



BOARD POLICY - ADMINISTRATION

BP 2000 - Concepts and Roles

Adopted:
January 15, 2018

The Board of Education recognizes that charter school administration performs essential roles and functions in support of student learning, including the provision of instructional support and services to the school as well as the responsible management of non-instructional operations. The CEO or designee may make decisions concerning charter school operations within the parameters of law and Board policy.

The CEO shall provide leadership in developing administrative regulations and organizational structures, decision-making processes, and staff action plans that allow the charter school to fulfill its vision and goals. The Board also expects the CEO to help shape the culture and environment of the charter school in a manner that focuses charter school operations on enhancing student achievement, encourages positive relationships within the community, and instills confidence in the school.

The Board and CEO shall work together as a team in the exercise of charter school governance. The Board and CEO shall establish protocols that describe how the governance team will operate, and utilize the protocols included in the charter petition regarding Board meeting operations and communications between the CEO and the Board.

Because the CEO is the only charter school employee who is directly selected and evaluated by the Board, the Board has a responsibility to ensure that the CEO possesses the skills and attributes that best meet the needs of the charter school.

The Board and CEO shall agree upon a system for evaluating the CEO, including the evaluation criteria, method, evaluation instrument, process, and timeline.

The CEO may delegate to other charter school staff any duties imposed upon him/her by the Board. This delegation shall not relieve the CEO of responsibility for actions taken by his/her designees.



BP 2110 - CEO Responsibilities and Duties

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The Board of Education desires to establish a productive working relationship with the CEO and to ensure that the work of the CEO is focused on student learning and achievement and the attainment of the charter school's vision and goals. The Board also desires to provide a fair basis for holding the CEO accountable. The responsibilities of the CEO are detailed in the charter petition, approved job description, and in the CEO's contract.

The Board shall clarify expectations and goals for the CEO at the beginning of every evaluation year.

As the chief executive officer of the charter school, the CEO shall implement all Board decisions and manage the instructional and non-instructional operations of the school. The CEO also serves as a member of the charter school's governance team and has responsibilities to support Board operations and decision making.

The CEO may delegate any of his/her responsibilities and duties to other charter school staff, but he/she remains accountable to the Board for all areas of operation under the CEO's authority.



BP 2111 - CEO Governance Standards

Adopted:

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The Board of Education recognizes that effective charter school governance requires strong collaboration and teamwork with the CEO. Because the Board and CEO each have their unique roles and responsibilities, both contribute to the responsible governance of the charter school and the quality of education provided to the community's students.

The CEO is expected to hold himself/herself to the highest standards of ethical conduct and professionalism.

To support the Board in the governance of the charter school, the CEO:

1. Promotes the success of all students and supports the efforts of the Board to keep the charter school focused on learning and achievement
2. Values, advocates and supports the charter school and all stakeholders
3. Recognizes and respects the differences of perspective and style on the Board and among staff, students, parents/guardians and the community and ensures that the diverse range of views inform Board decisions
4. Acts with dignity, treats everyone with civility and respect, and understands the implications of demeanor and behavior
5. Serves as a model for the value of lifelong learning and supports the Board's continuous professional development
6. Works with the Board as a "governance team" and assures collective responsibility for building a unity of purpose, communicating a common vision and creating a positive organizational culture
7. Recognizes that the Board/CEO governance relationship is supported by the management team in the charter school
8. Understands the distinctions between Board and staff roles, and respects the role of the Board as the representative of the community
9. Understands that authority rests with the Board as a whole; provides guidance to the Board to assist in decision-making; and provides leadership based on the direction of the Board as a whole
10. Communicates 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
11. Accepts leadership responsibility and accountability for implementing the vision, goals and policies of the charter school



BP 2120 - CEO Recruitment and Selection

Adopted:

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The Board of Education recognizes that it has a direct responsibility to select and employ the CEO. Whenever it becomes necessary for the Board to fill a vacancy in the position of CEO, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with the charter school's needs.

The Board shall establish and implement a search and selection process that includes consideration of:

1. The charter school's current and long-term needs, including a review of the charter school's vision and goals
2. The desired characteristics of a new CEO, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge
3. The scope of the search, including whether to promote from within the charter school or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search
4. The salary range and benefits to be offered
5. Basic elements to be included in the CEO's contract
6. Whether to hire a professional adviser to facilitate the process
7. How and when to involve the community in certain phases of the selection process
8. The best methods for advertising the vacancy and recruiting qualified candidates
9. The process for screening applications and determining how the screener(s) will be selected
10. Interview questions, processes and participants
11. How and when candidates' qualifications will be verified through reference checks
12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall select candidates to be interviewed based on recommendations of the screener(s) and the Board's own assessment of how candidates meet the criteria established by the Board.

The Board shall interview preliminary and final candidates in closed session and determine the most likely match for the charter school.



The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427.

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current school or district, as appropriate, to obtain verification of his/her qualifications.

The Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session.

The Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.



BP 2121 - CEO's Contract

Adopted:

January 15, 2018

In approving employment contracts with the CEO, the Board of Education wishes to encourage the CEO's long-term commitment to the charter school and community while carefully considering the financial and legal implications of the contract in order to protect the charter school from any potentially adverse obligations.

