

**California School of the Arts-San Gabriel Valley
Board Governance Policies and Procedures**



California School of the Arts
San Gabriel Valley

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BOARD POLICIES

Meetings-Regular

The Board's time and place of meetings shall be determined at the Board's annual organizational meeting conducted in June.

Authority to Conduct Business

No business shall be conducted by the Board except at a regular meeting or adjourned thereof, or at a duly called special meeting.

The Board will conduct its meetings pursuant to the Ralph M. Brown Act pertaining to public schools.

Consent Calendar

In consultation with the Principal(s), the Chair of the Board shall designate routing items of business for a "Consent Calendar". Any item may be removed from the consent calendar upon request of any member of the Board.

Public Sessions

All meetings of the Board of Trustees and of its committees shall be open and public, except as provided by law, and the records of its proceedings shall be open to public inspection.

Members of the public may place matters directly relating to the business of the California School of the Arts-San Gabriel Valley on an agenda of the Board of Trustees by submitting a summary of the item to the Principal(s) seven working days prior to the Board meeting.

Members of the public who wish to address the Board regarding items on the Board's agenda must file such a request in writing at the Board meeting. The member of the public will then be recognized as such matter is taken up. After recognition, a speaker must identify himself or herself. Each speaker may speak for up to five minutes; however, the chair of the Board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

Members of the public who wish to address the Board will also be recognized immediately following the approval of the minutes as specified in the Board's agenda. After recognition, a speaker must identify himself or herself. Each speaker may speak for up to five minutes; however, the chair of the Board may, in the exercise of discretion, extend additional time to a speaker if warranted, or expand or limit the number of individuals to be recognized for discussion on a particular matter.

While freedom of speech is within the rights of the public per the First Amendment of the U.S. Constitution, the CSArts-SGV Board of Trustees prefers that critical or negative statements reflective on individual CSArts-SGV employees be submitted in writing to the Board of Trustees and not voiced in public session.

No action shall be taken on any item not appearing on the posted agenda. Members of the public who wish a reply, discussion, data, or study of a subject must file such a request in writing to the Principal(s) at least seven days prior to the Board meeting. This request must state the purpose and the topic on which a Board response is desired. At the discretion of the Board, the staff will be directed to provide a reply, collect data, or study a subject as recommended by a member of the public.

Board Governance Standards

Charter schools are governed by boards, not by individual board members. While understanding their separate roles, the Board and Principal(s) work together as a governance team. 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, the role of the Principal(s), and the role of individual Board members.

Role of the Governing Board

The Board's primary roles include:

1. Adopting, evaluating and updating policies consistent with the law and the School vision and goals.
2. Providing direction to administration pursuant to established policies.
3. Communicating a common vision.
4. Operating openly, with trust and integrity.
5. Governing in a dignified and professional manner, treating everyone with civility and respect.
6. Involving the community, parents/guardians, students and staff in developing a common vision for the School, focused on learning and achievement, and responsive to the needs of all students.
7. Maintaining accountability for student learning by adopting the School curriculum and monitoring student progress.
8. Hiring and supporting the Principal(s) so that the vision, goals and policies of the School can be effectively implemented.
9. Conducting regular and timely evaluations of the Principal(s) based on the vision, goals and performance of the School, and ensuring that the Principal(s) holds school personnel accountable.
10. Adopting a fiscally responsible budget based on the School's vision and goals, and

regularly monitoring the fiscal health of the School.

11. Ensuring that a safe and appropriate educational environment is provided to all students.
12. If applicable, establishing a framework for the School collective bargaining process and adopting responsible agreements.
13. Convening as a judicial and appeals body and serving as the final decision-maker in accordance with law, board policies and negotiated agreements.

The Role of the Principal

The Principal's primary roles include:

1. Promoting the success of all students and supporting efforts of the Board to keep the School focused on learning and achievement.
2. Valuing, advocating and supporting the School and all stakeholders.
3. Recognizing and respecting the differences of perspective and style on the Board and among staff, students, parents and the community, and ensuring that the diverse range of views inform Board decision.
4. Acting with dignity, treating everyone with civility and respect, and understanding the implications of demeanor and behavior.
5. Serving as a model for the value of lifelong learning and supporting the Board's continuous professional development.
6. Working with the Board as a governance team and assuring collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational cultural.
7. Understanding the distinction between Board and staff roles, and respecting the role of the Board as the representative of the community.
8. Understanding that authority rests with the Board as a whole; providing guidance to the Board to assist in decision-making; and providing leadership based on the direction of the Board as a whole.
9. Communicating openly with trust and integrity including providing all members of the Board with equal access to information, and recognizing the importance of both responsive and anticipatory communications.
10. Accepting leadership responsibility and accountability for implementing the vision, goals and policies of the School.

The Role of Individual Board Members

Each individual Board member shall:

1. Keep learning and achievement for all students as the primary focus.
2. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community.
3. Act with dignity and understand the implications of demeanor and behavior.
4. Keep confidential matters confidential.
5. Participate in professional development and commit the time and energy necessary to be an informed and effective leader.
6. Understand the distinctions between Board and administration roles, and refrain from performing management functions that are the responsibility of the Principal(s) and staff.
7. Comply with legal responsibilities related to conflicts of interest.
8. Understand that authority rests with the Board as a whole and not with individuals.

