



Pacific Collegiate School

A Public Charter School
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Pacific Collegiate School Board Service And Expectations of Board Members

The Pacific Collegiate Board of Directors consists of between seven and seventeen Directors, (depending on the annual needs of the Board), and includes one non-voting faculty representative and two non-voting ex-officio members (the Principal and the student body president). As is common in Charter Schools and small non-profits, the Pacific Collegiate Board of Directors is self-selecting. Each year, or as often as necessary, the Nominations Committee interviews and nominates new members to fill existing vacancies on the Board. The process traditionally includes an application process, one or more rounds of face-to-face interviews, and a two to five month period of time where the nominee works on Board-related matters as a provisional Board member prior to being elected as a full Board member at a regular meeting of the Board of Directors.

In addition to engaging in the regular and recurring work of the Board, Directors are assigned to work on one or more of the Board committees: Executive, Finance, and Nominations, and/or are expected to serve on non-Board committees such as Development, Diversity, Legal and Policy, Parent Volunteer Association (PVA) and Facilities. Directors are expected to attend all scheduled meetings of the Board as well as retreats and study sessions that may be scheduled during the school year. Board members may not miss more than two meetings of the Board within one year, unless the absences are excused by the President. More than two unexcused absences within one year will be considered automatic resignation from the Board, and the Board member may only be reinstated by Board vote. It is the responsibility of each Board member to prepare for meetings by thoroughly reading and studying the agenda and supporting materials prior to the meeting, and generating committee reports for review by the public and full Board.

Directors are expected to support the mission and vision of Pacific Colligate School, and to align their decisions and actions with the long-term stability of the school. Directors are expected to put aside personal feelings, and focus on what is best for the school, faculty, staff and students. Directors are expected to refrain from making promises about their vote before meetings, and to make decisions only after examining evidence, listening to the open public debate, and considering the mission of the school. Directors are encouraged to ask questions and openly debate relevant issues, but are expected to be respectful of diverse or opposing positions. Once a Board position has been established, Directors are obligated to support it and refrain from undermining the decision. Directors are expected to recognize that the Board's authority resides in the group process, and that the Board speaks with one voice.

Leading by example, Directors are key to fostering both the culture of service and the culture of giving within our community. Directors are expected to be ambassadors of the school, and should consider making the school their primary philanthropic priority. Directors are expected to fully support the Development Plan by participating in phone drives, speaking with parents about participating in the Annual Fund Drive, and encouraging donations from the local and regional community.

Directors are required to commit to a three-year term, and are expected to dedicate between 25 and 40 hours of work on school-related activities per month. Directors are expected to attend at least three school-related community events per school year, and are expected to work on at least two standing

Board Committees per school year. Directors are expected to attend at least one meeting of each of the standing Board Committees per school year, and are expected to fully participate in the governance of the school. Directors are responsible for exercising their fiduciary responsibility in adopting sound fiscal policy and monitoring financial compliance. Directors are responsible for planning, developing, and establishing policy that will assess the overall performance of the school. Directors are responsible for the employment and management of the school's Principal as the Board's only employee. Directors are expected to understand, support, and assist the school in meeting the yearly goals of the school. Directors are expected to educate themselves on public education, public charter school education, and developments with the public education processes in California. Directors are expected to abide by conflict-of-interest and confidentiality guidelines, and set an example of ethical behavior for the entire community.