



Board Job Description, Agreements and Commitments

2021-2022

Job Description: The Board acts to GOVERN

Objective: To represent the community’s interests within Lighthouse
Responsibilities: <ul style="list-style-type: none">● Direction: Determine mission and strategy. Establish and approve major policies and contracts.● Steward: Serve as a steward of the LCPS mission, ensuring that our promise to children and families is met.● Accountability: Approve rigorous and achievable OKRs for each priority, including Academic and Financial indicators. At the committee and board level, monitor progress of OKRs, ensure that appropriate and timely reflection, integration of DEI pillars and commitments, access and outcomes for students and families, analysis and adjustment occur.● Legal and Safety: Ensure compliance with federal, state, and local regulations and fulfillment of contractual obligations; Create and monitor policies ensuring teacher, student, and facility safety.● Leadership: Employment of the CEO; regularly evaluate performance.● Board development and self-governance: Recruit and orient new members. Develop and implement governance and training processes. Assess board performance.
<i>In the above, the board acts as a body and is the leader/decision maker</i>

Job Description: Board Members act to SUPPORT

Objective: To represent Lighthouse’s interests in the community
Responsibilities: <ul style="list-style-type: none">● Share the LCPS mission, program and successes in personal and community/civic/business networks.● Advisory: Advise staff in areas of expertise; act as a sounding board for CEO and other executive staff.● Promote the importance of quality schools and choice including charter schools like LCPS for Oakland’s families.● Fundraising: Contribute to Lighthouse’s fundraising success as an individual
<i>In the above, board members act as individuals, and with or under the direction of staff.</i>

LCPS Board of Directors Agreements for Board and Committee Meetings

Objective: To sustain our focus on our priorities and achieve our ambitious goals as a board in service of LCPS through common operating agreements and protocols for our board and committee meetings

Board Meeting Responsibilities:

- **Time to Read and Review:** All board members set aside time to read the agenda and board packet (70-100 pages) available in Board on Track. Agenda and materials shared with committee members 72 hours in advance
- **Engage:** All board members make notes of questions/comments they wish to raise during the meeting. If they are substantive, consider communicating in advance with the CEO or committee chair.

Staff Responsibilities for Board Meetings:

- **Use a simple dashboard** to provide updates on OKRs/priorities and whether this item is on track (low risk/green), partially on track (some risk/yellow) or significantly off track (high risk/red)
- **Present short overviews** (5 minutes or so) of key material and identification of risks
- **Performance Management:** Spend 50% of our time at Board meetings on our academic priority and monitoring progress.
- **Clear Discussion items** that center around mitigating risk, critical questions, or maximizing our strategic priorities

Committee Meeting Responsibilities:

- **Clear Committee Arc:** Committee chair and LCPS leader lead to align work during the year
- **Committee agendas** are drafted 1-2 weeks prior to committee meeting. Agenda and materials shared with committee members 72 hours in advance. Be clear if items are updates or items warrant deeper discussion. Discussion items center around mitigating risk or a critical question or maximizing our strategic priorities
- **Updates to share:** Norm on what will be included in the committee update at the board meeting

In the above, board members act as individuals, and with or under the direction of staff.

Board Member Service Agreement 20201-22

I, _____, understand that as a member of the Board of Directors of Lighthouse Community Charter Public Schools, I have a legal and ethical responsibility

to ensure that Lighthouse does the best work possible and achieves its goals. I believe in the purpose and the mission of Lighthouse, I am committed to achieving our annual Objectives and Key Results (OKRs) aligned to our organization's priorities, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a board member:

- I will interpret Lighthouse's mission, DEI pillars, values and program to the community, represent the organization, and act as a spokesperson for LCPS and more broadly, the importance of school choice for Oakland's families.
- In turn, I will interpret our community's needs and values to Lighthouse, speak out for their interests, and on their behalf, hold the organization accountable.
- I will hold the organization accountable for the monitoring and achievement of its annual Objectives and Key Results.
- I will attend at least 75% of board meetings in person or on the phone, and 75% of committee meetings in person or on the phone. I will review documents beforehand so that I am prepared to participate.
- Each year I will make a personally significant* gift to Lighthouse.
- I will excuse myself from discussions and votes where I have a conflict of interest.
- I will stay informed about what's going on at Lighthouse. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and other matters. I will not stay silent if I have questions or concerns.
- I will work in good faith with staff and other board members as partners toward achievement of our goals.
- If my commitments are not being met, I will expect the Board President to call me to have a discussion.

In turn, Lighthouse will be responsible to me in the following ways:

- I will be sent, without having to request them, quarterly financial reports and an update of school activities that allow me to meet the "prudent person" standards of the law.
- Opportunities will be offered to me to discuss with the CEO and the Board President Lighthouse's programs, goals, and activities; additionally, I can request such opportunities.
- Lighthouse will help me perform my duties by keeping me informed about issues in the community and education field and by offering me opportunities for professional development as a board member.
- Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to

this organization. Board members and staff will work in good faith with me toward achievement of our goals.

- If Lighthouse does not fulfill its commitments to me, I can call on the Board President and CEO to discuss Lighthouse's responsibilities to me.

Specific to the 2021-22 School Year, I will commit to doing some of the below activities aligned to our strategic plan throughout the school year. Dates and times will be updated at each board meeting and over email:

- School walks/rounds with CEO and CAO
- External stakeholders meetings with CEO
- Join Meetings with Parent leaders as part of SSC and ELAC
- Support Sunshine Activities at staff Professional Development days
- Mentor a board fellow or new board member

Signed: by _____, Board Member Date _____

and by _____, Board Chair Date _____