

## **Ark Community Charter School Governance Policies That Govern the Board and School Structure**

The Board of Trustees of the Ark Community Charter School consists of not less than 7 nor more than 11 voting members which include representatives from the education community, members of the business community, and a parent of a child enrolled in the school. Non-voting members of the Board include the Director of the school, and a teacher representative. Outside of non-voting representation, the nominations committee can search for new members over and above any of the above categories (e.g., financial or legal advisor) at the discretion of the Board.

Except for the Principal / Director of the school (who serves during his or her tenure at the school) and the teacher representative (who serves for a one year term), members of the Board serve a term of three years, with approximately one-third replaced each year. Terms of office of outgoing trustees expire on June 30, and incoming trustees take office on July 1 annually. The seat of the teacher representative is elected by the teachers of the school. The seat reserved for the parent trustee is elected by the parents/guardians of enrolled students. The non-reserved seats are filled by candidates who are nominated by the nominating committee of the Board of Trustees. They are approved and appointed by the Board through a simple majority vote.

Whenever appropriate and mutually beneficial, parents and teaching staff will be asked to be part of the governance of the school through Board advisory committees.

### **Policy of qualifications for Trustees for the Ark Community Charter School**

The Ark Community Charter School is governed by a Board of Trustees which works in partnership with the Director to uphold the mission of the ACCS by providing for the well being of the institution in the present as well as the future.

First and foremost, Trustees are nominated and elected on the basis of a firm commitment to the mission, goals and objectives of ACCS; they support the educational philosophy espoused in the school's charter. In addition, Trustees are nominated and elected for the qualities of leadership, service, and expertise in a range of fields which they bring to the school. No Trustee represents a specific political or ideological constituency. It is imperative that the Board of Trustees makes its decisions for the present and future welfare of ACCS as a whole, rather than in response to personal priorities or the wishes of vocal factions. No Trustee may speak for the Board in any issue until the Board in its entirety has decided that issue. All Board meetings are held in compliance with the provisions of the "Open Meetings Law."

### **Responsibilities and obligations of the Ark Community Charter School's Board of Trustees**

The Board protects the public interest and upholds the public trust by applying the highest standards of service in governing the school according to its charter and relevant state and federal statutes. It is the duty of the Board of Trustees to make plans, approve policies, appoint the Director and assess the performance of the Director and the school as a whole. The Board also bears ultimate responsibility for the school's finances and physical environment. The Board will work in partnership with the Director to secure all resources necessary to produce an exemplary school.

Specifically, the Board is responsible for:

- Approving any management, operational, and service contracts
- Authorizing broad curricular guidelines or specific curricular programs, or delegating such authority to the Director of the school

- Approving assessment measures and performance standards as set forth in the charter
- Providing ongoing support and oversight of the academic program and performance of the school through the Education Committee of the Board
- Approving all policies for the school
- Hearing appeals on student disciplinary and special education matters
- Hearing complaints from any individual or group alleging any violation of the provisions of the Charter Schools Act, the charter itself, or any other provision of law relating to the management or operation of the charter school
- Ensuring that necessary accountability measures are in place, including the performance of audits and annual reports, and that all necessary records and reports are transmitted to the proper charter school oversight entities
- Providing necessary and proper oversight of all financial aspects of the charter school
- Approving by-laws for the Charter School

**The Ark Community Charter School’s reporting structure of school officials to the Board of Trustees**

The Board of Trustees of the Ark Community Charter School is responsible for setting policies for its staff members. The Board employs the Director of the school, to whom it delegates responsibility for the day-to-day administration of the school. The Director of the school manages the staff, using policies approved by the Board of Trustees.

ACCS’s staff members are accountable to the Director of the school, through whom all communication to the Board is usually channeled.

