All board requirement items listed below are required to be in place. This includes school districts, independent charters, virtual charters, YCEP and JDEP, and Oregon School for the Deaf.

**CONSORTIA:** All board requirement items listed below are required to be met by all consortia members, i.e. it needs to go before every consortia member’s governing board and be posted on every consortia member’s website. Virtual Charters are exempt from the SIA Grant Agreement with Embedded LPGTs as they are not eligible for these funds.

**DISTRICT SPONSORED CHARTERS:** All board requirement items are required to be met by the sponsoring district. District sponsored charters are encouraged to fulfill board requirements, but are not required.

**VIRTUAL CHARTER SCHOOLS:** Board requirements listed below are not required for virtual charter schools as they do not receive SIA funding. However, we encourage virtual charter schools to share their application, annual financial audit and annual report with their school board to increase transparency and communication.

**Before** the integrated application is submitted March-April 2025:

| Item going in front of the Board  | Actions   | Submit to ODE   |
|---|---|---|
| <b>Before</b> the integrated application is submitted March-April 2025:     |   |   |
| Integrated application including the Narrative Responses and 2025-27 Budget | <p><b>Posted</b> to the applicant’s website and accessible in their main office;</p> <p><b>Presented</b> to the governing board with the opportunity for public comment (not a consent agenda item); and</p> <p><b>Approved</b> by the governing board (not a consent agenda item).</p> | <ol style="list-style-type: none"> <li>1. URL where <b>application</b> is posted on the applicant's website</li> <li>2. Board meeting minutes showing the <b>application</b> was presented and approved by the governing board</li> </ol>                 |
| <b>After</b> the application is approved by ODE:                            |   |   |
| SIA Grant Agreement with Embedded LPGTs                                     | <p><b>Posted</b> to the applicant’s website and accessible in their main office;</p> <p><b>Presented</b> to the governing board with the opportunity for public comment (not a consent agenda item); and</p> <p><b>Approved</b> by the governing board (not a consent agenda item).</p> | <ol style="list-style-type: none"> <li>1. URL where <b>SIA Grant Agreement</b> is posted on the applicant's website</li> <li>2. Board meeting minutes showing the <b>SIA Grant Agreement</b> was presented and approved by the governing board</li> </ol> |

| Item going in front of the Board                                  | Actions  | Submit to ODE   |
|---|--|---|
| <b>During the Quarter 2 reporting (January annually):</b>         |  |   |
| Annual Financial Audit  | <p><b>Submitted</b> to the School Finance team<sup>168</sup></p> <p><b>Posted</b> to the applicant’s website and accessible in their main office;</p> <p><b>Presented</b> to the governing board with the opportunity for public comment (not a consent agenda item)<sup>169</sup></p> | <ol style="list-style-type: none"> <li>1. Board meeting minutes showing the <b>Financial Audit</b> was presented to the governing board</li> </ol>  |
| <b>During the Quarter 4 report (July<sup>170</sup> annually):</b> |  |   |
| Integrated Annual Report  | <p><b>Posted</b> to the applicant’s website and accessible in their main office;</p> <p><b>Presented</b> to the governing board with the opportunity for public comment (not a consent agenda item)</p>  | <ol style="list-style-type: none"> <li>1. URL where the <b>Integrated Annual Report</b> is posted on the grantee’s website;</li> <li>2. Board meeting minutes showing the <b>Integrated Annual Report</b> was presented to the governing board</li> </ol> |

168 This is in alignment with current practice and guidance from School Finance.

169 The board presentation is in alignment with current practice. There is no additional requirement for the presentation to be SIA specific. Discretion remains with the auditors to present on findings relevant to SIA funding.

170 ODE recognizes that many school boards do not meet during the summer months, so we anticipate this Integrated Annual Report would be presented to the governing board early in the Fall.