



Chico Country Day School provides a safe, joyful environment where all learners are inspired to achieve their personal best.

Chico Country Day School (CCDS)

Board Policy #105

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 Administrators work together as a governance team in operating Chico Country Day School (“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 Chief Business Officer, Director of Education, Director of Student Affairs and Director of Student Support Services (“School Administrators”).

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 plans submitted by the School Administrators;
- The Board adopts policies to successfully implement the School Mission and Plans.
- The Board oversees the School Administrators to ensure that the School Mission and 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 the 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 hires, evaluates, and terminates the employment of the School Administrators.
- The Board establishes performance goals for the School Administrators and communicates the goals to the School Administrators;
- The Board annually reviews the School Administrators' performance;
- The Board annually reviews the School Administrators' employment contract, and reevaluates it yearly;
- The Board establishes and annually reviews the School Administrators' succession and recruitment plans;
- The Board approves the salaries and compensation policies for all School personnel in compliance with any applicable state laws.

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 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 Administrators

The Board delegates the following powers to the School Administrators, or his/her delegate:

Vision and Strategic Plan:

- The School Administrators provide 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 Administrators implement 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 School Administrators create 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 School Administrators implement the goals for student achievement on such assessments;
- The School Administrators create a quarterly 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 School Administrators implement the goals for student achievement on school level assessments;
- The School Administrators implement Board adopted policies to achieve the student achievement goals, by among other things, adopting appropriate procedures and training staff on policies and procedures;

- The School Administrators create 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 Administrators consult with teachers, 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 School Administrators develops the school calendar and class schedule and provides them to the Board for approval.

Staffing and Personnel:

- The School Administrators draft all personnel policies and presents them to the Board for review and approval. The School Administrators also recommend any proposed amendments to the personnel policies and presents them to the Board for review and approval;
- The School Administrators are responsible for all recruitment activities associated with the hiring of school personnel, as well as hiring and termination of school personnel
- The School Administrators recommend the salaries for all School personnel in compliance with any applicable state laws to the Board for final approval;
- The School Administrators ensure that all school personnel are evaluated per school policy and creates the process for such evaluation;
- The School Administrators implement all personnel policies, including the school's internal complaint procedures.

Parent, Student and Community Relations

- The School Administrators implement the policies and procedures adopted for student expulsion and recommends student expulsions to the Board, upon completion of the school-level procedures.
- The School Administrators follow the policies and procedures adopted for student suspensions and refers any student appeals to the Board to hear and decide such appeals;
- The School Administrators 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. The School Administrators draft amendments to the student and parent policies, and presents them to the Board for approval;
- At the request of the Board, the School Administrators communicate 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 Administrators 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 School Administrators draft amendments to the fiscal policies, and presents them to the Board for approval;
- The School Administrators draft and submit to the Board, or a committee thereof, the quarterly and yearly budget drafts;
- The School Administrators draft and submit to the Board the final quarterly and yearly budgets and other required financial statements;
- The School Administrators implement the responses to the audit report as instructed by the Board.

Facilities

- The School Administrators conduct school site needs assessments at the direction of the Board;
- The School Administrators conduct capital campaigns as needed;
- The School Administrators implement any facilities policies.

Charter Performance and Renewal

- The School Administrators annually draft any required school performance reports for Board review;
- The School Administrators, as needed, draft charter school renewal proposals and reports.

Adopted: March 10, 2021

Amended: