

 Meadows Arts and Technology Elementary School	Board Governance Policy	
	Last Reviewed/Revised: 12/14/2015 Revised	Effective Date: 12/14/2015
Reference Number: BB-BGP-12142015	Original Author: MATES Board	Policy Status: Active

PURPOSE:

The Governing Board (“Board”) of Meadows Arts and Technology Elementary School (“MATES”) believes that its primary responsibility is to act in the best interests of every MATES student. The Board also has major commitments to parents/guardians, all members of the community, employees, the state of California, laws pertaining to public education, and established policies of the Board. To maximize Board effectiveness and public confidence in Board governance, Board members are expected to govern responsibly and hold themselves to the highest standards of ethical conduct.

SCOPE:

This policy applies to all MATES Board members and their applicable actions.

GENERAL POLICY STATEMENT:

The Board of Director’s shall comply with defined Board Governance Policy and will seek to continually define, monitor, adjust, enforce and adhere to policies which focus on student learning and achievement.

POLICY DETAILS:

1. **ROLE OF THE BOARD** - The Board shall work with the Executive Director (“Director”) to fulfill its major responsibilities, which include:
 - 1.1. Setting the direction for MATES through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement.
 - 1.2. Establishing an effective and efficient organizational structure for MATES by:
 - 1.2.1. Employing the Director and setting policy for hiring of other personnel.
 - 1.2.2. Overseeing the development and adoption of policies.
 - 1.2.3. Establishing academic expectations and adopting the curriculum and instructional materials.
 - 1.2.4. Establishing budget priorities and adopting the budget.
 - 1.2.5. Providing safe, adequate facilities that support the instructional program.
 - 1.3. Providing support to the Director and staff as they carry out the Board's direction by:
 - 1.3.1. Establishing and adhering to standards of responsible governance.
 - 1.3.2. Making decisions and providing resources that support MATES priorities and goals.
 - 1.3.3. Upholding Board policies.
 - 1.4. Ensuring accountability to the public for the performance of MATES by:
 - 1.4.1. Evaluating the Director and setting policy for the evaluation of other personnel.
 - 1.4.2. Monitoring and evaluating the effectiveness of policies.

- 1.4.3. Serving as a judicial (hearing) and appeals body in accordance with law, Board policies, and negotiated agreements.
 - 1.4.4. Monitoring student achievement and program effectiveness and requiring program changes as necessary.
 - 1.4.5. Monitoring and adjusting MATES finances.
2. BOARD GOVERNANCE STANDARDS - The Board expects its members to work with each other and the Director to ensure that a high-quality education is provided to each student.
 - 2.1. Each individual Board member shall:
 - 2.1.1. Keep learning and achievement for all students as the primary focus.
 - 2.1.2. Value, support and advocate for public education.
 - 2.1.3. Recognize and respect differences of perspective and style on the Board and among staff, students, parents and the community.
 - 2.1.4. Act with dignity, and understand the implications of demeanor and behavior.
 - 2.1.5. Keep confidential matters confidential.
 - 2.1.6. Commit the time and energy necessary to be an informed and effective leader.
 - 2.1.7. Understand the distinctions between Board and staff roles, and refrain from performing management functions that are the responsibility of the Director and staff.
 - 2.1.8. Understand that authority rests with the Board as a whole and not with individuals.
 - 2.2. Board members also shall assume collective responsibility for building unity and creating a positive organizational culture. To operate effectively, the Board shall have a unity of purpose and:
 - 2.2.1. Keep MATES focused on learning and achievement for all students.
 - 2.2.2. Communicate a common vision.
 - 2.2.3. Operate openly, with trust and integrity.
 - 2.2.4. Govern in a dignified and professional manner, treating everyone with civility and respect.
 - 2.2.5. Govern within Board-adopted policies and procedures.
 - 2.2.6. Take collective responsibility for the Board's performance.
 - 2.2.7. Periodically evaluate its own effectiveness.
 - 2.2.8. Ensure opportunities for the diverse range of views in the community to inform Board deliberations.
3. DESIGNATED BOARD MEMBERS AND TERMS
 - 3.1. The number of Board Members shall be no less than five (5) and no more than nine (9). All Board Members shall be designated by the existing Board or elected as specified hereafter at the annual meeting of the Board.
 - 3.2. Each Board Member shall hold office unless otherwise removed from office in accordance with the bylaws for the term identified upon election or board appointment and until a successor director has been appointed or elected.
 - 3.3. Except as provided below, any director may resign by giving notice to the President, or the Board Secretary, or to the Board. The resignation shall be effective when the notice is given unless the notice specifies a later time for the resignation to become effective. If a Board Member's resignation is effective at a later time, the Board may elect a successor to take office as of the date when the resignation becomes effective.

