



#### CODING

CMO\_SUGGESTED\_\_\_\_\_

SCV\_DRAFT\_\_\_\_\_

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Secretary Initials\_\_\_\_\_

#### Policy Category

Governance

#### Policy Name

Board Duties and Responsibilities;  
Delegation of Power

#### Table of Contents #

1

#### Board Approval Date

05-07-2015

#### District Required

Yes\_\_\_\_ No\_\_\_\_

#### Committee Names

Kuric, Raskin

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 Santa Clarita Valley International ("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:

1. The Board drafts, modifies and approves the School Mission and in each subsequent year, reevaluates the School Mission;
2. The Board reviews, provides input and approves the Strategic Plans submitted by the School Director;
3. The Board adopts policies to successfully implement the School Mission and Strategic Plans;
4. The Board oversees the School Director to ensure that the School Mission and Strategic Plans are reflected in the day to day operations of the school, including ensuring that the curriculum aligns with the School Mission.

##### Academic Performance Monitoring:

1. The Board, or a committee thereof, annually reviews student performance based on state- and federally-mandated assessments and sets goals for student achievement;
2. The Board, or a committee thereof, periodically reviews student performance based on school level assessments and sets goals, in collaboration with school community, for student achievement on school level assessments;
3. The Board reviews and adopts academic policies to support the student achievement goals;

4. The Board approves all academic performance reports to all federal, state and local agencies as required by law;
5. The Board, or a committee thereof, researches or develops student data collection systems and periodically reviews them to ensure their effectiveness.

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

1. The Board reviews and approves personnel policies and any amendments thereto;
2. The Board hires and terminates, upon nomination and recommendation of the School Director, all personnel. When the Board does not agree with a personnel recommendation by the School Director, the decision of the Board is final after further consideration appropriate to the circumstances.
3. The Board hires, evaluates, and terminates the employment of the School Director.
4. The Board reviews performance goals for the School Director and monitors progress toward goals;
5. The Board annually reviews the School Director's performance;
6. The Board annually reviews the School Director's employment contract, and reevaluates it yearly;
7. The Board approves the salaries and compensation policies for all School personnel in compliance with any applicable state laws and collective bargaining procedures (if applicable);
8. The Board hears and decides employee grievances (only applicable if employees are given grievance rights under a contract or collective bargaining agreement).

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

1. The Board, or a committee thereof, hears and decides student expulsion recommendations;
2. The Board, or a committee thereof, hears and decides student suspension appeals;
3. The Board reviews and approves student and parent policies and any proposed amendments thereto;
4. As needed, the Board communicates with the media and community at large consistent with the School's Mission and Vision;

#### **Finance and Budget**

1. The Board reviews and approves the fiscal management and internal controls policies and any proposed amendments thereto;

2. The Board reviews and approves the school's annual academic calendar and class schedule;
3. 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);
4. The Board, or a committee thereof, reviews and adopts and amends the annual budget as well as interim and annual financial statements;
5. The Board, or a committee thereof, reviews and approves the audit report;
6. The Board monitors the responses to the audit report and implementation thereof.

#### **Facilities**

1. The Board enters into financing and building contracts;
2. The Board approves construction and remodeling of facilities;
3. The Board, or a committee thereof, researches school sites as needed, and funding and facilities options;
4. The Board, or a committee thereof, makes recommendations on facilities needs and policies.

#### **Board Internal Business**

1. The Board drafts, reviews and approves board policies and amendments thereto;
2. The Board recruits prospective Board members;
3. The Board orients new Board members;
4. The Board, as needed, provides training to its members;
5. 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**

1. The Board annually reviews the school performance reports;
2. 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, and or CMO delegates:



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

1. The Executive Directors provides input to the Board when it drafts, modifies and approves the School Mission and in each subsequent year when it reevaluates the School Mission;
2. The School Director drafts and submits to the Board the School's one- and five-year Strategic Plans;
3. 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:**

1. The School Director creates 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 on national assessments. The School Director implements the goals for student achievement on such assessments;
2. The School Director quarterly creates a report reflecting student performance based on school level 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 assessment on school level assessments. The School Director implements the goals for student achievement on school level assessments;
3. 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;
4. 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;
5. The School Director develops the school calendar and class schedule, gets community input, and provides them to the Board for approval.

### **Staffing and Personnel:**

1. 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;
2. The School Director nominates and recommends hiring and terminating all school personnel other than the Directors and Executive Directors and presents those nominations and recommendations to the Board, for final approval or rejection. The School Director is responsible for all recruitment activities associated with the hiring of school personnel;

3. The School Director recommends the salaries for all School personnel in compliance with any applicable state laws and collective bargaining procedures (if applicable) to the Board for final approval in the approved budget;
4. The School Director ensures that all school personnel are evaluated on a yearly basis and follows the process for such evaluation;
5. 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 or collective bargaining agreement).

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

1. 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;
2. 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;
3. 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;
4. At the request of the Board, the School or Executive 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**

1. The Business 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;
2. The Business Director drafts and submits to the Board, or a committee thereof, the quarterly and yearly budget drafts;
3. The Business Director drafts and submits to the Board the final quarterly and yearly budgets and other required financial statements;
4. The School Director implements the responses to the audit report as instructed by the Board.

#### **Facilities**

1. The School CMO Level Director conducts school site needs assessments at the direction of the Board;
2. The School Director conducts capital campaigns as needed;

3. The School Director implements any facilities policies.

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

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

Adopted:

Amended:

