

## Board Governance

### 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 School Director work together as a governance team in operating Redding School of the Arts. 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.

The Redding School of the Arts Charter School is a school under the umbrella organization Redding School of the Arts, Inc. a California Public Benefit Corporation pursuant to California law. The school is governed by Redding School of the Arts, Inc. The Governing Board, which consists of two parent representatives from the school elected by the Parent Teacher Council, one original founder of Redding School of the Arts, and three to five community representatives. All representatives will serve a two-year alternating term of office that coincides with the fiscal year. Representatives may serve more than one term. Selection criteria for choosing board members will include completion of an application, commitment to the school and readiness to accept Code of Ethics and responsibilities. Redding School of the Arts charter provides for one representative from the staff to serve as non-voting liaison on the school's Governing Board. The staff representative will serve and facilitate communications and mutual understanding between Redding School of the Arts, the governing board, and the granting agency. The Governing Board will ensure that the Brown Act is followed to maintain transparency and compliance with state regulations.

This organizational structure supports student success by incorporating representatives from key stakeholders in an important decision-making arena. The school will orient all new board members and will provide ongoing training needed to enhance the effectiveness of its members to make sound decisions.

Several of the school's existing board members have attended workshops and conferences to develop their charter school and governance knowledge and skill set. The board is to ensure the long-term stability of the school through participation of stakeholders, thereby fostering decisions more likely to meet the needs of all stakeholder groups. Inclusion of members bringing needed expertise to the table will also strengthen the school as a viable enterprise. The board will also ensure the success and long-term viability of the school by working with the School Director in establishing key goals, regularly monitoring the school's progress toward achieving the goals, and responding as appropriate.

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

Traditionally, the board delegates the responsibility of implementation of these tasks to the School Director and administrative staff subject to formal board action. These duties include:

#### **Vision and Strategic Goals:**

- The Board drafts, modifies and approves the School Mission and in subsequent years, reevaluates the School Mission

- The Board reviews, provides input and approves the one- and five-year strategic goals submitted by the School Director
- The Board adopts policies to successfully implement the School Mission, Vision, and strategic goals

The Board oversees all matters of general policy to ensure that the School Mission, Vision, and strategic goals are reflected in the day to day operations of the school and that all policies follow charter applicable State Education Code, Government Code, and Health and Safety Code.

#### **Academic Performance Monitoring and Curriculum:**

- The Board, or a committee thereof, annually reviews student performance based on state- and federally-mandated assessments and approves goals for student achievement
- The Board, or a committee thereof, periodically reviews student performance based on school level assessments and approves 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, approves updates and adopts it
- The Board, or a committee thereof, reviews student data collection systems and periodically updates them to ensure their effectiveness
- The Board, or committee thereof, approves a comprehensive instructional program, including curriculum, to serve the educational needs of the charter school's students

#### **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 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
- 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 establishes and annually reviews the School Director 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
- 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, reviews 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 Director**

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

### **Vision and Strategic Goals:**

- The School 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 School Director drafts and submits to the Board the School's one- and five-year strategic goals
- The School Director implements the Board-adopted policies to execute the School Mission and strategic goals

### **Academic Performance Monitoring and Curriculum:**

- The School Director creates a report reflecting student performance based on state- and federally-mandated assessments, provides a copy to the Board, and reviews the performance with the Board, or a committee thereof. When setting goals for student achievement on assessments, the School Director provides performance goals to the Board for input and approval. The School Director implements the goals for student achievement on such assessments
- The School Director, reports student performance based on school level assessments, provides a copy to the Board, and reviews the performance with the Board, or a committee thereof. When setting goals for student achievement on school level assessments, the School Director provides performance goals to the Board for input and approval and implements the goals for student achievement on such assessments

- The School Director consults with teachers, administrators, other school personnel, parents and pupils in developing the Local Control and Accountability Plan and annual updates, which is approved by the Board annually
- 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 for approval
- The School Director and curriculum committee thereof, develop and update the comprehensive instructional program, as needed, for Board approval
- The School Director develops the process for curriculum review and development, which includes the participation of teachers, administrators, students, parents/guardians, and members of the community
- The School Director implements the instructional program which is articulated at all levels

#### **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 nominates and recommends hiring and terminating all school personnel other than the Director 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
- 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
- The School Director ensures that all school personnel are evaluated on a regular basis and creates the process for such evaluation
- 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**

- 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

- The School Director drafts, and subsequently implements the Board adopted student and parent policies, which includes 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, with the Chief Business Officer or designated business service provider, drafts amendments to the fiscal policies, and presents them to the Board for approval
- The Chief Business Officer or designated business service provider, drafts and submits to the Board, or a committee thereof, the quarterly and yearly budget drafts
- The Chief Business Officer or designated business service provider, drafts and submits to the Board the final quarterly and yearly budgets and other required financial statements
- The Chief Business Officer or designated business service provider, implements the responses to the audit report as instructed by the Board

### **Facilities**

- The School Director conducts school site needs assessments at the direction of the Board
- The School Director conducts 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

Adopted: December 11, 2008  
Amended: September 10, 2015  
Amended: September 13, 2018  
Amended: August 10, 2023