

# **Board of Trustees: Governance**

## **Roles and Responsibilities**

1. hiring and evaluating annually the performance of the Principal;
2. monitoring school performance;
3. establishing, reviewing, and overseeing overall institutional, educational and operational policies and activities consistent with the mission and school's charter;
4. ensuring the School is compliant with local, state, and federal guidelines, regulations and laws and all requirements of its charter authorizer; and
5. acting as liaison to the charter authorizer.

## **Hiring & Evaluating Annually the Performance of the Principal**

- The Board Chairperson and Academic Committee will work with the Principal prior to the beginning of each year to establish annual growth targets, which will then be reviewed by the full Board.
- The Board Chairperson or designated members of the Academic Committee will conduct, at least twice-annually, observations of the Principal (e.g. observations of Principal leadership in faculty meetings, observation of Principal facilitation of Sanctuary Model community meetings, Principal interaction with staff at planning meetings, etc.).
- At the end of each year, the Board Chairperson and the Academic Committee will prepare and deliver to the full Board an evaluation report with findings regarding Principal performance and areas of strength and challenge, as well as recommendations regarding retention.

## **Monitoring School Performance**

- At each monthly Board meeting, the Board will receive a Principal's Report that will provide information regarding the academic, operational and financial health of the school.
- Key information that will be provided to the Board includes:
  - Recent assessment data;

- Data regarding progress the school is making to achieve or maintain Sanctuary Model certification and the integration of the Sanctuary Model in academic programs and operations;
- Data regarding school culture and student discipline;
- Data about changes, if any, in the school's academic programming or operations;
- Teacher evaluation results;
- Data about the delivery and results of the wraparound supportive services;
- Results of the satisfaction surveys;
- Data regarding enrollment and student attrition, hiring and staff attrition;
- Financial data;
- Any relevant information about facilities;
- Key compliance considerations;
- Progress towards meeting recruitment and retention targets for special populations; and
- Key findings in the annual audit.

### **Governance by Policy**

- The Board will create and monitor formal policies that define how the Board and the school operates and how the mission of the school will be achieved including:
  - Sexual Harassment Policy;
  - FERPA Policy;
  - FOIL Policy;
  - Conflict of Interest Policy;
  - School Wellness Policy;
  - Dignity for All Students Act policy;
  - Hiring/Personnel Policy;
  - Admissions Policy;
  - Enrollment Policy;
  - Fiscal Policies and Procedures;
  - Health Safety Plan;
  - School Building Safety Plan;
  - Medications Administration Plan;

- Complaint and Grievance Procedure for Staff; and
- Complaint and Grievance Procedure for Parents.

### **Ensuring Compliance**

- The Board will ensure that the charter school is complying with all relevant federal, state and local laws and that the charter school is operating in accordance with its charter and with any approved amendments to its charter.
- All Board members will engage in a review of key provisions of the charter at the beginning of each year to ensure that they are aware of the school's obligations and commitments under the charter.
- The Principal and other charter school staff members will report on the charter school's compliance with the charter at each Board meeting.
- Board members are expected to use and rely on the advice of legal counsel and other experts to assist them in their oversight of charter school compliance.

### **Acting as a Liaison with the Authorizer**

- Cardinal McCloskey Community Charter School recognizes the importance of open and frequent two-way communication with the charter authorizer to the success of the charter school – The Board Chairperson will notify SUNY's Charter Schools Institute of any proposed changes in its program, operations, Board composition and/or other charter revisions in a manner consistent with the Charter School Act and SUNY's Guidelines for Requesting a Charter Revision and will provide any requested information to facilitate approval of the changes. The Board will also ensure that all required reports are prepared and submitted to the Charter Schools Institute that the charter school cooperates fully in any Charter Schools Institute site visits or reporting.