



# THE OFFICE OF EDUCATION INNOVATION

## Board Governance Guide

Sept 2025

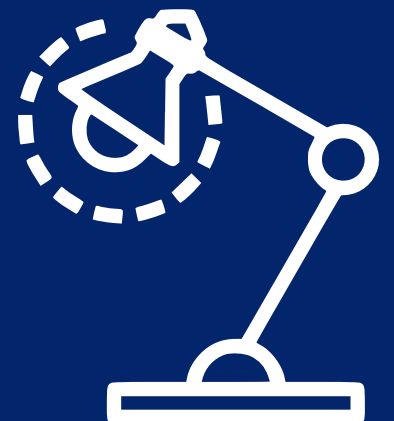


OFFICE of  
EDUCATION INNOVATION

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# ABOUT THE OFFICE



In 2000, the Indiana General Assembly granted Indianapolis Mayor Bart Peterson the ability to authorize public charter schools (SB 468), making Indianapolis the first city in the country where residents had a direct way to hold the mayor accountable for local education decisions. Mayor Peterson oversaw the opening of the first mayor-sponsored charter school in 2002. Soon after, Mayor Peterson's administration created the Charter School Office, known today as the Office of Education Innovation (OEI).

OEI is responsible for evaluating and supporting the academics, finances, and operations of 42 public mayor-sponsored charter schools (MSCS) that educate about 18,000 students across the city. Our staff also closely reviews charter school proposals to ensure high-quality, accessible, and equitable plans. Final chartering decisions are made by the Indianapolis Charter School Board, and renewal decisions are made by OEI.

Our mission is to transparently create and support high-quality charter schools by holding them to rigorous standards that increase student agency. Through our work, we envision a city where students and families have access to quality education options and do not face systemic barriers to pursuing them.

## **Our work is guided by these core values:**

Justice: Our decisions and actions center removing barriers to equity for students, schools, and our community.

Impact: Our work will leave a lasting, positive impact on the lives of students and families in Indianapolis.

Learning: We set high expectations for ourselves, our schools, and our students, and we acknowledge when we fall short and how we will improve.

Agency: We believe students should have the power to determine their futures, and we commit to supporting and holding schools accountable to that promise.

Transparency: We strive for greater accessibility, openness, and clarity in all areas of our work.

# OEI'S WORK

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**OEI's work falls into the following five categories.**

## Support Existing Schools:

- Tri-annual Academic Reviews (meeting and data prep)
- Quarterly Finance Reviews (meetings and data prep)
- Attendance at board meetings
- Sustaining Board Chair relationships
- Administering special programs, such as City Connects and Circle City Readers

## Holding Existing Schools Accountable:

- Annual accountability reports
- Mid-charter reviews
- Renewal reviews
- Relationships with financial auditors and sit visit teams
- Community engagement

## Authorize High-Quality Schools:

- Review new applications
- Review replication applications
- Conduct rigorous pre-opening process

