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:
  o Who is responsible to set up meeting?
  o Who is responsible to notice the meeting?
  o 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:
  o Does the board currently have a sufficient number of members?
  o If members’ health affects their ability to participate, how many will affect the ability of the board to conduct business?
  o 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
  o Consistent in Timing
  o Format
  o Informative
  o Will you provide a manner to take in questions from the school community? Who will be responsible for gathering questions to provide the board?
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.?
Culture

- Students
  - What are our touchpoints with students? Every student.
  - How do you support students struggling with their schoolwork, isolation, fear, home life, etc.?
  - What supports are available?

- Families
  - What are our touchpoints with families?
  - How do you support families who are struggling with the delivery of education?
  - How do you support families who are struggling? Health? Food?
  - What supports are available?

- Leadership and Staff
  - What are touchpoints with staff? How will the school ensure every staff member is checked on?
  - How do you support students struggling with their schoolwork, isolation, fear, home life, etc.?
  - What supports are available?

Resources

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/