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**OLIVE GROVE CHARTER SCHOOLS, INC.**  
**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 Executive Director work together as a governance team in operating **Olive Grove Charter Schools, Inc. ("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 Executive Director.

**Role of the Governing Board**

**Vision and Strategic Plan:**

- The Board drafts, modifies and approves the School Mission and periodically reevaluates the School Mission;
- The Board reviews, provides input and approves Strategic Plans submitted by the Executive Director;
- The Board adopts policies to successfully implement the School Mission and Strategic Plans.
- The Board oversees the Executive 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, or a committee thereof, annually reviews student performance based on state- and federally-mandated assessments and provides input on setting goals for student achievement;
- The Board, or a committee thereof, periodically reviews student performance on school level assessments and provides input on setting 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, updates and approves it.
- 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 delegates hiring and termination of all personnel to the Executive Director.
- The Board hires, evaluates, and terminates the employment of the Executive Director.
- The Board establishes performance goals for the Executive Director and communicates the goals to the Executive Director;
- The Board annually reviews the Executive Director's performance;
- The Board annually reviews the Executive Director's employment contract, and reevaluates it yearly;
- The Board establishes and annually reviews the Executive 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/Guardian, Student and Community Relations:**

- The Board, or a committee thereof, hears and decides student involuntary removal and/or expulsion recommendations;
- The Board reviews and approves student and parent/guardian 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;
- 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 all 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 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 Executive Director**

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

#### **Vision and Strategic Plan:**

- The Executive Director provides input to the Board when it drafts, modifies and approves the School Mission and when it reevaluates the School Mission;
- The Executive Director drafts and submits to the Board the School's Strategic Plans;
- The Executive 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 Executive 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 collaborates with the Board when setting goals for student achievement on state-mandated assessments. The Executive Director implements the goals for student achievement on such assessments;

- The Executive Director 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 collaborates with the Board when setting goals for student assessment on school-level assessments. The Executive Director implements the goals for student achievement on school-level assessments;
- The Executive 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 Executive 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 Executive Director consults with teachers, administrators, other school personnel, parents/guardians 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 Executive Director develops the school calendar and provides it to the Board for approval.

**Staffing and Personnel:**

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

**Parent/Guardian, Student and Community Relations:**

- The Executive Director implements the policies and procedures adopted for student involuntary removal and/or expulsion and recommends student removal/expulsions to the Board, upon completion of the school-level procedures.
- The Executive Director drafts, and subsequently implements the Board adopted student and parent/guardian policies, by, among other things, adopting appropriate procedures and training staff on the policies and procedures. The Executive Director drafts amendments to the student and parent/guardian policies, and presents them to the Board for approval;
- At the request of the Board, the Executive 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 Executive 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 Executive Director drafts amendments to the fiscal policies, and presents them to the Board for approval;
- The Executive Director drafts and submits to the Board, or a committee thereof, the quarterly and yearly budget drafts;
- The Executive Director drafts and submits to the Board the final quarterly and yearly budgets and other required financial statements;
- The Executive Director implements the responses to the audit report as instructed by the Board.

**Facilities:**

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

- The Executive Director conducts capital campaigns as needed;
- The Executive Director implements any facilities policies.

**Charter Performance and Renewal:**

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

Adopted: unknown

Amended: 09/16/2021