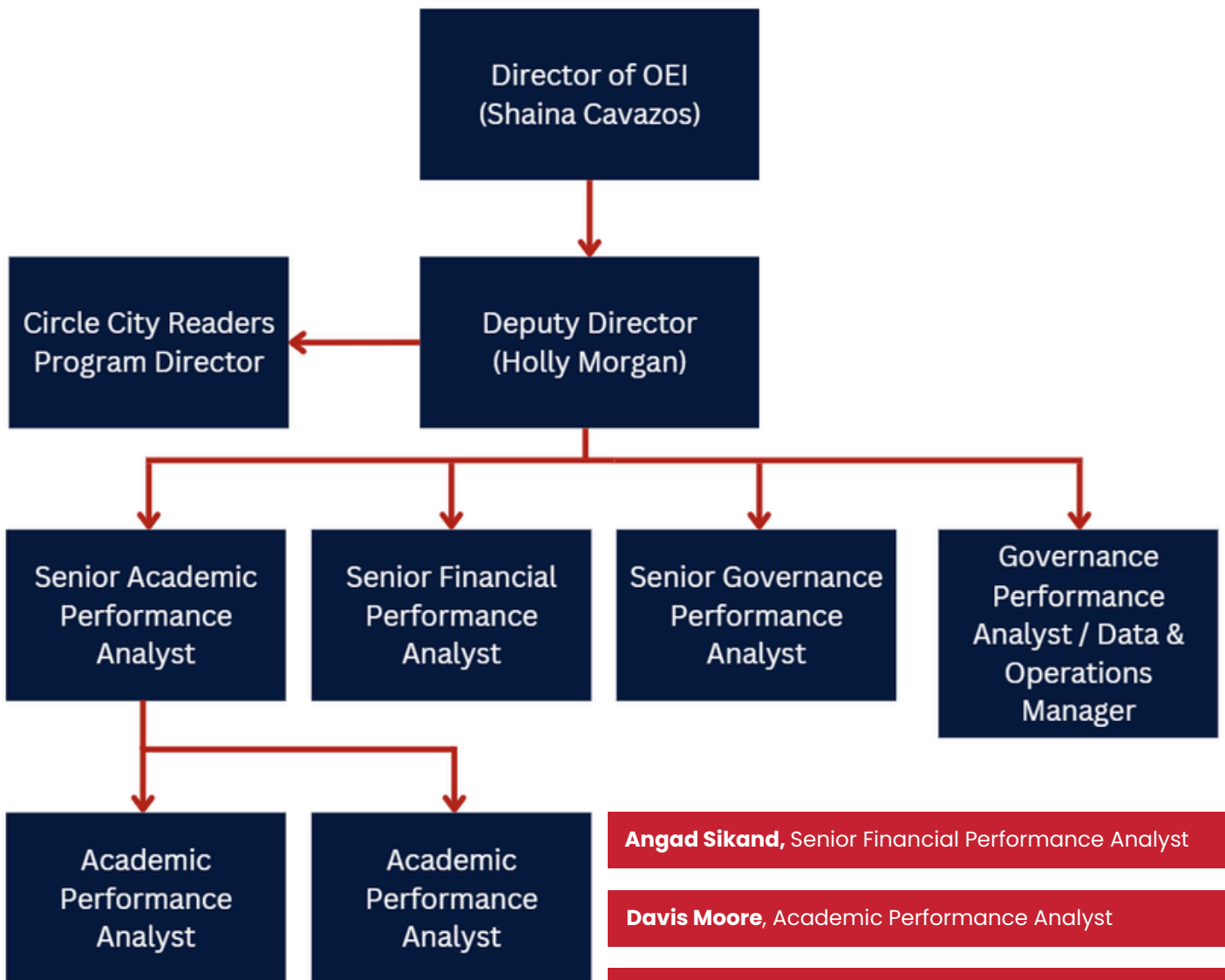
## Create a Healthy Policy Environment:

- Build relationships with legislators to promote school choice and stronger authorizing practices
- Collaborate with city's legislative director to advise on mayor's education priorities
- Collaborate with partner organizations, such as the Indiana Department of Education and Indianapolis Public Schools

## Honing Our Craft:

- Attend the annual NACSA Conference
- Engage in professional development aimed at authorizing best practice
- Increase capacity in data collection, organization, and analysis
- Build a team with diverse experiences, skill sets, and backgrounds

