



## Board Duties and Responsibilities

### Delegation of Power to the CEO

Allegiance STEAM Academy (ASA) is governed by the Board of Directors of the Allegiance STEAM Academy, Inc., a California nonprofit public benefit corporation. While understanding their separate roles, the Board of Directors and the Chief Executive Officer (CEO) work in conjunction as a governance team. The team assumes joint responsibility for building a positive organizational culture to ensure both sides govern effectively. Keeping this in mind, the following identifies the roles of the Board of Directors and CEO.

### Role of the Board of Directors

#### Vision, Mission and Strategic Plan:

- The Board of Directors drafts, modifies and approves Allegiance STEAM Academy Mission and Vision, periodically reevaluating the Mission of the school;
- The Board of Directors reviews, provides, input and approves the “Strategic Plan” submitted by the Chief Executive Officer;
- The Board of Directors adopt policies to successfully implement the ASA Mission, Vision and Strategic Plan;
- The Board of Directors manages the CEO to ensure the ASA Mission, Vision and Strategic Plan are reflected in the operations and curriculum.

#### Academic Performance Monitoring:

- The Board of Directors, or committee thereof, annually reviews student performance based on State and Federally mandated assessments and sets goals for student achievement;
- The Board of Directors, or committee thereof, periodically reviews student performance based on school level assessments and sets goals for student achievement on school level assessments;
- The Board of Directors reviews/ adopts academic policies to achieve the student achievement goals;
- The Board of Directors approves all academic performance reports to all federal, state and local agencies required by law;
- The Board of Directors, or committee thereof, researches student data collection systems and periodically reviews them to ensure their effectiveness.

#### Staffing and Personnel:

- The Board of Directors reviews/approves personnel policies and any amendments; The Board of Directors establishes performance goals for the CEO and communicates the goals to the CEO;



- The Board of Directors annually reviews the CEO's performance and employment contract;
- The Board of Directors establishes and annually reviews the CEO's succession and recruitment plans;
- The Board of Directors approves the salaries and compensation policies for all ASA personnel in compliance with any applicable laws.

Parent, Student and Community Relations:

- The Board of Directors hears and decides student expulsion recommendations;
- The Board of Directors hears and decides student suspension appeals;
- The Board of Directors reviews/ approves student and parent policies , including any amendments;
- The Board of Directors communicates with the community, consistent with ASA's Mission and Vision.
- *The Board of Directors is responsible for attending 6-8 ASA-related meetings in a calendar year, including but not limited to authorizer board meetings, School-Site Council, PACK, ELAC, and SELPA meetings.*

Finance and Budget:

- The Board of Directors reviews/ approves the fiscal management and internal control policies, including any amendments;
- The Board of Directors reviews/ approves ASA's academic calendar and bell schedule;
- The Board of Directors, or committee thereof, researches and selects ASA's independent financial auditor, works in conjunction with the auditor and receives the auditor's report;
- The Board of Directors, or committee thereof, reviews/adopts/amends the annual budget as well as interim and annual financial statements;
- The Board of Directors reviews/ adopts the audit report and monitors the responses to the audit report and implementation of changes.

Facilities:

- The Board of Directors enters into financing and building contracts;
- The Board of Directors approves construction and/or remodeling of facilities;
- The Board of Directors makes recommendations on facilities needs and policies.

Board Internal Business:

- The Board of Directors drafts, reviews and approves Board policies and amendments;The Board of Directors recruits prospective Board members;
- The Board of Directors provides training and orientation to new Board members;
- The Board of Directors creates Board self-evaluation, which is completed annually. Periodically, the Board will re-evaluate its self-evaluation process.



#### School Performance and Renewal:

- The Board of Directors annually reviews the school performance reports;
- The Board of Directors reviews charter school renewal petitions for submission.

#### Delegation of Power to the CEO

The Board delegates the following powers to the CEO or their designee:

#### Vision and Strategic Plan:

- The CEO provides input to the Board of Directors, when it drafts, changes and approves the ASA Mission and in each following year when it reevaluates the ASA Mission and Vision;
- The CEO authors and submits ASA's Strategic Plan to the Board of Directors;
- The CEO implements the policies approved by the Board of Directors to ensure ASA's Mission, Vision and Strategic Plans are aligned with the procedures of the school and training given to staff.

#### Academic Performance Monitoring:

- The CEO creates a report reflecting student performance based on state and federally-mandated assessments and provides a copy to the Board of Directors. The CEO and Board of Directors will review the performance and provide input to the Board of Directors when setting goals for student achievement on national assessments. The CEO implements the goals for student achievement on such assessments;
- The CEO implements policies adopted by the Board of Directors, to achieve the student achievement goals.
- The CEO creates academic performance reports required by all federal, state and local agencies as required by law and provides them to the Board of Directors for approval;
- The CEO develops the ASA academic calendar and bell schedule, providing those items to the Board of Directors for approval.

#### Staffing and Personnel:

- The CEO drafts personnel policies and presents them to the Board of Directors for review and approval. The CEO also recommends any proposed amendments to the personnel policies and presents them to the Board of Directors for review and approval;
- The CEO is responsible for all recruitment activities associated with the hiring of ASA personnel;
- The CEO recommends the salaries for all ASA personnel in compliance with any applicable state laws to the Board for final approval;
- The CEO ensures all ASA personnel are evaluated on an annual or biannual basis and creates the process for such evaluation;



- The CEO implements all personnel policies, including ASA's internal complaint procedures.

Parent, Student and Community Relations:

- The CEO implements the policies and procedures adopted for student expulsion and recommends student expulsions to the Board of Directors, upon completion of the school-level procedures;
- The CEO follows the policies and procedures adopted for student suspensions and refers any student appeals to the Board of Directors to hear and decide such appeals;
- The CEO drafts and then implements the Board of Directors adopted student and parent policies. The CEO drafts amendments to the student and parent policies, presenting them to the Board of Directors for approval;
- At the direction of the Board of Directors, the CEO communicates with the media and community at large in a manner consistent with the Mission and Vision of ASA.

Finance and Budget:

- The CEO drafts and subsequently implements the Board of Directors adopted fiscal policies. The CEO will also draft amendments to the fiscal policies and present them to the Board of Directors for approval;
- The CEO, in conjunction with the Back-Office Services provider, drafts and submits to the Board of Directors, the quarterly and yearly budget drafts;
- The CEO, in conjunction with the Back-Office Services provider, drafts and submits to the Board of Directors, the final quarterly and yearly budgets and other financial statements;
- The CEO implements the responses to the audit report as instructed by the Board of Directors.

Facilities:

- The CEO conducts school site needs assessments at the direction of the Board of Directors;
- The CEO implements any facilities policies.

Charter Performance and Renewal:

- The CEO drafts any required school performance reports for the Board of Directors review on an annual basis;
- The CEO drafts charter petition renewals for review by the Board of Directors.