

## **BOARD ROLES AND RESPONSIBILITIES; DELEGATION OF POWER**

The Making Waves Academy (“Academy”) is governed by its Board of Directors (“Board”). The Board, together with the Academy’s Chief Executive Officer (“CEO”) and his/her management team comprised of an executive or manager in the Making Waves Business Services entity, the Middle School Director, the Upper School Director, the Director of Operations, and the Director of Technology (collectively, the “Management Team”) work together in operating the Academy. The Management Team assumes collective responsibility for building unity and creating a positive organizational culture in order to govern effectively. In consideration of these guiding principles, this policy identifies the Board’s roles and responsibilities and the delegation of the Board’s powers to the CEO.

### **I. ROLES AND RESPONSIBILITIES OF THE BOARD**

The Board has the following roles and responsibilities:

#### **I.A. Vision and Strategic Plan**

- The Board provides input on and evaluates adherence to the Academy Mission.
- The Board reviews and provides input on strategic plans submitted by the Management Team.
- The Board adopts policies to successfully implement the Academy Mission and strategic plans.
- The Board oversees the CEO to ensure that the Academy Mission and strategic plans are reflected in the day-to-day operations of the Academy, including ensuring that the curriculum aligns with the Academy Mission.

#### **I.B. Academic Performance Monitoring**

- The Board, or a committee thereof, annually reviews student performance based on state- and federally-mandated assessments.
- The Board, or a committee thereof, quarterly reviews student performance based on Academy-level assessments.
- The Board approves all academic performance reports to all federal, state and local agencies as required by law.

#### **I.C. Staffing and Personnel:**

- The Board reviews and approves personnel policies and any amendments thereto.
- The Board provides input on the employment of the Management Team, including the CEO. The board has the power to hire, evaluate and terminate the CEO. The CEO has the power to hire, evaluate and terminate other members of the Management Team.
- The Board provides input on performance goals for the CEO and communicates the goals to the CEO.
- The Board annually provides input on the CEO’s performance.

- The Board, or a committee thereof, annually reviews the school's overall performance against strategic plans, WASC plan, and annual goals. The Board then provides any input or feedback on the implementation of these plans.
- A representative of the Board annually reviews MWA compliance procedures and personnel files as they relate to confirming proper personnel and teacher certifications for the annual audit.
- The Board, or a committee thereof, annually reviews faculty and staff data, such as surveys, performance evaluation data, discipline data, and retention data.

#### **I.D. Parent, Student and Community Relations**

- MS and US Directors make recommendations for expulsion. The CEO makes a determination on the recommendation for expulsion and brings it to the Board, or a committee thereof, for final approval. The Board, or a committee thereof, hears expulsion appeals.
- The CEO hears and decides upon student suspension appeals, based on recommendations from the MS and US Directors.
- The Management Team reviews and approves student and parent policies and any proposed amendments thereto.

#### **I.E. Finance and Budget**

- The Board reviews and approves the fiscal management and internal controls policies and any proposed amendments thereto;
- The Board, based on the recommendation of the Audit Advisory Committee, solicits and selects the Academy's independent financial auditor, oversees the auditor's work, and receives the auditor's report.
- The Board, or a committee thereof, (i) reviews and, subject to prior review by the Finance Advisory Committee, adopts and amends the annual budget, and (ii) reviews interim budgets, 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.
- The Board CEO reviews the P-1, P-2, and P-3 Annual Attendance Reports filed with the charter authorizer, the Contra Costa County Office of Education (one in the same for the Academy), and the California Department of Education.

#### **I.F. Facilities**

The Board, or a committee thereof, makes recommendations on facilities needs and policies. The Board, or a committee thereof, approves facilities construction projects when applying for state, county, or local funds available to charter schools, after review by MWF, Inc.

- The Board ensures the management team complies with the landlord's (MWF, Inc.) reporting requirements and performance related to student achievement.

#### **I.G. Board Internal Business**

- The Board, or a committee thereof, and the CEO draft, review and approve Board policies and amendments thereto.
- The Board will recruit prospective Board members and follow determined protocols to appoint them.
- The Board orients new Board members.
- The Board, as needed, provides training to its members in areas of state compliance, the Brown Act, LCFF/LCAP and any new state legislation affecting the governance and financing of public schools and specifically charter schools.
- The Board participates in regularly scheduled retreats with MWF (about every two years) to reflect on and assess performance against strategic plans as well as provide input in developing new plans.

#### **I.H. Charter Performance and Renewal**

- The Board annually reviews the Academy's performance reports.
- The Board, as needed, reviews the Academy's renewal proposals and reports. The Board, or a committee thereof, engages with the charter authorizer (CCCOE) and staff members to foster a productive working relationship.

## **II. BOARD'S DELEGATION OF POWERS TO CEO**

The Board delegates the following powers to the CEO:

### **II.A. Strategic Plan**

- The CEO oversees implementation of Board-adopted policies regarding the Academy's Mission and Strategic Plans, among other things, adopting appropriate procedures and training staff on the policies and procedures.

### **II.B. Staffing and Personnel**

- The CEO oversees drafting all Academy personnel policies and presents them to the Board for review and approval. The CEO also recommends any proposed amendments to the personnel policies and presents them to the Board for review and approval.
- The CEO is responsible for final approval and/or rejection of all Academy personnel actions.
- The CEO approves the salaries for all Academy personnel, in compliance with any applicable state laws. The compensation of the CEO is determined by the Board.

### **II.C. Finance and Budget**

- The CEO and Board President, with legal support, draft Board-adopted fiscal- and internal control policies. The CEO implements the Board-adopted policies by, among other things, adopting appropriate procedures and training staff on the policies and procedures. The CEO, together with the Board President, Chief Financial Officer (CFO) and Finance Advisory Committee as needed, drafts amendments to the fiscal policies, and presents them to the Board for approval.

- The CEO in conjunction with the CFO oversees the semi-annual and annual budget development process with the Management Team and submits budget drafts and other require financial statements to the Board, or a committee thereof, for approval.
- The CEO, working with the Management Team, implements the responses to the audit report as instructed by the Board.

#### **II.D. Facilities**

- The CEO oversees annual school site needs-assessments, at the direction of the Board.
- The Management Team implements any facilities policies.

#### **II.E. Academic Performance Monitoring**

- The Board reviews an annual report submitted by the CEO 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 CEO implements the goals for student achievement on such assessments.
- The Board reviews formative reports during the school year, submitted by the CEO reflecting student performance based on Academy-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 Academy level assessments. The CEO implements the goals for student achievement on Academy-level assessments.
- The Board oversees and supports the implementation of Board-adopted policies through the leadership of the CEO in order to achieve the student achievement goals, by among other things, adopting appropriate procedures and training staff on policies and procedures.
- The Board reviews all academic performance reports required by all federal, state and local agencies as required by law and provides them to the Board for approval.

#### **II.F. Staffing and Personnel**

- The Board regularly reviews personnel policies, including the Academy's internal complaint procedures.

#### **II.G. Parent, Student and Community Relations**

- The Board reviews, and in some cases, approves the training of staff in the appropriate policies and procedures. The Board reviews and approves amendments proposed by the CEO to student- and parent policies.

#### **II.H. Charter Performance and Renewal**

- The Board annually reviews any required Academy performance reports.
- The Board, as needed, reviews and approves drafts of charter school renewal and amendment proposals and reports.