# MEET THE TEAM



**Angad Sikand**, Senior Financial Performance Analyst

**Davis Moore**, Academic Performance Analyst

**Vacant**, Academic Performance Analyst

**Brielle Petty**, Senior Governance Performance Analyst

**Vacant**, CCR Program Director

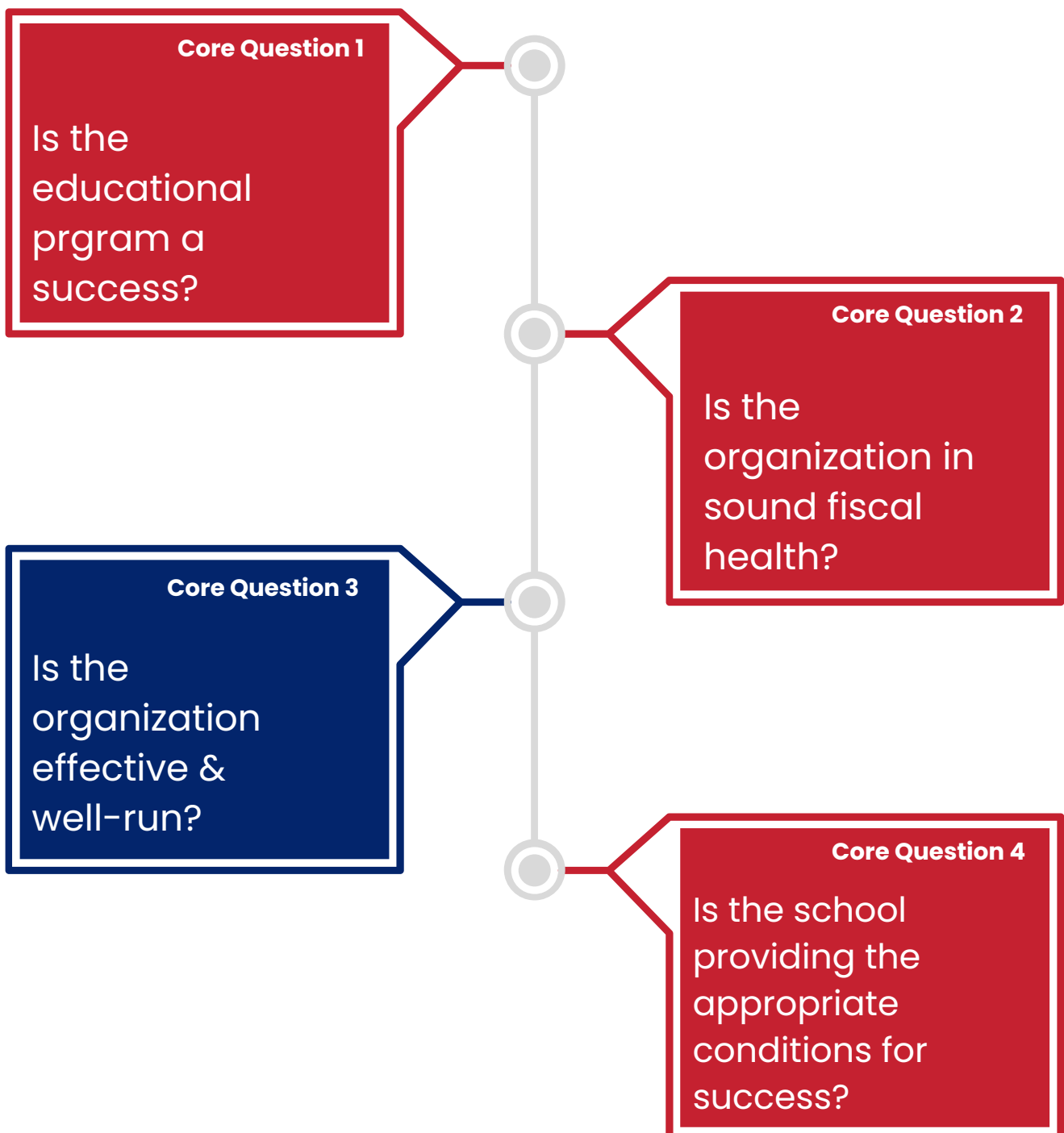
**Emma Kersey**, Governance Performance Analyst / Data & Operations Manager

**Madeleine Gebacz**, Senior Academic Performance Analyst



# CORE QUESTION 3

Mayor-sponsored charter schools are held to the objective outputs listed in OEI's performance framework. The framework consists of four core questions, with multiple indicators in each core question. **Core Question 3** examines the effectiveness of school leadership and board governance. It is informed by quantitative and qualitative data on board function and responsibilities, observation of board meetings and procedure, board and school leader evaluations, and meeting compliance obligations, among other metrics.



# CORE QUESTION 3



## Overview

The Governance Performance Framework gauges the strength, capacity, and effectiveness of school and board leadership, as well as ability to remain in compliance with the terms of the charter and all other applicable laws and policies. The framework consists of indicators designed to measure schools and networks on governance oversight, board capacity and focus, compliance, and organizational leadership and collaboration.

## Data Collection

In order to use the framework throughout the school year, OEI will need the following:

- Board-approved minutes from every meeting and/or in-person observations of those meetings
- Assurance (through compliance submissions) that boards are meeting requirements of Indiana Open Door Law
- On-time compliance submissions through the Charter Achievement Portal (CAP)
- Results from evaluations of the board, school leadership, and EMO/CMO (if applicable)
- Notes and information from semi-annual board chair check-ins between board leaders and Governance analysts
- Any relevant complaints from students, parents, or staff.

## Evaluation

OEI will continue to evaluate and rate schools' and networks' performance on an annual basis against the governance performance framework using the minutes, reports, and observations of board meetings and results of regular check-ins with board and school leadership throughout the year. Schools determined to be out of compliance will be subject to additional monitoring and/or corrective action at the discretion of OEI staff.

## Performance Framework

You can find the full framework and expanded criteria in the [OEI Handbook](#).

# BOARD BYLAWS AND POLICIES



## **Board Bylaws**

Bylaws exist for school boards to govern the function and conduct of the board, address the role and responsibilities of trustees, and provide rules for conducting board meetings. They serve as the foundation for governing the internal affairs of the organization, ensuring clarity, consistency, and accountability.

Some main items to include in bylaws include:

- Board Member Criteria
- Number of Board Members
- Terms and Term Limits
- Officer Positions, Duties, and Expectations
- Board Member Attendance
- Board and Committee Meeting Schedules
- Voting and Quorum
- Board Committees
- Conflict of Interest Policy
- Board Member Removal
- Amendment Procedure

The board should periodically review the bylaws and make amendments as needed.

## **Board Policies**

Board policies are written statements that articulate the values, perspectives, and directions. They provide guidance for daily operations, ensure compliance with laws and regulations, and guide decision-making. Although board policies can be useful, they are not required for a board to exist unlike the bylaws.