Powers and Duties of the Board of Trustees

The Board shall not be bound in any way by any statement or action on the part of individual members or employees, except when such statement or action is pursuant to specific instructions of the Board of Trustees.

The primary powers and duties of the Board are as follows:

General Administration

A. Chief Executive Officer

1. The Board selects and evaluates the chief executive officer (per the applicable employment contract or other agreement), hereinafter referred to as the Principal(s), and supports the Principal(s) in the discharge of all primary duties.
2. The Board consults with the Principal(s) on his or her recommendations and acts upon them.

B. Control

The Board exercises control of the School in accordance with the constitution and applicable laws and regulations.

C. Policies

The Board establishes policies and appraises the effectiveness of the execution of such policies.

D. Calendar

The Board of Trustees approves the annual calendar.

Business

A. Budget

The Board considers the annual budget prepared by the Principal(s) and his/her assistants and approves the annual operating budget resulting from such consideration.

B. Accounting

The Board provides for the establishment of necessary procedures to assure proper accounting of receipts, disbursements and balances and considers reports on the financial condition of the School.

C. Audit

The Board provides for periodic audits of funds of the School as required by law, including funds of student body organizations, cafeterias, and all other food handled under the supervision of the School.

D. Expenditures

The Board authorizes commitments of funds of the School and authorizes expenditures of funds in payment of obligations.

Curriculum

A. Course of study

The Board approves courses of study within the School upon consideration of the recommendations of the Principal(s).

B. Progress Reports

The Board requires and discusses reports of the Principal(s) concerning the educational progress of the school.

Personnel

A. Appointment

The Board hires and terminates, upon nomination and recommendation of the Principal(s) all personnel. When the Board does not agree with a personnel recommendation by the Principal(s), further actions will be requested.

B. Salaries

The Board has the final authority to set the salaries for all personnel of the School in compliance with any applicable state laws, local Board policies, and collective bargaining procedures. In the case of confidential and management personnel, the Principal(s) shall represent the Board of Trustees in consultation with these employees, and shall submit recommendations to the Board regarding salaries.

C. Grievances and Complaints

The Board shall follow the adopted grievance procedures contained in School policy to handle employee grievances and/or complaints relating to their employment.

Plant Facilities

A. Adequacy of Facilities

The Board is responsible for providing adequate buildings, equipment, supplies and other facilities for the operation of the School.

B. Capital Outlay

The Board confers with the administration, architects, consultants and staff to make final determination relative to matters of capital outlay with special reference to buildings, sites, major improvements and equipment, upon recommendation of the Principal(s).

Public Relations

The Board, recognizing public relations are the result of the actions and statements of the Board and the Principal(s) and other employees of the school, hears communications, written and/or oral, from citizens and organizations on matters of administration, finance, organization, policy and program.

Board of Trustees Appointment and Term of Office

The trustees shall be appointed to hold office for a term of (2) years with no limit.

Board of Trustees Appeal Policy

The Board of Trustees, as the governing entity of the California School of the Arts-San Gabriel Valley, will hear appeals of administrative decisions made by CSArts-SGV Staff. These appeals will be heard during the closed session of regularly scheduled monthly Board meetings. All appeal requests must be made using established Appeal Procedures.

BOARD PROCEDURES

Board of Trustees Appeal Process

- Request, in writing, a hearing with the Board of Trustees. This request for appeal should be addressed to Nicole Read, Principal of Academics, and must be received 72 hours prior to the Board of Trustee meeting. The reason(s) for the appeal should be detailed in the request for appeal along with any relevant information you would like the Board to consider.
- The Appeal will be heard in closed session. The parent/student will have ten minutes to make their presentation. CSArts-SGV staff will then have ten minutes to present. The parent/student will have five minutes to respond to staff's presentation or present any additional information. CSArts-SGV staff will then have five additional minutes to present. Trustee members may then ask questions of either party.
- The Board of Trustees will meet in closed session to render their decision. Unless otherwise indicated, the Board will render their decision within 72 hours of the hearing.
- If the student has been expelled or his/her inter-district transfer has been revoked the student should enroll in his/her home school district during the appeal process.

Conflict of Interest

It is the policy of the Board to comply with the terms of Title 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission.

Board members and designated employees shall file statements of economic interests with the Principal(s) or designee, who will make public, file and disseminate the statements according to government codes and local requirements. The Principal(s) will maintain an administrative regulation identifying its procedures for such statements and the designations for employees.

Board members and designated employees shall not be financially interested in any contract made by the Board or in any contract they make in their capacity as board members.

Board members and designated employees shall not be considered to be financially interested in contract if his or her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

Board members who have a remote interest in any contract considered by the Board shall disclose his or her interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

Board members and designated employees shall not engage in any employment or activity

that is inconsistent with, incompatible with, or in conflict with his or her duties as an officer of the district.

Legal Reference:

Government Code Sections 1090, et seq.; 1126, 87200, et seq. Title 2, California Code, Sections 18730 et seq.

