

# Pataula Charter Academy, Inc

## Board Policies

### I. Governing Board Functions:

- Support Pataula Charter Academy and Spring Creek Charter Academy's mission and core beliefs and ensure that the school adheres to its original purpose. Decisions of the Governing Board will be guided by the mission and core beliefs articulated in the charter.
- Interview and hire the Superintendent and CFO. Monitor and assess the Superintendent and CFO's performance with respect to the school's educational and financial goals.
- Ensure effective organizational planning, responsibility and ethical fiscal management of the Corporation's assets.
- Oversee the budget process and the school's investments.
- Create policies that ensure the successful operation of the school.
- Serve as liaison between the school's staff and its constituents and act as ambassadors and advocates for the school.
- Provide strategic planning and leadership succession planning.
- Serve as an appeals board.
- Manage fundraising activities. The board is responsible for ensuring that appropriate resources are available to meet the mission and vision of Pataula Charter Academy and Spring Creek Charter Academy.

### II. Governing Style

- The Board provides strategic leadership to Pataula Charter Academy and Spring Creek Charter Academy. In order to do this, the Board will:
  - Look to the future and keep informed of issues and trends that may affect the mission and organizational health of Pataula Charter Academy and Spring Creek Charter Academy.
  - Make decisions based on knowledge of community needs and best practices and in accordance with the mission.
  - Be proactive and visionary in its thinking.
  - Encourage thoughtful deliberation, incorporating a diversity of viewpoints.
  - Work together as colleagues, encouraging mutual support and good humor.
  - Have the courage to lead and make difficult decisions.
  - Commit to excellence in governance, including regularly monitoring, assessing and improving its own performance.
- The Board will monitor and discuss the Board's process and performance.
- In governing, the Board will fulfill its legal responsibilities of:
  1. The *Duty of Obedience* that requires board members to be faithful to the mission of Pataula Charter Academy and Spring Creek Charter Academy in its policies and actions.
  2. The *Duty of Care* that requires that in fulfillment of his/her duties, a Board member owes Pataula Charter Academy and Spring Creek Charter Academy the care that an ordinarily prudent person would exercise in a like position and under similar circumstances.

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3. The *Duty of Loyalty* that requires Board members to always put the best interest of Pataula Charter Academy and Spring Creek Charter Academy first when making decisions affecting the organization

### III. Board Background Checks

- Board members must have a criminal background check completed within 30 days of accepting a Board position.
- Background checks must be repeated every 5 years.
- If background check is not clear, the rest of the Board must review and vote to determine if the Board position offer will stand or if the violations will preclude them from serving on the Board.

### IV. Board Code of Conduct

- The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as board members.
- In their capacity as governors, board members must demonstrate unconflicted loyalty to the interests of the ownership of Pataula Charter Academy and Spring Creek Charter Academy.
- Board members must avoid conflicts of interest with respect to their fiduciary responsibility and will follow the requirements of the Policy Statement on Conflicts of Interest.
- Members will annually disclose their involvement with other organizations, vendors, or any other associations that currently do business or may do business with Pataula Charter Academy and Spring Creek Charter Academy on the Conflicts of Interest Questionnaire.
- Members will respect the confidentiality appropriate to issues of a sensitive nature.
- Board members are expected to attend every regularly scheduled meeting. A member with more than two absences from regularly scheduled meetings in a calendar year is subject to possible dismissed at the discretion of the Board.

### V. Board Decision-Making Process

- The Board will make decisions by a process of careful deliberation, seeking out the wisdom and experience of many voices as appropriate, which may include consumers, staff, volunteers, board members and others with knowledge of its mission.
  - The Board will use Robert's Rule of Order as the process for conducting Board meetings and all decision-making.
  - The Board will strive for consensus of opinion in its decision-making.
  - If consensus isn't reached after a reasonable period of deliberation, to be determined by the chair, then a majority of members present for a quorum will make the final decision.

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### VI. Board Nominations Process

- The Board seeks out two sets of criteria when recruiting Board members:
  - Constituencies
    - Parents of students attending PCA AND SCCA
    - County/geographical representation
    - Partnerships from the community with professional expertise
    - Diversity, i.e. ethnic, gender, socio-economic, educational levels
    - Superintendent and CFO ex officio
    - Persons with the needed skill set
  - Key Skills and Experiences
    - Commitment to and passion for the mission and governing process of Pataula Charter Academy, Incorporated.
    - Knowledge of current research and Georgia Board of Education guidelines
    - Knowledge of facilities management
    - Financial management experience
    - Public Relations and marketing experience
    - Ability to problem solve
    - Experience in strategic planning
    - Personnel management
    - Strong written and oral communication skills
    - Knowledge of change management and organizational growth
    - Commitment to support the Board governing structure and ability to meet board work expectations.
    - Ability to engage in deliberative and collegial decision-making.
    - Commitment to stewardship responsibilities
- In the process of recruiting and nominating candidates, the Board will request from all candidates:
  1. Resume or summary of experience
  2. Interview by board members
  3. References to verify demonstrated competencies
- In the process of determining final candidates, the Board will:
  1. Conduct an initial screening of resumes.
  2. Interview promising candidates
  3. Check for competencies
  4. Discuss the qualifications of nominees and their value to the Board
  5. Provide finalists with adequate information about Pataula Charter Academy, Incorporated's governance and board policies as well as schools' mission and, for the candidate to make a knowledgeable and informed decision on their fit for the Board
- Final Board selection will be made in accordance with the provisions outlined in the bylaws.

### VII. Board Training

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- The Governance Committee, working closely with the board chairman and Superintendent/CFO, will plan and provide several types of training for board members and prospective board members. It will also plan ongoing education and training for the full board.
- Required training will be provided for the entire board annually through the authorizer. Any Board members unable to attend this training will be required to obtain equivalent training from Georgia Charter School Association and provide documentation of such training. The 12 hours of required training must be completed and documented prior to June 30<sup>th</sup>.
- Specialized training will be planned for some board members who have major responsibility in certain specialized skill areas such as finance.
- The development committee will be responsible for assessing the effectiveness of training by informal methods such as asking for feedback from board members participating in specific training and through the board's annual evaluation process.

### **VIII. Dismissal of Board Members**

- If any board member is not upholding any of the above policies, an investigation and deliberation will be held by the other board members to determine if the accused board member will be dismissed from duty.
- A two-thirds majority vote is required to dismiss a board member.

\*Policy approved by Board of Directors on March 15, 2010

\*Amended December 10, 2018

\*Amended July 26, 2021