# BOARD RESPONSIBILITIES

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## **What is a Mayor-Sponsored Charter School?**

Mayor-sponsored charter schools are public charter schools governed by independent nonprofit boards that oversee their academic, financial, and operational health. Unlike traditional public schools, charter schools have greater autonomy over their curriculum, staffing, organization, and budget, as they are exempt from some of the regulations that apply to district schools. However, they remain publicly funded, receiving the same per-pupil state funding as district schools, and are open to all Indiana residents.

## **The Role and Responsibilities of a Charter School Board**

Charter school boards play a critical role in shaping the vision, goals, and performance standards of their schools. Like all public school boards, they are responsible for setting policies that guide the school's operations and ensuring that students receive a high-quality education. However, their role extends beyond governance and administration—they also serve as advocates for students and families, working to secure a strong and sustainable educational future.

## **Key Responsibilities of a Charter School Board**

Charter school boards are responsible for defining and upholding the school's mission and purpose. They oversee the selection, support, and evaluation of the CEO or school leadership, ensuring that strategic and organizational planning aligns with the school's objectives. A critical function of the board is to secure and manage financial resources, develop funding strategies, and maintain compliance with accounting policies. Additionally, board members monitor the effectiveness of academic and operational programs while representing the school within the community as ambassadors and advocates. Upholding legal and ethical integrity is another fundamental responsibility, requiring board members to set policies, adhere to bylaws, and ensure compliance with relevant laws and regulations. To maintain strong governance, boards also recruit, orient, and assess new members regularly.

# BOARD RESPONSIBILITIES

## Essential Knowledge for Charter School Board Members

Serving as a charter school board member requires a deep understanding of the school's mission, governance structure, and financial responsibilities. Board members must familiarize themselves with the school's mission and purpose, ensuring that all decisions align with its core objectives and guiding principles. Reviewing the strategic priorities and the most recent strategic plan helps align board actions with the school's long-term goals. Additionally, understanding major programs and events allows board members to stay engaged with key initiatives that impact students and the broader school community.

To provide informed leadership, board members should gain insight into the organizational history, learning about the school's development and past challenges. A strong grasp of funding sources is essential, including awareness of financial dependencies and budget allocations. This ties into the need to assess the school's financial health, including reviewing budgets, expenditures, and financial stability.

Understanding leadership and governance is equally important, requiring board members to learn the names and roles of key staff and fellow board members. Additionally, board members should be familiar with the student population and community, including demographic insights and unique needs that shape school policies and programs. Reviewing board by-laws ensures clarity on board roles, expectations, and committee structures, while understanding the governance model provides a broader perspective on how the board functions within the educational framework.

Other critical considerations include clarifying any financial contribution expectations for board members, being aware of organizational contact information for effective communication, and reviewing the conflict of interest policy to uphold ethical standards. Knowledge of insurance and risk management policies is also vital to understanding how the school mitigates potential risks. Lastly, board members must recognize transparency requirements under Indiana's Open Door Law, ensuring compliance with public meeting regulations.

# BOARD RESPONSIBILITIES

## Responsibilities of Individual Board Members

Each board member plays a vital role in ensuring the school's academic success, fulfilling the commitments outlined in its charter, and maintaining long-term sustainability. This responsibility requires a significant time commitment and active engagement in governance and oversight. Board members are expected to attend all board and committee meetings, participate in special events, and stay informed about the organization's mission, services, policies, and programs. Reviewing agendas and supporting materials before meetings ensures informed decision-making.

Active participation extends beyond meetings. Board members serve on committees or task forces, take on special assignments, and act as ambassadors to promote the school's work within the community. They also contribute to board development by identifying and recommending potential nominees who bring valuable skills and perspectives.

To make informed decisions, board members must stay up to date on developments in education and nonprofit governance. Adhering to conflict-of-interest and confidentiality policies is essential to maintaining ethical integrity. Additionally, board members support the school's financial health by assisting with fiduciary responsibilities, including financial oversight and accountability.

By fulfilling these responsibilities, board members strengthen the school's governance, ensuring a thriving educational environment that benefits students, families, and the broader community.

## Additional Considerations

Board members should be aware of several factors that impact their role. Meetings must comply with public access laws, requiring advance notice and open discussions. Financial literacy is crucial, as budget discussions are frequent, and training on financial statements is beneficial. Board members should also stay informed about legislative changes that affect school operations and funding. Since many charter schools lack dedicated fundraising staff, board involvement in fundraising is essential. Maintaining a mission-driven focus is key, and regular engagement with teachers and students helps ensure decisions align with the school's goals. Lastly, board members should be prepared to volunteer actively beyond meetings to support school initiatives.

