

Exhibit 3
Governance and Administrative Plan for
Oakstone Community School

SCHOOL GOVERNANCE

Pursuant to the provisions of the Articles of Incorporation and Code of Regulations of its non-profit corporation, and the provisions of Article I of the Community School Sponsorship Contract the Governing Board of Trustees (hereinafter referred to as the GOVERNING AUTHORITY) is established as the governing authority of Oakstone Community School (hereinafter referred to as the SCHOOL).

In keeping with and subject to the responsibilities enumerated in Article IV of the Community School Sponsorship Contract and such powers and duties permitted and required by law and its Code of Regulations the GOVERNING AUTHORITY shall manage the business, property and affairs of the SCHOOL. In summary, the GOVERNING AUTHORITY shall:

- Adopt an annual budget.
- Oversee the administration and operation of the SCHOOL.
- Establish policies to ensure operation in accord with the authorizing contract.
- Establish policies to ensure operation in accord with federal, state, and local laws.
- Develop, and monitor both short and long term SCHOOL policy.
- Evaluate the effectiveness of policy implementation.

The GOVERNING AUTHORITY shall appoint, advise, support and evaluate the SCHOOL's administrative team. The GOVERNING AUTHORITY shall set policy for the employment of faculty and staff and delegate to the administrative team:

- The responsibility of appointing, evaluating, and terminating faculty and staff.
- The responsibility for the training and professional development of faculty and staff.
- The responsibility for the methods of implementing GOVERNING AUTHORITY policies.
- The authority to manage the SCHOOL's day-to-day operations.

The GOVERNING AUTHORITY shall set budgets and policy for the salaries, benefits and insurance for faculty and staff and delegate to the administrative team the responsibility for setting salary and benefits schedules, negotiating salaries and benefits, and establishing insurance for faculty and staff within the limits of those budgets and policies.

In the event the Community School Sponsorship Contract is terminated or not renewed pursuant to ORC 3314.07, the GOVERNING AUTHORITY shall:

- Maintain all staff records in a secure location and make records available to staff upon request.
- Ensure that STRS and SERS contributions are current.
- Clarify COBRA benefits and inform staff of the date medical benefits end.
- Ensure that each faculty's Local Professional Development Committee (LPDC) is current and available to staff.
- Provide a clear, written timeline of the closing process to all staff.

The GOVERNING AUTHORITY shall advise and report to the sponsor, the State Board of Education, parents, and the community at large regarding all significant activities, program evaluations and outcomes, student achievement, data, and policies.

GOVERNING AUTHORITY MEMBERSHIP AND QUORUM

The GOVERNING AUTHORITY shall have no fewer than five (5) voting members. Members are appointed for five year terms. A vacancy on the GOVERNING AUTHORITY shall be filled by appointment by a majority of the remaining members. A quorum shall consist of one half of the whole GOVERNING AUTHORITY. The act of a quorum of members present at meeting will be the act of the GOVERNING AUTHORITY unless a greater number is required under provision of law or the Code of Regulations.

Board members' desired qualifications include business, financial, or legal expertise, experience in education, community development, or organizational management, and personal characteristics of integrity and creativity. Board members should have a commitment to the school and its students and be willing to develop an understanding of the theoretical framework of the school, special education, and the school's social, political, and legal environment. The GOVERNING AUTHORITY will seek a membership that is diverse in experience, race, and gender.

Membership on GOVERNING AUTHORITY will terminate on:

1. Receipt by the GOVERNING AUTHORITY of written resignation executed by the member or the member's duly authorized attorney-in-fact.
2. The death of the member.
3. Cause, inconsistent with membership, after notice, trial, and conviction.
4. Failure of the member to attend to the meetings and duties of the GOVERNING AUTHORITY after notice and GOVERNING AUTHORITY resolution.

However, a member terminating membership status for reasons other than those stated above may be reinstated if the member corrects the cause of termination before the GOVERNING AUTHORITY formally adopts a resolution acknowledging the termination.

GOVERNING AUTHORITY ORGANIZATION

Officer and officer responsibilities

The officers of the GOVERNING AUTHORITY shall be appointed by resolution of the GOVERNING AUTHORITY. Officers will remain in office until a successor to the office has been appointed or until removed by resolution of the GOVERNING AUTHORITY. The officers of the GOVERNING AUTHORITY shall consist of the following:

- President
- Vice-President
- Secretary

The President will perform all duties incident to the office and any duties that may be required by the provisions of the Articles of Incorporation, the Code of Regulations, Article IV of the Community School Sponsorship Contract or prescribed by the GOVERNING AUTHORITY. The President has full authority to do all things entrusted to the GOVERNING AUTHORITY and the Executive Committee in the interim between meetings of these bodies.

The Vice-President will perform all duties and exercise all powers of the President when the President is absent or is otherwise unable to act. The Vice-President will perform any other duties that may be prescribed by the GOVERNING AUTHORITY.

The Secretary will keep minutes of all meetings of the GOVERNING AUTHORITY, give all notices as required by law, perform all duties incident to the office and any other duties as may be required by

law, by the Articles of Incorporation, the Code of Regulations, or that may be prescribed by the GOVERNING AUTHORITY.

