

BOARD DUTIES AND RESPONSIBILITIES; DELEGATION OF POWER

Charter schools are governed by the Board, not by individual Board members. While understanding their separate roles, the Board of Directors and the Administrative Staff work together as a governance team in operating the Urban Charter Schools Collective (UCSC) and their schools. 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 Administrative Staff.

Role of the Governing Board

Vision and Strategic Plan:

- The Board drafts, modifies and approves UCSC's Mission and in each subsequent year, reevaluates the Mission;
- The Board reviews, provides input and approves the one- and five-year Strategic Plans submitted by the Superintendent;
- The Board adopts policies to successfully implement UCSC's Mission and Strategic Plans;
- The Board oversees the-Superintendent to ensure that UCSC's Mission and Strategic Plans are reflected in the day-to-day operations of the schools, including ensuring that the curriculum aligns with their missions.

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, 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 or a committee thereof, 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 Superintendent. When the Board does not agree with a personnel recommendation by the

Superintendent, the decision of the Board is final after further consideration appropriate to the circumstances;

- The Board hires, evaluates, and terminates the employment of the Superintendent;
- The Board establishes and communicates priorities to the-Superintendent;
- The Board annually reviews the Superintendent’s performance;
- The Board establishes and annually reviews the Superintendent’s succession and recruitment plans;
- The Board approves the salaries and compensation policies for all UCSC 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 or collective bargaining agreement).

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 its 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 its independent financial auditor, oversees the auditor’s work, ~~and~~ receives, and approves the auditor’s report(s);
- The Board, or a committee thereof, reviews, adopts and amends the annual budget financial statements;
- The Board monitors the responses to the audit report and implementation thereof.

Facilities

- The Board approves financing and building contracts;
- The Board approves construction and remodeling of facilities;
- The Board approves funding and facilities options;
- The Board approves 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 implements a yearly 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 Superintendent's Office

The Board delegates the following powers as indicated below:

Vision and Strategic Plan:

- The Superintendent's Office assists the Board in overseeing School Principals to ensure that its Mission and Strategic Plans are reflected in the day-to-day operations of schools, including ensuring that the curriculum aligns with the Schools' Mission.

Academic Performance Monitoring:

- The Superintendent's Office assists the Board in reviewing student performance based on school level assessments and set goals for student achievement on school level assessments;
- The Superintendent's Office assists the Board in researching or developing student data

collection systems and periodically reviewing them to ensure their effectiveness.

Staffing and Personnel:

- The Superintendent's Office organizes and manages the Human Resource (HR) process, including but not limited to advertising, recruiting, hiring, preparing payroll, and recommending personnel policy to the Board;
- The Superintendent's Office creates the tools for staff evaluation as adopted by the Board;
- The Superintendent's Office recommends the salaries for all UCSC personnel in compliance with Board policies and any applicable state law to the Board for final approval.

Parent, Student and Community Relations

- The Superintendent's Office, serving as the hearing office, coordinates the processes for recommended expulsions and suspension appeals;
- The Superintendent's Office, on the behalf of the Board, communicates with the media and community at large consistent with the mission and vision of both UCSC and its Schools.

Finance and Budget

- The Superintendent's Office working in collaboration with School Principals and Academy Councils to draft and subsequently implement the Board adopted fiscal policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures. The Superintendent's Office drafts amendments to the fiscal policies, and presents them to the Board for approval;
- The Superintendent's Office, working in collaboration with School Principals and Academy Councils, has the primary responsibility to draft and submit to the Board the quarterly and yearly budget drafts;
- The Superintendent's Office, working in collaboration with School Principals and Academy Councils, has the primary responsibility to draft and submit to the Board the final quarterly and yearly budgets and other required financial statements;
- The Superintendent's Office, working in collaboration with School Principals and Academy Councils implements the responses to the audit report as instructed by the Board.

Facilities

- The Superintendent's Office, on behalf of the Board enters into financing and building contracts, including the Prop. 39 facilities use process;
- The Superintendent's Office recommends construction and remodeling of facilities;

- The Superintendent's Office researches school sites as needed, and funding and facilities options;
- The Superintendent's Office makes recommendations on facilities needs and policies;
- The Superintendent's Office conducts capital campaigns as needed.

