



**Official Policy
of
Ogden Preparatory Academy**

1. School Board Operations

1.04.POL General Responsibilities

Effective/Revision Date: 06/26/2013

Page 1 of 3

**Board of Directors
General Responsibilities**

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.

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 lie in the public's trust that the school will manage funds and create policies to fulfill its mission.

Responsibilities:

1. Determine and fulfill the mission and purpose of OPA.
 - a. Create and periodically review 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.
 - b. Understand and support the mission statement.
2. Select the administrator.
 - a. Adopt a clear job description for the administrator.

- b. Undertake a careful search process to find the most qualified individual.
- c. Oversee and approve contract negotiation and renewal.
- 3. Support and renew the performance of the Administrator.
 - 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 organizational planning.
 - a. Approve an annual organizational plan that includes concrete, measurable goals consistent with the charter and accountability plan.
 - b. Assure the budget supports annual goals and objectives.
- 5. Ensure adequate resources.
 - a. Approve and regularly monitor annual budget.
 - b. Set fundraising targets and goals if the school participates in fundraising outside the parent organization.
 - c. Assist in carrying out the development plan.
- 6. Manage resources effectively.
 - a. Monitor budget implementation through periodic financial reports.
 - b. Approve accounting and personnel policies.
 - c. Provide for an independent annual audit by a qualified CPA.
 - d. Ensure adequate insurance is in force to cover students, staff, visitors, the Board and the assets of the school.
- 7. Determine, monitor and strengthen the programs and services.
 - a. Assure programs and services are consistent with the mission and the charter.
 - b. Approve measurable organizational outcomes.
 - c. Approve annual, attainable Board and management level goals.
 - d. Monitor progress in achieving the outcomes and goals.
 - e. Assess the quality of the program and services.
- 8. 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.
 - c. Set and review goals of an annual public relations program.
- 9. 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.
- 10. Recruit and orient new Board members and assess Board performance.
 - a. Define Board membership needs in terms of skill, experience and diversity.

1.04.POL General Responsibilities	
Effective/Revision Date: 06/26/2013	Page 2 of 3

- 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.

Document History

Approved: 06/26/2013

Legal References