

STATE BOARD OF EDUCATION – TOPIC SUMMARY

Topic: Charter School Subcommittee

Date: June 25, 2015

Staff/Office: Kate Pattison/Office of Learning

Action Requested: Informational Only Adoption Later Adoption Adoption/Consent
Agenda

ISSUES BEFORE THE BOARD: Charter School Subcommittee procedures for approving community members to serve on the subcommittee

BACKGROUND: In May 2013, the State Board of Education approved the formation of the charter school subcommittee to be made of two board members and the superintendent advisor. The subcommittee has heard a number of charter school topics and made recommendations to the full board for decision.

The State Board and the Department recognize the importance of quality public charter school authorization and the need for full discussions when setting policy for Oregon public charter schools. Therefore, at the April charter school work session, the Department recommended establishing a larger subcommittee made up of at least one board member and other community members appointed by the State Board of Education.

Based on the discussion in April, Department staff have prepared a draft procedure document to guide the recruitment and addition of community members to serve on the charter school subcommittee. The procedure document includes criteria for selection, preferred experience, the selection process, subcommittee member responsibilities, and more information on the schedule, compensation, and training.

The goal is to delegate the majority of the time and discussion for charter school topics to the subcommittee while reserving the responsibility for voting on final decisions for the full board. The subcommittee will deliberate, hear testimony, and make formal recommendations for the full board to consider. At the full board meetings, the chair of the charter school subcommittee will present the recommendations and provide an overview of the charter school subcommittee discussion.

In order for the board to explicitly allow advisors and community members to serve on subcommittees, Policy #101 will need to be amended. Amendments are included with this item.

RECOMMENDATION:

- Increase the public charter school subcommittee to include 2-4 additional community members with a variety of experience related to public charter schools.
- Approve the Procedure document and begin recruiting for charter school subcommittee members to begin serving in October for the first term of the expanded subcommittee.
- Amend Policy #101 to allow community members to serve on subcommittees if approved by the board.

Attachments:

- State Board of Education Charter School Subcommittee Procedures
- Criminal History Verification Application
- State Board Policy #101

State Board of Education Charter School Subcommittee Procedures



The State Board of Education may establish subcommittees to support the board on specific issues and make more efficient use of meeting time.¹ In 2013, the board voted to establish the Charter School Subcommittee and decided to expand the membership of the subcommittee to include community members with relevant knowledge and experience. It is the desire of the State Board for this committee to engage in thorough policy discussions regarding public charter schools in Oregon and make knowledgeable recommendations for full board consideration and vote. To support the ongoing work of the subcommittee and recruitment of qualified subcommittee members, the following procedures will be used to support the Board.

1. Creation and Term Charter School Subcommittee Members

The board may elect to have additional members of the Charter School Subcommittee to serve alongside regular board members and advisors. Subcommittee members will serve a two-year term beginning July 1. Charter School Subcommittee members may serve more than a single term and be re-elected for consecutive terms. Charter School Subcommittee members will be voting members of the subcommittee, making official policy recommendations for full Board consideration and vote. The Chair person for the Charter School Subcommittee will be a member of the State Board. Charter School Subcommittee members will receive all materials necessary to make informed recommendations. Charter School Subcommittee materials will also be distributed to the board as a whole. The Charter School Subcommittee will comply with the Oregon public meetings law.

A. Criteria for Charter School Subcommittee Selection

- Interest in serving as a Charter School Subcommittee Member for two years
- Commitment to attend Charter School Subcommittee meetings and any special board functions where public charter schools are a primary agenda focus
- Willingness to participate in policy discussions
- Ability to deliberate policy issues
- Demonstrated leadership qualities
- Experience with education delivery in Oregon
- Experience with educational innovation
- Knowledge of public charter school policy
- Demonstrated record of ethical behavior and decision making
- Complete and pass a criminal history verification

B. Preferred Experience to be Represented Across the Charter School Subcommittee

- K-12 School/District Administrator
- K-12 Teacher
- Higher Education
- Business and Industry
- Non-Profit
- Educational Innovation

¹ Oregon State Board of Education Policy #101
Oregon State Board of Education – Charter School Subcommittee Procedures 2015

C. Charter School Subcommittee Selection Process

Community members interested in serving on the Charter School Subcommittee must submit an application to the Department by May 31 of each year. Department staff will review the applications and forward eligible Charter School Subcommittee applicants to the board Executive Committee. Before the August retreat, the Executive Committee will recommend candidates to the full board who will vote on the selection of subcommittee members. Charter School Subcommittee members will be approved by a vote of the full board.

Charter School Subcommittee members approved by the board will participate in annual training at the August retreat or other date agreed upon by the board.

2. Responsibilities and Duties of Charter School Subcommittee Members

- Attend subcommittee meetings on time and prepared to act on the agenda
- Read complete Charter School Subcommittee packets and ask clarifying questions in advance if needed
- Assist the board in analyzing issues, proposals, and requests before it
- Maintain current knowledge of charter school policy in Oregon and national trends
- Act in an impartial, fair, and courteous manner
- Familiarize themselves with proper parliamentary procedure
- Accept assignments and complete them in a timely manner

3. Charter School Subcommittee Schedule and Agendas

The Charter School Subcommittee will meet on the same schedule as the full board either the day before or day after the regular meeting. Agendas and topics will be coordinated in the same manner as regular meetings with input from the subcommittee and board chairs. The subcommittee will make formal recommendations that will be presented to the full board for consideration and vote. The board will rely heavily on the subcommittee recommendations, however the board is not obligated to follow the recommendations. The subcommittee chair will present the recommendations of the subcommittee to the full board and will provide an overview of the testimony and subcommittee discussions.