# BOARD CHAIR RESPONSIBILITIES

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The school board chair serves as the leader of the board, ensuring that governance is effective, ethical, and student-centered. The chair also acts as a bridge between the board and the school leader, OEI, stakeholders, and the broader community.

## **Core Responsibilities**

### Meeting Leadership

- Presides over all regular and special board meetings.
- Ensures meetings are well-structured, timely, and inclusive of all board voices.
- Maintains order using established procedures.

### Governance Oversight

- Ensures the board adheres to its bylaws, policies, and applicable laws.
- Encourages ethical decision-making and upholds the board's code of conduct.
- Facilitates annual board evaluations and goal-setting.

### Liaison to the Superintendent and OEI

- Functions as the primary liaison connecting the board with both the superintendent and OEI.
- Communicates board expectations clearly and constructively.

### Board Leadership

- Promotes respectful dialogue and inclusive participation among board members.
- Provides guidance to individual board members, especially in matters of decorum, roles, and responsibilities.
- Encourages ongoing professional development and training for the board.

### Public Representation

- Represents the board at official functions, with media (if delegated), and in community events.
- Speaks on behalf of the board when authorized, ensuring consistency in public messaging.

# OTHER BOARD ROLES' RESPONSIBILITIES

Effective boards involve each member fulfilling his or her duties to the fullest. There are four other important roles of a board and their responsibilities:

## **Vice-Chair**

- Obtaining skills and knowledge to be able to substitute or replace the board chair
- Taking the lead when the board chair is unavailable
- Assisting the board chair in the execution of his or her duties
- Serving on board committees
- Gathering information required for future leadership

## **Secretary**

- Distributing all necessary information and materials before every meeting
- Taking the minutes of the meeting and sharing them to respective parties
- Scheduling meetings and notifying respective parties
- Ensuring the board is aware of board and school level compliance documents

## **Treasurer**

- Reconciling bank accounts and producing organization's financial statements
- Overseeing the finance committee and the organization's financial officer
- Monitoring the timely submission of tax documents and legal forms
- Assisting the CFO with preparing the annual budget
- Reviewing the annual audit and answering audit-related queries

## **Committee Chair**

- Planning committee meetings
- Setting agenda for committee meetings
- Reporting committee updates to the full board

# BEST PRACTICES

**School boards play a critical role in ensuring the success and sustainability of their schools. Below are governance best practices to help boards operate effectively:**

## Establish a Clear Mission and Vision

- Ensure the school's mission is clear, widely understood, and drives all decision-making.
- Align strategic planning and board actions with the long-term vision of the school.

## Maintain Strong Board Leadership and Structure

- Recruit diverse, skilled, and mission-aligned board members with expertise in areas like education, finance, law, and community engagement.
- Define clear roles for board officers, committees, and individual members.
- Implement term limits to balance continuity and fresh perspectives.

## Prioritize Financial Oversight and Sustainability

- Review financial statements regularly and ensure transparency in financial reporting.
- Approve and monitor the annual budget with mission-alignment.
- Establish and oversee fundraising and development strategies to secure long-term financial stability.

## Ensure Effective School Leadership Oversight

- Hire, support, and regularly evaluate the school leader (CEO/ED)
- Set clear performance goals and accountability measures for school leadership.
- Respect the distinction between board responsibilities and school leadership responsibilities.

## Foster a Culture of Accountability and Compliance

- Monitor academic performance and ensure the school meets its charter obligations.
- Adhere to all local, state, and federal laws, including compliance with the Indiana Open Door Law for public meetings.

## Engage with the School Community

- Actively engage with students, teachers, and parents to understand their needs and perspectives.
- Advocate for the school in the broader community, building partnerships and support networks.
- Ensure transparency in board decision-making and communication with stakeholders.

## Develop and Follow Strong Policies

- Maintain bylaws, governance policies, and a clear conflict-of-interest policy.
- Establish committees to focus on key areas such as finance, governance, and academic oversight.
- Ensure risk management policies are in place.

# BEST PRACTICES

## Commit to Board Training and Continuous Improvement

- Provide ongoing training for board members, especially in areas like governance, financial oversight, and fundraising.
- Stay informed about education policy and trends affecting charter schools.

## Create and Maintain Robust Committees

- OEI requires a finance and academic committee; a governance committee is highly recommended as well.
- Additional suggested committees: Development, Community Engagement, Marketing, Stakeholder, or ad hoc as needed.

## Clarify Board Roles and Committee Assignments

- Key board roles include the Board Chair, Vice Chair, Secretary, Treasurer, and Committee Chairs.
- It's suggested that every board member serve on at least one committee.

## Set an annual Board Meeting and Committee Meeting Schedule

- Adopt a full-year board and committee meeting calendar.
- Committees should meet as needed, with a recommended minimum of once per month—more frequently during peak periods.
- Boards are encouraged to meet monthly or bi-monthly to ensure consistent and effective oversight.

