

Date: _____

GOVERNANCE CHECKLIST

ITEM	YES	NO
Meeting was conducted in an efficient manner Comments:		
Minutes were accurate Comments:		
There are proper Notices of Meetings – Regular, Special, Emergency Comments:		
Required Public Records Training and Certification Form is on file Comments:		
Required Open Meetings Training and Certification Form Comments:		
Compliance with Ethics and Conflicts Rules and Board Member Disclosure Statements are on file Comments: 2016 forms are on file and 2017 will be signed at the April 2017 Governing Authority meeting		
All BCII and FBI checks clean/ in compliance, both before board term begins and after Comments:		
Proper Number of Board Members (at least five) Comments:		
Professionalism of Board, Administration and Cognizance of Proper Roles Comments:		
Proper Executive Sessions, Motions and Roll Call Votes Comments:		
Evidence of Mission-Driven Decision-making Comments:		
Directors and Officers Liability Insurance Comments:		

Signature of Sponsor & Position

Signature of Sponsor & Position

Signature of Findlay Digital Academy Representative & Position

Signature & Position