

# CITY HEIGHTS PREP

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## CHARTER SCHOOL

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### **BOARD ROLES AND RESPONSIBILITIES: DELEGATION OF POWER**

Charter schools are governed by boards, not by individual board members. While understanding their separate roles, the Board of Directors and the School Director work together as a governance team in operating City Heights Preparatory Charter School. The governance team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively. In consideration of these guiding principles, the following policy identifies the role of the Board and the role of the Director.

#### **Role of the Governing Board**

##### **Vision and Strategic Plan:**

- The Board drafts, modifies and approves the School Mission;
- The Board approves the annual School Accountability Plan;
- The Board adopts policies to successfully implement the School Mission and School Accountability Plan.
- The Board oversees the School Director to ensure that the School Mission and School Accountability Plan are upheld.

##### **Academic Performance Monitoring:**

- The Board, or a committee thereof, annually reviews student performance based on state- and federally-mandated assessments and sets goals for student achievement;
- The Board, or a committee thereof, annually reviews student performance based on state and federally mandated assessments;
- The Board, or a committee thereof, reviews student performance based on school level assessments;
- The Board reviews and adopts academic policies to accomplish the student achievement goals;
- The Board approves all academic performance reports to all federal, state and local agencies as required by law;

##### **Staffing and Personnel:**

- The Board reviews and approves personnel policies and any amendments thereto;
- The Board hires, evaluates, and terminates the employment of the School Director;
- The Board establishes performance goals for the School Director and communicates the goals to the School Director;
- The Board annually reviews the School Director's performance;
- The Board annually reviews the School Director's employment contract, and reevaluates it yearly;
- The Board approves the salary schedules and compensation policies for all School personnel in compliance with any applicable state laws and collective bargaining procedures (if applicable);
- The Board hears and decides employee grievances (only applicable if employees are given grievance rights under a contract, collective bargaining agreement, personnel or board policies).

### **Parent, Student and Community Relations**

- The Board approves all student and parent policies and any proposed amendments thereto;
- The Board, or a committee thereof, hears and decide student expulsion recommendations;
- The Board, or a committee thereof, may hear and decides student suspension appeals;
- As needed, the Board communicates with the media and community at large consistent with the School's Mission and Vision;

### **Finance and Budget**

- The Board reviews and approves the fiscal management and internal controls policies and any proposed amendments thereto;
- The Board, or a committee thereof, solicits and selects the school's independent financial auditor, oversees the auditor's work, and receives the auditor's report(s);
- The Board, or a committee thereof, reviews and adopts and amends the annual budget as well as interim and annual financial statements;
- The Board, or a committee thereof, reviews and approves the audit report;
- The Board monitors the responses to the audit report and implementation thereof;
- The Board authorizes all contracts for services and materials in excess of \$10,000.

### **Facilities**

- The Board enters into financing and building contracts;
- The Board approves construction and remodeling of facilities in keeping with fiscal policies ;
- The Board, or a committee thereof, researches school sites as needed, and funding and facilities options;
- The Board, or a committee thereof, conducts capital campaigns;
- The Board, or a committee thereof, makes recommendations on facilities needs and policies.

### **Board Internal Business**

- The Board drafts, reviews and approves board policies and amendments thereto;
- The Board recruits prospective Board members;
- The Board orients new Board members;
- The Board, as needed, provides training to its members;
- The Board develops and yearly implements a Board self-evaluation. From time to time, the Board re-evaluates its self-evaluation process.

### **Charter Performance and Renewal**

- The Board annually reviews the school performance reports;
- The Board, as needed, reviews charter school renewal proposals and reports.

### **Delegation of Power to the School Director**

The Board delegates the following powers to the Director or his/her delegate. The Director or delegate works in conjunction with the committees established by the Director to promote the collaborative culture of City Heights Preparatory Charter School.

### **Vision and Strategic Plan:**

- The School Director provides input to the Board when it drafts, modifies and approves the School Mission;

- The School Director drafts and submits to the Board the School's Accountability Plan;
- The School Director implements the Board-adopted policies to implement the School Mission and Strategic Plans, by among other things adopting appropriate procedures and training staff on the policies and procedures.

**Academic Performance Monitoring:**

- The School Director develops a report reflecting student performance based on state and federally mandated assessments, provides a copy to the Board, reviews the performance with the Board, or a committee thereof, and provides input to the Board when setting goals for student achievement. The School Director implements the goals for student achievement on such assessments;
- The School Director regularly reviews student performance based on school level assessments with the Board, or a committee thereof, and provides input to the Board when setting goals for student assessment on school level assessments. The School Director implements the goals for student achievement on school level assessments;
- The School Director implements Board adopted policies to achieve the student achievement goals, by among other things, adopting appropriate procedures and training staff on policies and procedures;
- The School Director creates all academic performance reports required by all federal, state and local agencies as required by law and provides them to the Board for approval;
- The School Director develops the school calendar and class schedule and provides them to the Board.

**Staffing and Personnel:**

- The School Director drafts all personnel policies and presents them to the Board for review and approval. The School Director also recommends any proposed amendments to the personnel policies and presents them to the Board for review and approval;
- The School Director hires, terminates, and reassigns all school personnel other than the Director and presents those actions to the Board. The School Director is responsible for all recruitment activities associated with the hiring of school personnel;
- The School Director determines the salaries for all School personnel, except the School Director, in compliance with any applicable state laws, collective bargaining procedures (if applicable), and within the salary schedules or budget approved by the Board;
- The School Director ensures that all school personnel are evaluated on a regular basis. The School Director creates the process for such evaluation in conjunction with City Heights Preparatory Charter School staff;
- The School Director implements all personnel policies, including the school's internal complaint procedures. If applicable, the School Director presents employee grievances to the Board, which hears and decides them (only applicable if employees are given grievance rights under a contract, collective bargaining agreement, or personnel policy).

**Parent, Student and Community Relations**

- The School Director implements the policies and procedures adopted for student expulsion and recommends student expulsions to the Board, upon completion of the school-level procedures.
- The School Director follows the policies and procedures adopted for student suspensions and refers any student appeals to the Board to hear and decide such appeals as applicable;

- The School Director drafts, and subsequently implements the Board adopted student and parent policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures. The School Director drafts amendments to the student and parent policies, and presents them to the Board for approval;
- At the request of the Board, the School Director communicates with the media and community at large in a fashion that is consistent with the School's Mission and Vision;

#### **Finance and Budget**

- The School Director drafts and subsequently implements the Board adopted fiscal policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures. The School Director drafts amendments to the fiscal policies, and presents them to the Board for approval;
- The School Director drafts and submits to the Board, or a committee thereof, the School budget as mandated and regular budget updates and other required financial statements;
- The School Director implements the responses to the audit report as instructed by the Board.
- The School Director is authorized to enter into contracts for services and materials that are included in a board approved budget and do not exceed \$10,000 per contract.
- The School Director is authorized to approve or make purchases up to \$10,000. The School Director is authorized to approve or make purchases in excess of \$10,000 when the purchase is part of previously approved lease or contract the Board has approved.

#### **Facilities**

- The School Director conducts school site needs assessments at the direction of the Board;
- The School Director assists the Board with capital campaigns as needed;
- The School Director implements any facilities policies.

#### **Charter Performance and Renewal**

- The School Director annually drafts any required school performance reports for Board review;
- The School Director, as needed, drafts charter school renewal proposals and reports.