**From a sample 2014 Washington State Charter School Commission Charter Contract:**

### 4.1.2 Composition.

The composition of the Board shall at all times be determined by and consistent with the Articles and Bylaws and all applicable law and policy. The roster of the Board and each member’s disclosure form are attached to this Contract as Appendix 3: Board Roster and Disclosures(initially or as amended, the “Board Roster and Disclosures”). The Board shall notify the Commission of any changes to the Board Roster and Disclosures within five (5) business days of their taking effect and provide an amended Board Roster and Disclosures.

### 4.13.4 Background Checks.

**a.** The School will comply with the employee record check requirements in RCW 28A.400.303, and associated rules. The School will obtain and retain copies of fingerprint and background checks for all employees, contractors, volunteers, and board members who may have unsupervised access to children or who may be allowed on School premises unaccompanied when children are present. This shall be an ongoing requirement; background checks will be periodically renewed to determine whether conduct has occurred post-employment. The School shall give notice to the Commission of any employee it finds who has a prior conviction of a felony, or any crime related to theft or misappropriation of funds, and of any employee who is convicted of a felony during the term of an employee's employment. The School shall also give notice to the Commission of any employee who has been convicted of an offense enumerated or referenced in chapter 28A.410 RCW.

**b.** Employee rosters and proof of background check clearance shall be provided to the Commission as required by the Charter School Performance Framework, chapter 180-30 WAC.