

Bylaw 9000: Role Of The Board**Status:** ADOPTED**Original Adopted Date:** 04/20/2026 | **Last Reviewed Date:** 04/20/2026**BOARD OPERATIONS****Roberts Rules of Order**

Absent a policy to the contrary, the business of the Board of Trustees of **California School of the Arts - San Gabriel Valley** at its meetings will be conducted in accordance with the specifications of its adopted rules of conduct, which may be modeled after Roberts Rules of Order. Any member may rise to a point of order under these rules, which action shall take precedence over all other business before the Board.

Polling of Board of Trustees

Voting on resolutions shall be by majority vote and shall be by the polling of voting Board members. The minutes shall record the person making the motion, the person seconding it, and the results of a vote, including the names of the trustees voting for and against the motion or abstaining, as well as Board members who are absent. Secret ballots and proxies are prohibited.

Board Member Compensation and Reimbursement of Actual and Necessary Expenses

Board members shall serve without compensation. Board members may, however, be reimbursed for actual and necessary expenses related to school business in accordance with the school's fiscal policies and budget.

Officers, Directors and School Liability Insurance

The School will maintain adequate insurance to protect the School against loss because of fire, damage to school property, loss to other property, or general liability resulting as a responsibility of the School and its Board members or officers while acting on behalf of the School.

Appointment of Board Committees

Consistent with the charter, bylaws, and any other applicable provisions of contract or law, the Board may appoint committees for any purpose deemed appropriate by the Board. The resolution establishing the committee shall clearly define the range of the committee's responsibility and authority, and shall specify whether the committee shall be a standing or limited-term committee. In meeting and carrying out designated purposes, any such committee shall comply with any applicable legal or contractual requirements. Specifically, unless otherwise specified in Board by-laws, parent/teacher associations and/or parent committees shall be advisory only.

Board Member Resignations

Board members may submit a resignation at any time during their term but should give due consideration, as to the timing of the resignation, concerning the impact the resignation may have upon the Board. While a resignation must be acknowledged by the Board at the next regularly scheduled meeting following notice of the resignation, assuming it may be properly amended. The resignation becomes effective once brought to the attention of the Board.

Dispute Resolution with Granting Agency

Any dispute that may arise with the granting agency must be handled in strict accordance with the dispute resolution process outlined in the charter or any agreement entered into with the granting agency. Should the Board wish to amend the dispute resolution process it must amend the charter or other agreement in order to do so.

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 Trustees and the school's Lead Administrator work together as a governance team in operating **California School of the Arts - San Gabriel Valley**. 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 Lead Administrator.

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 Strategic Plans submitted by the School Lead Administrator;
- The Board adopts policies to successfully implement the School Mission and Strategic Plans.
- The Board hires and provides an annual review of the School's Lead Administrator 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;
- 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 (LCAP) and also annually reviews, updates the LCAP as needed.
- 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 Lead Administrator, all personnel. When the Board does not agree with a personnel recommendation by the Lead Administrator, the decision of the Board is final after further consideration appropriate to the circumstances.
- The Board hires, evaluates, and terminates the employment of the Lead Administrator.
- The Board establishes performance goals for the Lead Administrator and communicates the goals to the Lead Administrator;
- The Board annually reviews the Lead Administrator's performance;

- The Board annually reviews the Lead Administrator's employment contract, and reevaluates it yearly;
- The Board establishes and annually reviews the Lead Administrator 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);
- The Board hears and decides employee grievances.

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 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 Lead Administrator

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

Vision and Strategic Plan:

- The Lead Administrator 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 Lead Administrator drafts and submits to the Board the School's Strategic Plans;
- The Lead Administrator 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 Lead Administrator 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 Lead Administrator implements the goals for student achievement on such assessments;
- The Lead Administrator 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 Lead Administrator implements the goals for student achievement on school level assessments;
- The Lead Administrator 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 Lead Administrator 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 Lead Administrator 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 Lead Administrator develops the school calendar and class schedule and provides them to the Board for approval.

Staffing and Personnel:

- The Lead Administrator drafts all personnel policies and presents them to the Board for review and approval. The Lead Administrator also recommends any proposed amendments to the personnel policies and presents them to the Board for review and approval;
- The Lead Administrator nominates and recommends hiring and terminating all school personnel and presents those nominations and recommendations to the Board, for final approval or rejection. The Lead Administrator is responsible for all recruitment activities associated with the hiring of school personnel;
- The Lead Administrator 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 Lead Administrator ensures that all school personnel are evaluated and creates the process for such evaluation;

- The Lead Administrator implements all personnel policies, including the school's internal complaint procedures. If applicable, the Lead Administrator 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 Lead Administrator implements the policies and procedures adopted for student expulsion and recommends student expulsions to the Board, upon completion of the school-level procedures.
- The Lead Administrator follows the policies and procedures adopted for student suspensions and refers any student appeals to the Board to hear and decide such appeals;
- The Lead Administrator 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 Lead Administrator drafts amendments to the student and parent policies, and presents them to the Board for approval;
- At the request of the Board, the Lead Administrator 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 Lead Administrator 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 Lead Administrator drafts amendments to the fiscal policies, and presents them to the Board for approval;
- The Lead Administrator drafts and submits to the Board, or a committee thereof, the quarterly and yearly budget drafts;
- The Lead Administrator drafts and submits to the Board the final quarterly and yearly budgets and other required financial statements;
- The Lead Administrator implements the responses to the audit report as instructed by the Board.

Facilities

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

Charter Performance and Renewal

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

Policy Reference Disclaimer: These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the Governing Board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

Ed. Code 12400-12405

Description

[Authority to participate in federal programs](#)

State

Ed. Code 17565-17592.5

Ed. Code 33319.5

Ed. Code 35000

Ed. Code 35010

Ed. Code 35020-35046

Ed. Code 35100-35351

Ed. Code 35160-35178.4

Ed. Code 35291

Ed. Code 5304

Description

[Board duties; management and control of school property](#)

[Implementation of authority of local agencies](#)

[District name](#)

[Control of district; prescription and enforcement of rules](#)

[Officers and agents](#)

[Governing boards](#)

[Powers and duties](#)

[Rules \(power of governing board\)](#)

[Duties of governing board \(re school district elections\)](#)

Management Resources

CSBA Publication

National School Boards Association Publication

Website

Website

Website

Description

[Professional Governance Standards](#)

[The Key Work of School Boards, 2000](#)

[CSBA District and County Office of Education Legal Services](#)

[National School Boards Association](#)

[CSBA](#)

Cross References

1312.1

9270

Description

[Complaints Concerning District Employees](#)

[Conflict Of Interest](#)