



OGDEN PREPARATORY ACADEMY

Official Policy

1. School Board Operations

1.03.POL Board Job Descriptions

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PURPOSE

The Board is responsible for ensuring the successful academic program of Ogden Preparatory Academy (OPA). This includes assuring the school's program of instruction and operation are faithful to the terms of its Charter, and that the finances are managed to assure a viable organization. The Board's primary role is "Governance", which encompasses legal responsibilities, general oversight, planning and policy-making, and meeting fiduciary requirements. The Board only has authority when it votes as a group. No single member has authority for the Board as a whole.

GENERAL RESPONSIBILITIES

The following principles should guide all members:

- **Duty of Care:** A Board member shall exercise reasonable care when he/she makes a decision as a steward of OPA.
- **Duty of Loyalty:** A Board member must give undivided allegiance to the organization when making decisions. Members must avoid decisions that perceptually, or actually, create any type of personal gain.
- **Duty of Obedience:** This requires a Board member to be faithful to the school's mission. He/she must act in a way that is consistent with the central goals of the school. The basis of the rule lies in the public's trust that the school will manage funds and create policies to fulfill its mission.

Board Member Responsibilities:

1. Determine and fulfill the mission and purpose of OPA.
 - a. Create, review, understand, and support the vision and mission statement which:
 - i. Serves as a guide to organizational planning and setting priorities among competing demands for scarce resources.
 - ii. Is a vehicle for assessing program activities to ensure that the organization is not drifting away from its original purpose.

2. Select the OPA Director.
 - a. Adopt a clear job description for the Director.
 - b. Undertake a careful search process to find the most qualified individual.
 - c. Oversee and approve contract negotiation and renewal.
3. Support and review the performance of the OPA Director.
 - a. Provide frequent, constructive, and objective feedback.
 - b. Assist when Board members overstep prerogatives or misunderstand their roles.
 - c. Provide compliments for exceptional accomplishments.
 - d. Provide for an annual written performance review based on agreed upon objectives established at the beginning of each school year.
4. Ensure effective improvement planning.
 - a. Approve annual school improvement plans that include concrete, measurable goals consistent with the Charter and accountability plan.
 - b. Assure the budget supports annual goals and objectives.
5. Manage resources effectively.
 - a. Approve and regularly monitor the annual budget.
 - b. Provide for an independent annual audit by a qualified CPA.
 - c. Ensure adequate insurance is in force to cover students, staff, visitors, the Board and the assets of the school.
6. Enhance Ogden Preparatory Academy's public standing.
 - a. Service as ambassadors, advocates and community representatives of the school.
 - b. Ensure that no Board member represents her/himself as speaking on behalf of the Board unless specifically authorized to do so.
7. Ensure legal and ethical integrity and maintain accountability.
 - a. Establish policies to guide the school's Board members and staff.
 - b. Develop, maintain and strictly adhere to adequate personnel policies and procedures (including grievance policies).
 - c. Adhere to the provisions of the school's Bylaws and Articles of Incorporation.
 - d. Adhere to local, state and federal laws and regulations that apply to the school.
 - e. Ensure compliance with all federal state and local government regulations.
8. Recruit and orient new Board members and assess Board performance.
 - a. Define Board membership needs in terms of skill, experience and diversity.
 - b. Cultivate, check the credentials of and recruit prospective nominees.
 - c. Provide for new Board member orientation.
 - d. Conduct an annual evaluation of the full Board.

~~Ogden Preparatory Academy Board of Directors~~
OFFICER and Committees JOB DESCRIPTIONS

~~There should be a solid match between the interests, skills, and preferences of the board member and the requirements of the committee/positions they join.~~

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Some of the Board Officer responsibilities may be performed in an open Board meeting with a Board quorum or in a Board work session.

Board Chair

1. Works with the ~~OPA Business Director~~ Principal and Board members to develop the agendas for Board of Directors meetings, and presides at these meetings.
2. In consultation with other Board officers, appoints volunteers to leadership positions, ~~chair of B~~board committees as determined necessary, and cultivates leadership succession.
3. ~~Works with the Board of Directors, in accordance with the charter school's bylaws and mission, to establish and maintain systems for:~~
 - a. ~~Providing guidance for~~Planning the organization's human and financial resources and setting priorities for future development.¶
 - b. ~~Reviewing operational effectiveness and setting priorities for future development.~~
 - c. ~~Ensuring the legal and ethical standard.~~
 - d. ~~Hiring and evaluating the OPA school's Executive Director.~~¶
 - e. ~~Developing and maintaining an effective B~~board culture.¶
 - f. ~~Developing an effective pipeline of future leaders of the B~~board.
4. Manages the development of the Board in order to help it work more effectively and efficiently.
 - a. Developing and maintaining an effective Board culture.
 - b. Developing an effective pipeline of future leaders of the Board.
5. ~~Works with the Principal and other board officers to develop both immediate and long-term goals.~~
6. Communicates effectively with and supports the ~~Business Director~~ Principal in his/her job as manager of the school. In this capacity, focuses on ensuring that the Board governs rather than manages.
7. Works with ~~any~~the Board Committees Chairs and the ~~Business Director~~ Principal to keep apprised of committee work and to ensure that committees have the resources needed to do their job. ~~W~~Also, works to ensure effective and efficient communications between the committees and the Board.
8. Ensure, or cause to be kept at a place as the Board directs, a book of the minutes of all meetings of the Board are kept and published in addition to, the corporation's Articles of Incorporation and Bylaws, with amendments, and the OPA Charter.
9. Ensure Board members participate in all required trainings.

Board Vice Chair

- In ~~f~~the Chair's is ~~absence~~absent, the Vice Chair will perform all the Chair's duties and, when so acting, shall have all of the Chair's powers and be subject to the same restrictions.
- Supports and challenges the Chair in all his/her responsibilities to ensure organizational priorities and governance concerns are addressed in the most effective and efficient manner.

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- Works with the chair to assist in developing the agendas.
- Advises the Chair on appointing volunteers to key leadership positions, ~~including positions like Chair of Board committees.~~
- ~~Assists the Chair by taking the responsibility of communicating with Committee Chairs.~~¶
- Other such powers and such other duties as the Board may prescribe.

Secretary¶

- ~~The Secretary will keep, or cause to be kept at a place as the Board directs, a book of minutes of all meetings of the Board, the corporation's Articles of Incorporation and Bylaws, with amendments, and the Charter.~~¶
- ~~The Secretary will have such other powers and perform such other duties as the Board may prescribe.~~¶
- ~~Conduct yearly training on the Open & Public Meeting Act.~~

Board Treasurer/Financial Coordinator/Assistant

1. In collaboration with the ~~OPA Business Administration Director and Business Manager~~ charter school executive director and business manager:
 - a. Assist and advise in preparing an annual budget for the charter school.
 - b. Develop and annually revise a three-year financial forecast and develop long-range financial plans based on the forecast.
 - c. Review all non-budgeted expenditures
2. Review ~~all grant proposals and when necessary, and recommend action by the Board.~~
3. ~~Review all non budgeted expenditures and inform the Board.~~
4. ~~Annually submit objectives as part of the planning and budgeting process.~~¶
5. ~~Annually evaluate its work as a committee and the objectives it has committed itself to and report results on same to the Board of Directors.~~¶
6. ~~Ensure the completion of~~ Arrange for an annual audit with submission of same to the Board.
7. ~~Ensure~~ Arrange for a monthly report of financial results for the most recent current period is made to the Board.

Board Committees

- Committees shall be established by the Board as needed.
- Committee chairs shall be appointed by the Board Chair with Board Member input.
- Board members shall work with OPA Administration in committees as needed.

Academic Excellence Committee¶

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~~It is important to note that this is a governance function, not a management function, and it is anticipated that the school leader will have a great deal of input into the work and composition of this committee. The committee's main role is to assure that academic excellence is defined, and that the Board approves annual goals to attain academic excellence.~~¶

- ~~Define and continue to refine what academic excellence means for our charter school.~~¶

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- ~~Ensure that all Board members understand the key charter promises we have made to our community and to our authorizer.¶~~
- ~~Work with the school leadership to devise clear and consistent ways to measure progress towards stated goals.¶~~
- ~~Work with school leadership to share with the Board annual successes, barriers to reaching academic excellence, and strategies to overcome these barriers.¶~~
- ~~Arrange for Board training on issues related to academic oversight and academic achievement, as needed.¶~~
- ~~With the full board, create specific measurable goals for the year as part of planning process.¶~~

~~Board Development Committee¶~~

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- ~~Study the current composition of the Board of Directors to determine current skills and experience;¶~~
- ~~Identify skills and experience needed on the Board.¶~~
- ~~Recruit members to serve as members of the Board. ¶~~
- ~~Review annually the procedures for Board recruitment.¶~~
- ~~Aid new members by conducting orientation and training.¶~~
- ~~Provide ongoing training at the Board meetings.¶~~
- ~~Assist in the planning of the annual Board retreat.¶~~
- ~~Assist with the annual Board self-evaluation.¶~~
- ~~Annually submit objectives, which may require training sessions, seminars, travel or miscellaneous training materials for the Board as part of the planning and budgeting process.¶~~
- ~~Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Directors.¶~~
- ~~Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.¶~~

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Document History

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Legal References

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