Board Internal Business

- The Superintendent's Office assists the Board in drafting policies and amendments thereto;
- The Superintendent's Office assists the Board in orienting new Board members;
- The Superintendent's Office assists the Board in developing and implementing an annual Board self-evaluation;
- The Superintendent's Office assists the Board in developing agendas for Board meetings.

Charter Performance Renewal

- The Superintendent's Office provides assistance as needed, to School Principals and Academy Councils in annually drafting any required school performance reports for Board review, including the Annual Programmatic Audit required by the Memorandum of Understanding (MOU);
- The Superintendent's Office provides assistance as needed, to School Principals and Academy Councils, as needed, in drafting charter school renewal proposals and reports.

Delegation of Power to UCSC School Principals

The Board delegates the following powers as indicated below:

Vision and Strategic Plan:

- School Principals and Academy Councils provide input to the Board when it drafts, modifies and approves its Mission and in each subsequent year when it reevaluates its Mission;
- School Principals and Academy Councils draft and submit their one- and five-year Strategic Plans to the Board;
- School Principals and Academy Councils implement the Board-adopted policies to implement UCSC Schools' Mission and Strategic Plans, by among other things adopting appropriate procedures and training staff on the policies and procedures.

Academic Performance Monitoring:

- School Principals create a report reflecting student performance based on state- and federally-mandated assessments, provide a copy to the Board, review the performance with the Board, or a committee thereof, and provide input to the Board when setting goals for student achievement on national assessments. School Principals implement the goals for student achievement on such assessments;
- School Principals quarterly create a report reflecting student performance based on school level assessments, provide a copy to the Board, review the performance with the Board or a committee thereof, and provide input to the Board when setting goals for student assessment on school level assessments. School Principals implement the goals for student achievement on school level assessments;
- School Principals implement Board adopted policies to achieve the student achievement goals, by among other things, adopting appropriate procedures and training staff on policies and procedures;
- School Principals create all academic performance reports required by all federal, state and local agencies as required by law and provide them to the Board for approval;
- School Principals and Academy Councils develop school calendars and class schedules and provide them to the Board for approval.

Staffing and Personnel:

- Policy Committee (a subcommittee of the Board) drafts all personnel policies and presents them to the Board for review and approval. School Principals can also recommend any proposed amendments to the committee for review;
- Principals nominate and recommend hiring and terminating all school personnel other than the Principal and present those nominations and recommendations to the Superintendent to submit to the Board for final approval or rejection. School Principals ensures that all school personnel are evaluated on a yearly basis;
- School Principals implement all personnel policies, including school internal complaint procedures. If applicable, School Principals present 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

- School Principals implement policies and procedures adopted for student expulsion and recommends student expulsions to the Board, upon completion of the school-level procedures;
- School Principals follow policies and procedures adopted for student suspensions and refers

any student appeals to the Board to hear and decide such appeals;

- School Principals draft, and subsequently implement the Board adopted student and parent policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures. School Principals draft amendments to the student and parent policies, and presents them to the Board for approval;
- At the request of the Board, School Principals communicate with the media and community at large in a fashion that is consistent with its Mission and Vision.

Finance and Budget

- School Principals and Academy Councils work with the Superintendent's Office to draft and submit to the Board the quarterly and yearly budget drafts;
- School Principals and Academy Councils work with the Superintendent's Office to draft and submit to the Board the final quarterly and yearly budgets and other required financial statements;
- School Principals and Academy Councils in collaboration with the Superintendent's Office implement response to the audit report as instructed by the Board.

Facilities

- School Principals implement any facilities policies;
- School Principals assist in the Prop 39 process.

Charter Performance and Renewal

- School Principals and Academy Councils annually draft any required school performance reports for Board review, including the Annual Programmatic Audit required by the Memorandum of Understanding (MOU);
- School Principals and Academy Councils, as needed, draft charter school renewal proposals and reports.

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URBAN CHARTER SCHOOLS COLLECTIVE
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