

## **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 Directors and the Principal/Director work together as a governance team in operating **Barona Indian Charter School** (“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/Director.

### **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 Principal/Director;
- The Board adopts policies to successfully implement the School Mission and Strategic Plans.
- The Board oversees the Principal/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**

- The Board annually reviews student performance based on state- and federally-mandated assessments and sets goals for student achievement;
- The Board periodically reviews student performance based on school level assessments and sets goals for student achievement on school level assessments;
- The Board reviews & 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 (LCAP) and annually reviews, updates, and approves it.
- The Board researches or develops student data collection systems and periodically reviews them to 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 Principal/Director, all personnel. When the Board does not agree with a personnel recommendation by the Principal/Director, the decision of the Board is final after further consideration appropriate to the circumstances.
- The Board hires, evaluates, and terminates the employment of the Principal/Director.
- The Board establishes performance goals for the Principal/Director and communicates the goals to the Principal/Director;
- The Board annually reviews the Principal/Director's performance;
- The Board annually reviews the Principal/Director's employment contract, and reevaluates it yearly;
- The Board establishes and annually reviews the Principal/Director succession and recruitment plans;
- The Board approves the salaries and compensation policies for all School personnel in compliance with any applicable state laws;

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

- The Board 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 solicits and selects the school's independent financial auditor, oversees the auditor's work, and receives the auditor's report(s);
- The Board reviews and adopts and amends the annual budget as well as interim and annual financial statements;
- The Board 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 researches school sites as needed, and funding and facilities options;
- The Board 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 Principal/Director**

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

### **Vision and Strategic Plan**

- The Principal/Director 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 Principal/Director drafts and submits to the Board the School's one- and five-year Strategic Plans;
- The Principal/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 Principal/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 Principal/Director implements the goals for student achievement on such assessments;
- The Principal/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 Principal/Director implements the goals for student achievement on school level assessments;

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

### **Staffing and Personnel**

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

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

- The Principal/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 Principal/Director follows the policies and procedures adopted for student suspensions and refers any student appeals to the Board to hear and decide such appeals;
- The Principal/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 Principal/Director drafts amendments to the student and parent policies, and presents them to the Board for approval;
- At the request of the Board, the Principal/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 Principal/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 Principal/Director drafts amendments to the fiscal policies, and presents them to the Board for approval;
- The Principal/Director drafts and submits to the Board the quarterly and yearly budget drafts;
- The Principal/Director drafts and submits to the Board the final quarterly and yearly budgets and other required financial statements;
- The Principal/Director implements the responses to the audit report as instructed by the Board.

### **Facilities**

- The Principal/Director conducts school site needs assessments at the direction of the Board;
- The Principal/Director conducts capital campaigns or fundraisers as directed;
- The Principal/Director implements any facilities policies.

### **Charter Performance and Renewal**

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

Adopted: November 15, 2021