The Board may designate a representative to negotiate with the CEO on its behalf and shall consult legal counsel to draft the contract document. The contract, at a minimum, shall include the following:

1. The general duties and responsibilities of the position
2. The duration of the contract, which shall be pursuant to
 - a. The salary, benefits, and other compensation for the position
 - b. The criteria, process, and procedure for evaluation and the conditions for reemployment
 - c. The conditions for termination of the contract including the maximum cash settlement that the CEO may receive upon termination of the contract

The Board shall deliberate in closed session about the terms of the contract.

Terms of the contract shall remain confidential until the ratification process commences.

The Board shall ratify the CEO's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request.

During an existing contract, the Board may reemploy the CEO on mutually agreed upon terms and conditions. However, the CEO's contract shall be extended only by Board action subsequent to a satisfactory evaluation of the CEO's performance.

In the event that the Board determines not to reemploy the CEO, the Board shall provide written notice to the CEO at least 30 days in advance of the expiration of the term of the contract.

The CEO's contract shall include a provision specifying the maximum cash settlement that the CEO may receive upon termination of the contract. However, if the unexpired term of the contract is greater than 6 months, the maximum cash settlement shall be no more than the CEO's monthly salary multiplied by six. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 6 months or until the CEO finds other employment, whichever occurs first.



If the Board terminates the CEO's contract upon its belief and subsequent confirmation pursuant to an independent audit that the CEO has engaged in fraud, misappropriation of funds, or other illegal practices, the maximum settlement shall be within the limits prescribed by law, as determined by an administrative law judge but no greater than the CEO's monthly salary multiplied by three.

In addition, if the CEO is convicted of a crime involving an abuse of his/her office or position, he/she shall reimburse the charter school for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination, and for any funds expended by the charter school in his/her defense against a crime involving his/her office or position.



BP 2140 - Evaluation of the CEO

Adopted:
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The Board of Education shall annually conduct a formal evaluation of the CEO's performance in order to assess his/her effectiveness in leading the charter school toward established goals. The Board and CEO shall establish an appropriate schedule for the annual evaluation process.

Evaluation criteria shall be based on charter school goals and success indicators agreed upon by the Board and CEO prior to the evaluation. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases and/or contract extension.

The Board and CEO shall annually consider what evaluation method(s) will best serve the charter school and agree on the specific written instrument to be used.

Prior to the evaluation, the CEO shall be responsible for preparing and distributing to the Board for its review a report of progress toward charter school goals, the CEO's self-appraisal of accomplishments and performance, and a review of action taken to address any Board recommendations from the previous evaluation. The Board shall also review the CEO's current contract and any relevant Board policies.

Each Board member shall independently evaluate the CEO's performance. The Board shall determine who will summarize and combine the individual evaluations to create a consensus document and how that consensus document will be formatted. The evaluation shall be a composite of individual Board members' opinions, but there shall be only one final evaluation representing the Board's collective judgment. This final evaluation shall be provided to the CEO for his/her response.

The Board shall meet in closed session with the CEO to discuss the evaluation.

The CEO shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of his/her performance or charter school progress.

The Board president and CEO shall sign the evaluation as evidence that the evaluation has been discussed. The CEO shall place the evaluation in his/her personnel file.

After each evaluation has been completed, the Board shall meet in open session to give the Board and CEO an opportunity to jointly identify performance goals for the next year.

BP 2210 - Administrative Discretion Regarding Board Policy

Adopted:



January 15, 2018

The Board of Education desires to be proactive in communicating its philosophy, priorities, and expectations for the charter school; clarifying the roles and responsibilities of the Board, CEO, and other senior administrators; and setting direction for the charter school through written policies. However, the Board recognizes that, in the course of operating the charter school or implementing charter school programs, situations may arise which may not be addressed in written policies.

In any situation in which immediate action is needed to avoid any risk to the safety or security of charter school students, staff, or property or disruption to student learning, the CEO or designee shall have the authority to act on behalf of the charter school.

As necessary, the CEO or designee shall consult with other charter school staff, including the legal counsel, regarding the exercise of this authority.

The CEO or designee shall notify the Board as soon as practicable after he/she exercises this authority. The Board president and the CEO shall schedule a review of the action at the next regular Board meeting. If the action indicates the need for additions or revisions to Board policies, the CEO or designee shall make the necessary recommendations to the Board.



BP 2230 - Representative and Deliberative Groups

Adopted:

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The Board of Education believes that broad input on charter school operations and policy from staff, parents/guardians, students and members of the public can provide the charter school with a diversity of viewpoints and expertise, help build a sense of ownership of the school, enhance charter school efficiency and assist charter school communications. As desired, the CEO or designee may establish a management team, administrative councils, task forces, cabinets or committees in accordance with law.

The membership, composition and responsibilities of these groups shall be defined by the CEO or designee. The CEO or designee may establish, change or dissolve these groups at his/her discretion.

Groups established by the CEO or designee shall act in an advisory capacity unless specifically authorized to act on behalf of the CEO or designee. Advisory groups shall submit their recommendations to the CEO or designee, who may report the recommendations to the Board as appropriate.

Expenses incurred for consulting services, materials, travel or other related operations shall be approved by the CEO or designee in advance.