



QUICK REFERENCE GUIDE

New York State of Emergency Due to COVID-19

Board Governance Considerations

Governance

- Determine the frequency of meeting.
- Determine frequency of checking in with school leadership.
- Open Meetings Law Requirements:
 - Who is responsible to set up meeting?
 - Who is responsible to notice the meeting?
 - Who is responsible for recording, transcription and filing?
- How will current reporting change? How does information change? What additional information do you need? Who will report at meetings?
- Review the bylaws to ensure compatibility with how the board will have to govern.
- Review delegations for decision making.
- Review delegations for signatory responsibilities.
- Succession planning:
 - Does the board currently have a sufficient number of members?
 - If members' health affects their ability to participate, how many will affect the ability of the board to conduct business?
 - Has the board considered succession planning to ensure continuity of governance?
- Assign a second person/team for each function in case a staff member's health or that of a family member affects their ability to perform his/her duties?
- Communication Plan to School Community
 - Consistent in Timing
 - Format
 - Informative
 - Will you provide a manner to take in questions from the school community? Who will be responsible for gathering questions to provide the board?



OPEN MEETINGS LAW

QUICK REFERENCE CARD

Educational Continuity

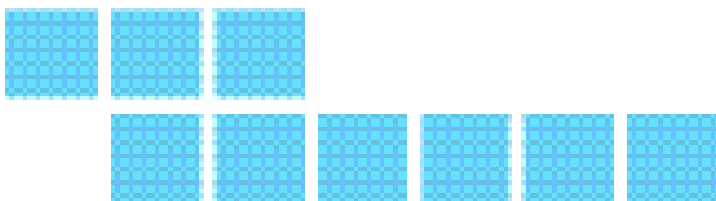
- Are plans in place to continue education through the end of the school year?
- Are the needs of all students being address including at-risk populations?
- As a board do you understand how education is being delivered and tracked across grade levels?
- What are plans and education supports for when students return to school?
- How are staff making determinations of promotion/retention?
- How is the school tracking credit accumulation for diploma eligibility for high school students?

Workforce

- How are human resource responsibilities being handled?
- Who is staying abreast of federal and state laws and regulations that impact the school as an employer?
- Do staff know expectations? What flexibilities can you provide staff to assist with childcare, work management, mental health, etc.?
- How will staff be evaluated?
- How will determinations to ask staff back next school year be made?
- If schools reopens this school year, how will the school determine if all staff are willing or can come back? What is the contingency plan?
- How will the school conduct staff recruitment for the 2020-21 school year?

Operations

- Is the school continuing to adhere to the Compliance related submissions of the Authorizer?
- Website Resources: Who is checking your Authorizer's website for updates regarding obligations? Please look at the resources provided at the end of this document.
- Admissions and Lottery: Has the lottery and admissions process been affected? How will you continue to monitor?
- Facilities: Have facility projected been affected? What are contingency plans?
- Finances: Has reporting or 2020-21 budget process been affected?
- Students with Disabilities: Are staff meeting the obligations of students with disabilities i.e current identifications, annual reviews, amendments to IEPs, etc.?





OPEN MEETINGS LAW

QUICK REFERENCE CARD

Culture

- Students
 - o What are our touchpoints with students? Every student.
 - o How do you support students struggling with their schoolwork, isolation, fear, home life, etc.?
 - o What supports are available?
- Families
 - o What are our touchpoints with families?
 - o How do you support families who are struggling with the delivery of education?
 - o How do you support families who are struggling? Health? Food?
 - o What supports are available?
- Leadership and Staff
 - o What are touchpoints with staff? How will the school ensure every staff member is checked on?
 - o How do you support students struggling with their schoolwork, isolation, fear, home life, etc.?
 - o What supports are available?

Resources

United States Department of Education: <https://www.ed.gov/coronavirus?src=feature>

New York State Education Department: <http://www.nysed.gov/coronavirus>

SUNY Charter Schools Institute: <https://www.newyorkcharters.org/coronavirus/>

New York State Charter Schools Association: <https://nycharters.net/covid-19-coronavirus-updates/>

New York City Charter School Center: <https://www.nyccharterschools.org/>