## Conduct Annual Evaluations

- OEI requires every board to complete annual evaluations at the end of the school year:
  - Board Self-Evaluation
  - Board Evaluation of School Leader (ED/CEO)
  - School Leader (ED/CEO) Self-Evaluation
  - Board Evaluation of CMO (if applicable)

## Ensure Strong Attendance and Engagement

- Members should remain actively engaged and make every effort to attend all board and committee meetings.
- While Indiana Code requires in-person attendance at least once per year, OEI strongly recommends that board members attend all meetings in person to support effective oversight and collaboration.

# BEST PRACTICES – EXAMPLES

**Some of our current boards have successfully implemented strategies to strengthen oversight and boost engagement. Here are a few examples:**

- Boards take attendance at each meeting for the following meeting to ensure quorum, maintain high attendance, and prioritize in-person participation.
- Board Chairs meet individually with each board member once a year to ensure active participation and gather feedback on how they would like to be engaged. This also provides the Chair an opportunity to connect with members outside of a formal meeting setting.
- Boards use a centralized electronic platform to store all materials and documentation, send calendar invites, and serve as a reference destination for board members.
- For boards overseeing multiple schools, meeting locations rotate throughout the year to ensure visibility across each school.
- Boards overseeing multiple schools allocate specific time for each school's update or presentation, ensuring effective oversight of each school.
- A designated staff member, outside of school leadership, acts as a board liaison to streamline documentation and communication, improving board engagement and accountability.
- Principals and key staff members, aside from the school leader, attend board meetings to stay informed, provide school-specific updates, and engage with the board on various topics.
- Each board meeting begins with a mission/vision moment, which typically includes a brief reminder of the school's mission or vision see through a presentation by students or faculty, a reiteration of the school's mission statement, or highlights of recent school events.
- Boards will have the virtual meeting link posted alongside the board meeting schedule and/or in their posted agenda so the public may easily access their meetings.
- For in-person attendance measures, boards will hold in-person meetings only.
- Boards will post the meeting agenda along with the meeting notice to meet both requirements at once.
- Boards will print out their full board packet for everyone in attendance so they have a chance to stay on the same page with the discussion.

# COMPLIANCE GUIDELINES

This document provides a summary of key legal obligations and contractual requirements that each Mayor-sponsored Charter School Board (hereinafter "Board") must adhere to. It is intended to support ongoing compliance with federal, state, and local regulations, as well as contractual agreements and Board policies. Regular review of these items by the Office of Education Innovation team ensures sound governance, mitigates risk, and promotes transparency and accountability in school operations.

As public entities, charter school boards must ensure that board meetings are held in accordance with the IODL. This document serves as a quick reference to help board members correctly identify and follow the appropriate procedures for holding public meetings. Full IODL guidance may be found [here](#).

This document has been reviewed by the City of Indianapolis' Office of Corporation Counsel to ensure the accuracy of the law, but this guide is not a substitute for legal advice and should not be construed as such.

## **Definitions:**

a) "Meeting" means a gathering of a majority of the governing body of a public agency for the purpose of taking official action upon public business. It does not include social or chance gatherings, on-site inspection of a program or facility, or an orientation of members of the governing body on their role and responsibilities as public officials (no official action may be taken).

b) "Majority" means that for a board comprised of seven members, four must be present to constitute a gathering of a majority of the governing body.

c) "Official action" means to receive information, deliberate (a discussion which may be reasonably expected to result in official action), make recommendations, establish policy, make decisions or take final action (a vote by the board on any motion, proposal, resolution, rule, or regulation).

d) "Public business" means any function upon which the public agency is empowered or authorized to take official action.

"Final action" means a vote by the governing body on any motion, proposal, resolution, rule, regulation, ordinance, or order.

e) "Executive session" means a meeting from which the public is excluded, except the governing body may admit those persons necessary to carry out its purpose. The governing body may also admit an individual who has been elected to the governing body but has not been sworn in as a member of the governing body.

# INDIANA OPEN DOOR LAW

## Committee Meeting Requirements:

The participation of board members in a committee and that committee's ability to take final action impact whether the committee must meet in accordance with open door law. Committees with more than one board member and/or those that may take final action on behalf of the board must comply with all IODL requirements. More details are below.

(a) Committees with more than one board member:

(1) Any board committee that includes more than 1 board member is considered a governing body and is therefore subject to the IODL.

A. Ex.

- i. Committee meetings must be treated as public meetings and follow all notice requirements.
- ii. Committee meetings cannot be held entirely virtually. Refer to Electronic Meeting Requirements in this document for how to have virtual participation in compliance with IODL.