**Organizational reporting structure and managerial control established within the Ark Community Charter School**

**Board of Trustees**  
*oversight of school’s fidelity to  
 Charter*

**Principal/Director of School**  
*daily management and oversight of  
 all school functions both academic  
 and non-academic*

*Leadership Team Appointed by Principal*

<b>Assistant Director</b> <i>oversight of all non-academic areas (human relations, admissions, school records, building maintenance, purchasing, etc.)</i>	<b>School Counselor</b> <i>oversight of all areas of School Climate, Parental involvement and volunteers</i>	<b>Coordinator for Curriculum and Instruction</b> <i>Lead Curriculum Coordinator with oversight of all testing, AIS and ELL</i>	<b>Coordinator for Mathematics</b> <i>oversight of Mathematics curriculum and instruction and testing</i>	<b>Coordinator for ELA</b> <i>oversight of ELA curriculum and instruction and testing</i>	<b>Coordinator for Science and Social Studies</b> <i>oversight of Science and Social Studies curriculum and instruction and testing</i>
---	---	--	--	--	--

**Instructional Staff: Teachers, Assistant Teachers, Teacher Assistants, Aides**  
*delivery of curriculum and instruction and all areas of classroom management*

**The Board of Trustees** of the Ark Community Charter School is responsible for setting employment policies for its staff members. The Board maintains an Employment Handbook and revises as needed. This handbook is given to each new employee at date of hire.

**Principal / Director of School (Head of School)**

The Principal of ACCS reports directly to the ACCS Board of Trustees and is responsible for the overall day to day operations of the school. The responsibilities of the Principal include, but are not limited to overseeing the following:

***Administration Responsibilities:***

Non-voting Member of ACCS Board of Directors  
Implementation of policies and plans as set forth in the ACCS Charter document  
Supervision of and evaluation all staff members  
Chair faculty meetings

***Academic Responsibilities:***

Development of all areas of the curriculum including scope and sequence and vertical alignment  
Identification of appropriate instructional materials and resources  
Oversee assessments (standardized testing, classroom based assessment measures)  
Oversee instructional planning and its integration with the state standards  
Development of schoolwide plan and consolidated application for Title 1-IV  
Development of Technology Plan  
Compliance with education goals and measures in accountability plan  
Plan teacher professional development programs  
Oversee Child Study Team, ESL and Special Education Services

***Non Academic Responsibilities:***

Implement School Safety Plan  
Implement Responsive Classroom management of student behaviors  
Oversee student attendance  
Authorize suspensions  
Oversee parent involvement in school  
Oversee outreach to local colleges and schools

***Legal and Financial Responsibilities:***

Submission of all required documents to CSI and SED as set forth in the CSI and SED compliance calendar  
Management of school budget and reporting requirements  
Management of facilities  
Management of equipment  
Implementation of school business plan

The Director appoints and oversees the Leadership Team. This team consists of three assistant directors and the school counselor. The Assistant Director of Operations provides daily oversight of the school office, school climate and all non-academic areas of management. The Assistant Director of Curriculum and Instruction and the Assistant Director of Special Education and Testing provide weekly supervision to the teachers, teacher assistants, aides and other support staff in the classroom. The school counselor provides daily supervision of the school climate and related services.

### **CODE OF ETHICS APPLICABLE TO THE TRUSTEES, OFFICERS AND EMPLOYEES OF THE CHARTER SCHOOL.**

The Ark Community Charter School is based on the belief that quality education and quality human interactions are ethical issues. ACCS will operate in a spirit of openness and honesty, and in the practice of full disclosure. ACCS board or staff members will not:

- have any interest, financial or otherwise, direct or indirect or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of duties in the interest of the school.
- accept other employment which will impair independence of judgment in the exercise of official duties
- accept employment or engage in any business or professional activity requiring the disclosure of confidential information gained by reason of official duties
- engage in any transaction as representative or agent of ACCS in which there is a direct financial interest that might reasonably tend to conflict with the proper discharge of official duties
- engage in activity or behavior which could reasonably compromise the reputation of ACCS in the local or larger community
- accept gifts of any kind of a value exceeding fifteen dollars (\$15.00) – including but not limited to money, goods, food, entertainment, or services – directly or indirectly from (a) individuals, organizations, or companies serving as vendors or potential vendors for this school; (b) elected officials or their representatives; (c) candidates for public office or their representatives; (d) party officials or their representatives; or (e) lobbyists.
- enter into or remain in any situation involving a conflict of interest. ACCS Board and staff members are not permitted to engage in political activity prohibited by not-for-profit educational corporations. Individuals or employees of entities in a business relationship with ACCS may not serve as members of the Board of Trustees.