4. Charter School Subcommittee Compensation

Subcommittee members are eligible for reimbursement of actual expenses incurred in attending subcommittee meetings, board meetings and board-related activities, including mileage, meals, and hotels.

5. Resources and References

- [Oregon State Board of Education](#)
- [Oregon Boards and Commissions](#)
- [Oregon Board Handbook](#)
- [Oregon Revised Statutes – Chapter 338 – Public Charter Schools](#)
- [Oregon Administrative Rules – 581-026 Public Charter Schools](#)
- [Oregon Department of Education – Charter Schools](#)

Oregon State Board of Education Charter School Subcommittee Application

This form is an application for the Charter School Subcommittee of the Oregon State Board of Education. Please fill it out completely and return it to the Deputy Superintendent's Office at the Oregon Department of Education. If you have questions, please contact the Charter School Specialist at 503-947-5691.

Options to Return This Form:

Standard Mail: State Board of Education, Oregon Department of Education, 255 Capitol St NE, Salem, OR 97310

Fax: 503-378-5691

Email a scanned copy to: stateboard.members@state.or.us

Note: Please note that information provided in this application is subject to the Public Records Act and may be disclosed upon request. Personal information will be redacted.

First Name: _____ **MI:** _____ **Last Name:** _____

Preferred Name: _____ (Ex: Thomas -> Tom)

Occupation: _____

Preferred Mailing Address: ___ Home ___ Work _____

City: _____ **State:** _____ **Zip:** _____

Cell Phone: _____ **Other Phone:** ___ Home ___ Work _____

Email Address: (please print clearly) _____

Please check all that apply to your experience:

K-12 School/District Administrator

Business and Industry

K-12 Teacher

Non-Profit

Higher Education

Educational Innovation

Please check all that apply:

Gender: ___ Female ___ Male

Race/Ethnicity: ___ Asian/Pacific Islander ___ Black/African American ___ Hispanic/Latino

___ Native American/Alaskan Native ___ Multiracial ___ White

Please make sure you include the following information with your application:

Resume and Curriculum Vitae (if applicable)

Cover letter explaining your background, experience, and interest in serving on this subcommittee

A short Bio highlighting key career and personal/professional community activities (to be used publicly if selected)

Completed and signed Criminal History Verification of Applicants form (*do not email this form*)

To be eligible to serve on the Charter School Subcommittee of the State Board of Education, you must be an Oregon resident and pass the criminal history verification.

BOARD OFFICERS/BOARD ORGANIZATION

A. CHAIR

The board shall elect one of its members to serve as chairperson of the board for one year commencing July 1. If the office of chairperson of the board is permanently vacated for any reason, the board may elect a new chairperson to serve until the June 30 next following year (ORS 326.041).

A member may serve as chair for no more than two consecutive years.²

Duties of the Chair:³

- Calls special meetings not on board's adopted calendar.
- Sets agenda.
- Presides at meetings.
- Ensures fairness and impartiality.
- Enforces parliamentary procedure.
- Names members for board subcommittees and liaisons, unless a majority of the board votes otherwise.
- Serves as an ex-officio member on board subcommittees.
- Acts as the primary spokesperson to the press for the board.
- Performs other duties as may be required by law or action of the board.

B. VICE CHAIR⁴

The board will elect one of its members to serve as vice-chairperson of the board for one year commencing July 1.

Duties of the Vice Chair:

- Presides at meetings in the event of an absence of the Chair.
- Performs other duties as directed by the Chair or the vote of the board.

C. SECOND VICE CHAIR⁵

The board will elect one of its members to serve as second vice-chairperson of the board for one year commencing July 1.

Duties of the Second Vice Chair:

- Presides at meetings in the event of an absence of the Chair and Vice Chair.
- Performs other duties as directed by the Chair or the vote of the board.

D. MEMBER DUTIES

- Attend meetings on time, prepared to act on the agenda.
- Act in an impartial, fair, and courteous manner.
- Familiarize themselves with proper parliamentary procedure.
- Accept assignments and complete them in a timely manner.
- Respect and accept majority rules.
- May, with three other board members, add items to the agenda.

E. ORGANIZATION

1. Subcommittees

² *State Board of Education Policy Manual, 1997, Code BCB.*

³ *Ibid.*

⁴ *Ibid.*

⁵ *Ibid.*

The board chair may form subcommittees and workgroups on issues before the board to make more efficient use of meeting time. A “subcommittee” will consist of board members with staff support and may also include advisors and community members who have been appointed by the board; a “work group” will include other stakeholders and is led by staff.

When subcommittees and work groups are created, their duties and length of service will be determined by chair, unless a majority of the board votes otherwise. Board members serving on committees will keep the board apprised of the committee’s activities.

Committees will comply with the Oregon public meetings law.

a. The Executive Committee assists the chair in carrying out his or her duties. The Executive Committee consists of the Chair, Vice Chair, and immediate past Chair, or Chair, Vice Chair, and Second Vice Chair. The Chair will determine membership of the Executive Committee.

The Executive Committee is empowered to act in emergencies requiring immediate action and in which reasonable efforts to convene an emergency meeting or conference call to resolve the issue have not succeeded. Notification of any such action must be conveyed to all board members as soon as possible and ratified by the full board at the next regular meeting.⁶ Failure to ratify the Executive Committee’s action by the full board nullifies the decision.

2. Liaisons:

Members may be asked to be a contact for various education associations and attend some or all meetings. Members and advisors may be reimbursed for their participation in assigned liaisons.

END OF POLICY

⁶ 1997 State Board of Education Policy Manual, Code BCE