(b) Committees with no more than one board member (1 or zero board members):

(1) A committee that has either 1 or 0 board members, and only operated to receive information, deliberate, or make recommendations to the governing body is considered an advisory committee and is not subject to the IODL.

A. Ex.

- i. These committees cannot set board/school policy, approve contracts, etc. (take final action) without full board approval
- ii. These committees may meet without providing official public notice and are not required to be open to the public.

(2) A committee that has either 1 or 0 board members and is authorized by the board to take final action is considered a governing body and is subject to the IODL.

A. Ex.

- i. These committees may make decisions about policies without needing a full board vote.
- ii. These committees must hold meetings that are accessible to the public. These meetings may not be entirely virtual. Refer to Electronic Meeting Requirements in this document for how to have virtual participation in compliance with IODL.

# INDIANA OPEN DOOR LAW

(c) Committee “Charters” and Authority : If the full board approves a “charter” or other governing document or guidelines to define and/or guide a committee, that document does not override the IODL.

(1) Committee charters are internal governance tools that:

- i. Define the scope, responsibilities, and limitations of a committee’s work.
- ii. Must still align with the board’s bylaws, the school’s charter agreement, and the IODL.

(2) Committees cannot approve or take final action unless the board has formally delegated authority to them.

- i. Even if such delegation occurs, it is considered best practice for the full board to approve or ratify important decisions in a public meeting to ensure transparency and accountability.

## **School Website Information Requirements:**

(a) Board Roster: In accordance with IC 20-24-9-7, the school must publish the names of all current Board members on the school’s website. This must be continuously updated as the Board’s membership changes.

(b) Board Contact Information: In accordance with OEI’s requirements, contact information for the Board must be listed on the website.

*Ex. - The contact information could be an overall Board email, individual Board member email addresses, etc.*

# INDIANA OPEN DOOR LAW

## Board Meeting Requirements:

(a) Annual Notice of Meeting Schedule: In accordance with OEI requirements, a notice containing the Board's meeting schedule (including meeting locations, dates, and times for Board meetings for that coming year) must be made available to the public annually. Such notice must be given pursuant to Section 2(b)(1)(A) below. This does not apply to executive sessions.

## (b) Regular Meeting Notice Requirements:

(1) Public notice of any meeting, executive session, or of any rescheduled or reconvened meeting (including the date, time, and place of the meeting) shall be given by the Board at least forty-eight (48) hours prior to the meeting, not including holidays or weekends.

*Ex. A notice cannot state the public session will be held "after the executive session". That is not proper notice.*

(A) Such notice must be accessible to the public and posted at either:

- i) the principal office (i.e. main office) of the school; OR
- (ii) the building where the meeting is being held (if a principal office does not exist).

(2) If a regular meeting is rescheduled or relocated, notice of the change must be given pursuant to the requirements of Section 2(b)(1) above.

(3) Cancellations do not require 48-hour notice but should be communicated clearly online and at the physical meeting location.

(4) If a meeting is called to deal with an emergency involving actual or threatened injury to person or property, or actual or threatened disruption of the governmental activity under the jurisdiction of the public agency by any event, then the time requirements of notice under this section shall not apply, but a posted notice is still required.

# INDIANA OPEN DOOR LAW

(c) Executive Sessions: Public notice of each meeting of the Board for an “executive session” must be given pursuant to the requirements of Section 2(b)(1) above.

(1) The subject matter that may be discussed in executive session is restricted by IC 5-14-1.5-6.1(b). Thus, all notices for executive sessions must expressly state the subject matter being discussed in the meeting by giving specific reference to the statute authorizing that subject matter.

*Ex. “[School name’s] board is holding an executive session at [meeting location] at [time] on [day] to discuss school consolidation, pursuant to IC 5-14-1.5-6.1(b)(2)(E) and a real property transaction including: a purchase; a lease or lessor; a lease as lessee; a transfer; an exchange; or a sale, pursuant to IC 5-14-1.5-6.1(b)(2)(D)”*

(A) Some Reasons for Executive Sessions:

- a. Discussion of strategy with respect to the initiation of litigation or litigation that is pending or has been threatened in writing.
- b. To receive information about and interview prospective employees.
- c. To discuss a job performance evaluation.
- d. Where authorized by federal or state statute
- e. Implementation of security systems
- f. The purchase or lease of real property by the governing body up to the time a contract or option to purchase or lease is executed by the parties
- g. School consolidation
- h. For discussion of records classified as confidential by state or federal statute
- i. To discuss before a placement decision on an individual student’s abilities, past performance, behavior, and needs
- j. To discuss a job performance evaluation of individual employees (does not apply to a discussion of the salary, compensation, or benefits of employees during a budget process)
- k. To train school board members with an outside consultant about the performance of the role of the members as public officials

# INDIANA OPEN DOOR LAW

(d) Meeting Agenda: In accordance with IC 5-14-1.5-4, if the Board wishes to use an agenda, the agenda must be posted at the entrance to the location of the meeting prior to the meeting. The law does not state a time at which it needs to be posted.

