

BOARD DUTIES AND RESPONSIBILITIES; DELEGATION OF POWER

Charter schools are governed by boards, not by individual board members. While understanding their separate roles, the Board of Principals and the School Principal work together as a governance team in operating **Tree of Life International 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 Principal.

Role of the Governing Board**Vision and Strategic Plan:**

- The Board drafts, modifies and approves the School Mission and in each subsequent year, reevaluates the School Mission;
- The Board reviews, provides input and approves the one- and five-year Strategic Plans submitted by the School Principal;
- The Board adopts policies to successfully implement the School Mission and Strategic Plans.
- The Board oversees the School Principal 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:

- The Board, or a committee thereof, annually reviews student performance based on state- and federally-mandated assessments and sets goals for student achievement and organizational effectiveness based on a continuous improvement plan;
- The Board, or a committee thereof, periodically reviews student performance based on school level assessments and sets goals for student achievement on school level assessments;
- The Board reviews and adopts academic policies to achieve the student achievement goals;
- The Board approves all academic performance reports to all federal, state and local agencies as required by law;
- The Board approves a Local Control Accountability Plan and annually reviews, updates and approves it.

Board Governance BG#1

- The Board, or a committee thereof, periodically reviews the student data collection systems ensure their effectiveness.

Staffing and Personnel:

- The Board reviews and approves personnel policies and any amendments thereto;
- The Board hires and terminates, upon nomination and recommendation of the School Principal, all personnel. When the Board does not agree with a personnel recommendation by the School Principal, the decision of the Board is final after further consideration appropriate to the circumstances.
- The Board hires, evaluates, and terminates the employment of the School Principal.
- The Board establishes performance goals for the School Principal and communicates the goals to the School Principal;
- The Board annually reviews the School Principal's performance;
- The Board annually reviews the School Principal's employment contract, and reevaluates it yearly;
- The Board establishes and annually reviews the School Principal succession and recruitment plans;
- 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);

Parent, Student and Community Relations

- The Board, or a committee thereof, hears and decides student expulsion recommendations;
- The Board, or a committee thereof, hears and decides student suspension appeals, if applicable;
- The Board reviews and approves student and parent policies and any proposed amendments thereto;
- 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 reviews and approves the school's annual academic calendar and class schedule;
- 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.

Facilities

- The Board enters into financing and building contracts;
- The Board approves construction and remodeling of facilities;
- The Board, or a committee thereof, researches school sites as needed, and funding and facilities options;
- 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 Principal

The Board delegates the following powers to the Principal, or his/her delegate:

Vision and Strategic Plan:

- The School Principal 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;
- The School Principal drafts and submits to the Board the School's one- and five-year Strategic Plans;
- The School Principal 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 Principal 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 Principal implements the goals for student achievement on such assessments;
- The School Principal 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 Principal implements the goals for student achievement on school level assessments;
- The School Principal 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 Principal 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 Principal consults with teachers, principals, administrators, other school personnel, parents and pupils in developing the local control and accountability plan and annual update to the local control and accountability plan, which is approved by the Board annually;

Board Governance BG#1

- The School Principal develops the school calendar and class schedule and provides them to the Board for approval.

Staffing and Personnel:

- The School Principal drafts all personnel policies and presents them to the Board for review and approval. The School Principal also recommends any proposed amendments to the personnel policies and presents them to the Board for review and approval;
- The School Principal nominates and recommends hiring and terminating all school personnel other than the Principal and presents those nominations and recommendations to the Board, for final approval or rejection. The School Principal is responsible for all recruitment activities associated with the hiring of school personnel;
- The School Principal recommends the salaries for all School personnel in compliance with any applicable state laws to the Board for final approval;
- The School Principal ensures that all school personnel are evaluated on a yearly basis and creates the process for such evaluation;
- The School Principal implements all personnel policies, including the school's internal complaint procedures.

Parent, Student and Community Relations

- The School Principal 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 Principal follows the policies and procedures adopted for student suspensions and refers any student appeals to the Board to hear and decide such appeals;
- The School Principal 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 Principal drafts amendments to the student and parent policies, and presents them to the Board for approval;
- At the request of the Board, the School Principal 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 Principal drafts and subsequently implements the Board adopted fiscal policies, by, among other things, adopting appropriate procedures and training staff on

Board Governance BG#1

the policies and procedures. The School Principal drafts amendments to the fiscal policies, and presents them to the Board for approval;

- The School Principal drafts and submits to the Board, or a committee thereof, the quarterly and yearly budget drafts;
- The School Principal drafts and submits to the Board the final quarterly and yearly budgets and other required financial statements;
- The School Principal implements the responses to the audit report as instructed by the Board.

Facilities

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

Charter Performance and Renewal

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

Adopted: November 13, 2018

Amended: