



THE ROLE OF THE BOARD AND THE PRINCIPAL

INTRODUCTION

Recognizing that charter schools are governed by boards, not by individual board members, and the relationship between the Board of Directors and the School's Principal is crucial to the effective operation of the school, this policy clarifies the Board of Directors' and the Principal's primary roles in governing and operating the School.

The Board of Director's primary roles include:

1. Hiring, supporting, and evaluating the Principal of the School so that the vision, goals and policies of the School can be effectively implemented
2. Hiring, discipline and dismissal of all employees of the Charter School after consideration of a recommendation by the Principal of the School.
3. Approval of all contractual agreements.
4. Adopting a fiscally responsible budget based on the School's vision and goals, and regularly monitoring the fiscal health of the School.
5. Acting as fiscal agent. This includes the receipt of funds for the operation of the School in accordance with charter school laws and the receipt of grants and donations consistent with the mission of the School.
6. Contracting an external auditor to produce an annual financial audit according to generally accepted accounting practices.
7. The Board will establish committees of parents, educators, and community members as necessary.

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- 8. Regularly measuring progress of both student and staff performance.**
- 9. Involving parents and the community in the support of School programs.**
- 10. Executing all other responsibilities provided for in the California Corporations Code.**
- 11. Development, review, or revision of the School's accountability and mission.**
- 12. Development and approval of the school calendar and schedule of Board meetings.**
- 13. Adopting, evaluating, and updating of Board policies and procedures consistent with the law and the School's mission.**
- 14. Review and action on requests for out of state or overnight field trips.**
- 15. Participation in the dispute resolution procedure and complaint procedures when necessary.**
- 16. Providing direction to the Principal pursuant to established policies.**
- 17. Involving the community, parents/guardians, students and staff in developing a common vision for the School focused on learning and achievement and responsive to the needs of all students.**
- 18. Maintaining accountability for student learning by adopting the School's curriculum and monitoring student progress.**
- 19. Conducting regular and timely evaluations of the Principal based on the vision, goals and performance of the School, and ensuring that the Principal does the same for other personnel of the School.**
- 20. Ensuring that a safe and appropriate educational environment is provided to all students.**
- 21. Consulting with the Principal on his or her recommendations and taking action in consideration of them.**
- 22. Exercising control of the School in accordance with the State and Federal Constitution, and applicable laws and regulations.**
- 23. Providing adequate housing, equipment, supplies and other facilities for the operation of the School.**
- 24. Hearing communications, written and/or oral, from citizens and organizations on matters of administration, finance, organization, policy and program.**

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25. Approval of charter amendments.
26. Approval of annual fiscal and performance audits.
27. Approval of personnel discipline (suspensions or dismissals) as needed.
28. Appoint an administrative panel to act as a hearing body and take action on recommended student expulsions.
29. Submission of Items to Principal for inclusion on board meeting agendas.
30. Conducting annual elections of officers and as needed new board members.

The Principal's primary roles include:

1. Promoting the success of all students and supporting the efforts of the Board of Directors to keep the School focused on learning and achievement.
2. Valuing, advocating and supporting the School and all stakeholders.
3. Recognizing and respecting the differences of perspective and style on the Board of Directors and among staff, students, parents and the community and ensuring that the diverse range of views inform Board of Directors decisions.
4. Acting with dignity, treating everyone with civility and respect, and understanding the implications of demeanor and behavior.
5. Working with the Board of Directors as a "governance team" and assuring collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture.
6. Understanding the distinction between Board of Directors and staff roles, and respecting the role of the Board of Directors as the representative of the community.
7. Understanding that authority rests with the Board of Directors as a whole; providing guidance to the Board of Directors to assist in decision-making; and providing leadership based on the direction of the Board of Directors as a whole.
8. Communicating openly with trust and integrity including providing all members of the Board of Directors with equal access to information, and recognizing the importance of both responsive and anticipatory communications.
9. Accepting leadership responsibility and accountability for implementing the vision, goals and policies of the School.

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- 10. Attend District Administrative meetings as necessary and stay in direct contact with District regarding changes, progress, etc.**
- 11. Develop and post Board meeting agenda in conjunction with the Operations Manager. Provide safe storage of approved agendas, minutes and supporting documents/reports**
- 12. Make recommendations to the Board on hiring, discipline and dismissal of School employees.**
- 13. Supervise, either directly or through subordinates, all employees of the school.**
- 14. Provide timely performance evaluations of all school employees at least annually.**
- 15. Propose policies for adoption or review by the Board.**
- 16. Provide comments and recommendations regarding policies presented by others to the board.**
- 17. Communicate with School legal counsel as needed.**
- 18. Stay abreast of school laws and regulations.**
- 19. Approve all necessary purchase orders, pay warrants, and requisitions and, upon approval, forward on for processing.**
- 20. Participate in the dispute resolution procedure and the complaint procedure when necessary.**
- 21. Grant writing.**
- 22. Establish and execute enrollment procedures.**
- 23. Attend meetings with the Chief Financial Officer of the District as needed.**
- 24. Provide all necessary financial reports as required for proper ADA reporting.**
- 25. Make budget line item revisions when necessary and report changes regularly to the Board.**
- 26. Develop and administer the budget in accordance with generally accepted accounting principles.**
- 27. Present regular financial reports to the Board.**

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- 28. Provide assistance and coordination to the Faculty and Staff in the development of curriculum.**
- 29. Oversee parent/student/teacher relations.**
- 30. Attend IEP meetings when necessary.**
- 31. Supervise student disciplinary matters.**
- 32. Coordinate the administration of Standardized Testing.**
- 33. Plan and coordinate student and parent orientation.**
- 34. Attend all Board meetings and attendance as necessary at District Board of Education meetings as the charter representative.**
- 35. Site safety.**
- 36. Foster an amicable relationship between the District and School and facilitate a sharing of resources between both entities.**
- 37. Establish a Communication Model to facilitate communication among all the groups within the School, between the School and the District, and between the School and the community at large.**
- 38. Establish procedures designed to carry out Board policies.**
- 39. Create and appoint committees to assist in the execution of certain planning and administrative functions.**
- 40. Create and submit for approval by the Board a school calendar and daily schedule by the June meeting of the Board.**
- 41. Manage communications between the District Board and the Board of the Charter School as needed.**
- 42. Develop and present the School Annual Performance Audit to the Board and the District Board.**
- 43. Present fiscal audit to the Board of the Charter School and after review by the School Board present a fiscal audit to the District Board of Education and the County Superintendent of Schools, the State Controller and the California**

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Department of Education.

44. Facilitate open house events.

45. Facilitate all Board meetings (i.e. booking of location and set up/take down at location, Brown Act requirements)

The above duties may be delegated or contracted as approved by the Board to a business administrator of the School or other employee, a parent volunteer (Only in accordance with student and teacher confidentiality rights.) or to a third party provider.

Each individual member of the Board of Directors shall:

1. Keep learning and achievement for all students as the primary focus.
2. Recognize and respect differences of perspective and style on the Board of Directors and among staff, students, parents and the community.
3. Act with dignity and understand the implications of demeanor and behavior.
4. Keep confidential matters confidential.
5. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.
6. Understand the distinctions between Board of Directors and administration roles, and refrain from performing management functions that are the responsibility of the Principal and staff.
7. Comply with legal responsibilities related to conflicts of interest
8. Understand that authority rests with the Board of Directors as a whole and not with individuals.

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