Committees and Responsibilities

The following Committees will operate as part of GOVERNING AUTHORITY management subject to the provisions of the Code of Regulations. GOVERNING AUTHORITY members serving on Committees are appointed and removed by resolution of the GOVERNING AUTHORITY. The GOVERNING AUTHORITY may add to the scope of a Committee's authority by resolution but may not subtract from it.

1. **The Finance/Audit Committee** will consist of at least two voting GOVERNING AUTHORITY members and the Fiscal Officer. The Committee will meet each month to review monthly financial reports/reconciliations in detail. The committee will also review appropriations, five year forecasts, and any other financial information in detail and make recommendations to the GOVERNING AUTHORITY regarding approval This Committee is responsible for monitoring the execution of the Financial Plan, Exhibit 2 of the Community School Sponsorship Contract. This Committee will also serve as the Audit Committee.
2. **The Curriculum/Accountability Committee** will consist of at least two voting GOVERNING AUTHORITY members, the Superintendent/Principal and at most three teachers. The Committee shall meet, at minimum, in the months of September, December, and May. This Committee will review test scores and the selection and use of curriculum and make recommendations to the GOVERNING AUTHORITY regarding approval This Committee is responsible for monitoring the execution of the Educational Plan, Exhibit 1 and the Accountability Plan, Exhibit 4 of the Community School Sponsorship Contract.
3. **The Executive Committee** will consist of the President, the Vice-President, and at most one voting GOVERNING AUTHORITY member. The Committee will meet as called by the President to consider and assist the President with GOVERNING AUTHORITY self governance and compliance, meeting agenda, GOVERNING AUTHORITY calendar, GOVERNING AUTHORITY membership, regulator relations, and delegation of other duties as defined by the President or the GOVERNING AUTHORITY. This Committee is responsible for monitoring the execution of this Governance and Administrative Plan.

The GOVERNING AUTHORITY may, by resolution, form and dissolve additional standing or working committees with scope and duties not conflicting with the above.

Meetings and Agenda

GOVERNING AUTHORITY meetings will be regularly scheduled and the dates/times will be published in compliance with the Open Meetings Act, ORC 121.22 and sent to GOVERNING AUTHORITY members, the SCHOOL's sponsor, and any other person or organization as requested. Any discussion of the public business of the GOVERNING AUTHORITY by a quorum of its members will be open to the public. No special meetings will be held without 24-hour notice in the manner prescribed by law and the Code of Regulations, except in the case of an emergency require immediate action. Upon request the SCHOOL will provide any person advance notification of any matter to be discussed in a GOVERNING AUTHORITY meeting.

Written notice stating the place, day and hours of any special meetings of the GOVERNING AUTHORITY will be delivered to each member not less than one or more then five days before the date of the meeting in the manner prescribed by law and the Code of Regulations.

A special meeting of the GOVERNING AUTHORITY may be called by either:

- The President, or
- A majority of the then serving members of the GOVERNING AUTHORITY.

POLICIES CONCERNING THE GOVERNING AUTHORITY

There is no financial compensation for GOVERNING AUTHORITY participation.

The GOVERNING AUTHORITY will ensure that the SCHOOL keeps correct and complete books and records of account and complies with the Open Meetings Act, ORC 121.22 and Public Records Act, ORC 149.43.

The GOVERNING AUTHORITY will keep minutes of its proceedings and will comply with the Open Meetings Act, ORC 121.22 and Public Records Act, ORC 149.43.

Only the GOVERNING AUTHORITY President or his or her designee may publicly speak for the GOVERNING AUTHORITY.

A GOVERNING AUTHORITY member may not serve with a conflict of interest as defined by Ohio law or by rulings of the Ohio Ethics Commission. As such, employees of the SCHOOL, employees of the SCHOOL's sponsor, or others having a financial interest in the SCHOOL shall not be voting members of the GOVERNING AUTHORITY. GOVERNING AUTHORITY members must comply ethical behavior as defined by ORC Chapter 102 and ORC Section 2921.42.

GOVERNING AUTHORITY members must promptly divulge possible conflicts of interest or any activity that raises reasonable question of conflict of interest to the GOVERNING AUTHORITY. GOVERNING AUTHORITY members may not engage in business, private practice of their profession, the rendering of services, or the sale of goods where advantage is taken of the relationships with SCHOOL, the students, faculty or parents of the SCHOOL.

The GOVERNING AUTHORITY shall require background checks for its members in compliance with Ohio Law.

The GOVERNING AUTHORITY shall maintain policies regulating the attendance of its members.

The GOVERNING AUTHORITY shall maintain policies regulating the participation of the public at its sessions.

The GOVERNING AUTHORITY shall maintain policies prohibiting discrimination in all matters of hiring, promotion, discharge, compensation, and terms and conditions of employment. GOVERNING AUTHORITY policy shall prohibit discrimination on the basis of race, color, religion, sex, national origin, cultural heritage, handicap, age, or ancestry. GOVERNING AUTHORITY policy shall ensure that all employment decisions, school programs and personnel actions are administered in conformity with the principles of Equal Employment Opportunity.