(e) Meeting Minutes:

(1) In accordance with OEI's requirements, at least the past 12 months of Board meeting minutes are to be made available to the public.

(2) The memoranda are to be available within a reasonable period of time after the meeting. The minutes, if any, are to be open for public inspection and copying.

(3) The governing body may correct the minutes of its meetings and make corrections to the record where errors have occurred in properly recording the minutes. Modifications and amendments may be made to entries of minutes.

(4) In accordance with IC 5-14-1.5-4, the following information must be included in the minutes:

- (A) The date, time, and place of the meeting.
- (B) The members of the governing body recorded as either present or absent.
- (C) The general substance of all matters proposed, discussed, or decided.
- (D) A record of all votes taken by individual members if there is a roll call.
- (E) Any additional information required under IC 5-14-1.5-3.5, 3.6, or any other statute that may authorize the Board to conduct a meeting by electronic means.

(5) Executive Session Minutes: In accordance with IC 5-14-1.5-6.1(d), executive session minutes must identify the subject of an executive session by specific reference to the enumerated instance or instances for which executive sessions may be held under the statute. The Board must also certify (by a statement in the minutes) that the Board did not discuss any subjects not permitted by law to be discussed in the executive session.

# INDIANA OPEN DOOR LAW

## (f) Attendance/Quorum/Voting:

(1) No votes or official actions of the Board may take place without a quorum present.

(2) In accordance with IC 20-26-4-3(f), a majority of the Board members constitutes a quorum.

(A) Electronic Meeting Requirements: If the Board wishes to allow members to occasionally participate virtually, the following attendance rules apply:

(i) The Board shall adopt a policy governing participation in meetings of the governing body by electronic communication and post such policy on its website.

(ii) The minimum number of members who must be physically present at the meeting must be the greater of either: (1) two of the members; or (2) one-third (1/3) of the members.

(iii) All votes of the Board during an electronic meeting of the Board must be taken by roll call vote (i.e. one-at-a-time).

(iv) Each member of the Board is required to physically attend at least one (1) meeting during a calendar year.

(v) Under no circumstances may the Board meet where all members are participating virtually. This is a violation of Indiana Open Door Law.

(3) Executive Sessions: The board can take official action in an executive session (for example, receive information, deliberate, etc.) but cannot take final action.

# INDIANA OPEN DOOR LAW

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## (g) Public Comment.

(1) In accordance with IC 5-14-1.5-3(d), oral public comment must be allowed at every Board meeting (excluding executive sessions). Oral public comment may be allowed at any meetings conducted pursuant to IC 5-14-1.5-3.7 (for electronic meetings during a disaster emergency).

(2) In accordance with IC 5-14-1.5-3.3, Board may adopt reasonable rules to govern the taking of oral public comment at a meeting. The Board may set a time limit for receiving oral public comment on a topic.

(3) Oral public comment on a topic must occur before the Board can take final action on the topic.

(4) The Board may take reasonable steps to maintain order in its meetings, including the removal of any person who is willfully disruptive of the meeting.

# ADDITIONAL INFORMATION

## **OEI Handbook**

At the beginning of each school year, OEI will send out a handbook for the school year to the Board Chair and School Leader. In it, you will find information about that school year's Charter Cycle, Performance Framework, Calendar of Reporting Requirements, and more. It's best practice to share this handbook with the full board.

## **OEI's Governance Engagement**

Each MSCS board has a designated Governance Performance Analyst that oversees Core Question 3 of the performance framework and acts as OEI's point of contact with the board. They will attend board meetings, semi-annual check-ins with each board chair, and have an open line of communication with the board chair, board members, and school leadership throughout the year.

## **OEI's Additional Engagement**

**Finance:** OEI's Finance team meets with each school's respective finance team four times a year to review quarterly finances.

**Academics:** OEI's Academic team meets with each school's respective academic team three times a year to review BOY, MOY, and EOY data.

**Leadership:** OEI's leadership team meets with school leaders as needed throughout the year and across their charter cycles to address specific needs.

**OEI Team:** The entire OEI team engages with the board and school leaders during respective times during the charter cycle.

## **Outside Sources:**

- [Do's and Dont's of Board Bylaws](#)
- [Board Member Duties, Roles, and Responsibilities You Need to Know](#)
- Book: Board Structure, A Guide to Bylaws, Officers, Committees, Responsibilities, and More for Exceptional Charter Schools
- Book: Governing for Greatness



**This guide is a living document that will be continuously updated as the law, compliance requirements, and practices evolve.**