- 3.3.1. Except on notice to the California Attorney General, no Board Member may resign if the Board would be left without a duly elected Board Member.
- 3.4. Any Board Member may be removed, with or without cause, by the vote of the majority of the members of the entire Board at a Special Meeting called for that purpose, or at a regular meeting, provided that notice of that meeting and of the removal question are given in compliance with the provisions of the Brown Act. Any vacancy caused by the removal of a Board Member shall be filled as provided in the following section
- 3.5. Vacancies on the Board may be filled by approval of the board, or if the number of Board Members then in office is less than a quorum, in accordance with governing Board Bylaws.
- 3.6. President of the Board - The Board shall elect a President from among its members to provide leadership on behalf of the Board and the educational community it serves. The President shall preside at all Board meetings. He/she shall:
 - 3.6.1. Call the meeting to order at the appointed time.
 - 3.6.2. Announce the business to come before the Board in its proper order.
 - 3.6.3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act.
 - 3.6.4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference.
 - 3.6.5. Explain what the effect of a motion would be if it is not clear to every member.
 - 3.6.6. Restrict discussion to the question when a motion is before the Board.
 - 3.6.7. Rule on issues of parliamentary procedure.
 - 3.6.8. Put motions to a vote, and state clearly the results of the vote.
 - 3.6.9. Be responsible for the orderly conduct of all Board meetings.
 - 3.6.10. The president shall perform other duties in accordance with law and Board policy including, but not limited to:
 - 3.6.10.1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board.
 - 3.6.10.2. Consulting with the Executive Director or designee on the preparation of the Board's agendas.
 - 3.6.10.3. Working with the Executive Director to ensure that Board members have necessary materials and information.
 - 3.6.10.4. Subject to Board approval, appointing and dissolving all committees.
 - 3.6.10.5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law.
 - 3.6.10.6. Representing MATES as governance spokesperson, in conjunction with the Executive Director.
 - 3.6.11. When the president resigns or is absent or disabled, the Chief Financial Officer shall perform the president's duties. When both the president and Chief Financial Officer are absent or disabled, the Secretary shall perform the president's duties.
- 3.7. Chief Financial Officer - The Board shall elect a Chief Financial Officer ("CFO") from among its members. The CFO shall be responsible for the following:
 - 3.7.1. Provide fiscal oversight to VC Small Business Schools Authority ("VCSBSA") related to MATES financial activities.
 - 3.7.2. Have such other powers and perform such other duties as the Board, charter, job specification, or Board Bylaws may require.

- 3.8. Secretary of the Board - The Board shall elect a Board Secretary (“Secretary”) from among its members. The Secretary shall be responsible for the following:
 - 3.8.1. Keep, or cause to be kept, at the Board’s principal office or such other place as the Board may direct, a book of minutes of all meetings, proceedings, and actions of the Board and of committees of the Board.
 - 3.8.1.1. Minutes of meetings shall include the time and place that the meeting was held; whether the meeting was annual, regular, special or emergency; method of authorization and notification of special or emergency meetings; and the names of Board Members present at Board and committee meetings.
4. BOARD ELECTION/NOMINATION PROCESS
 - 4.1. The Board shall carry out its election and nomination process consistent with the requirements of its Charter and Bylaws. Should the Charter or Bylaws not address any issue which may arise, the Board may adopt regulations which address such concerns. Should the Board wish to alter its election or nomination process, it must do so consistent with any requirements of its Charter and Bylaws, unless the Charter is legally revised.
5. OATH OR AFFIRMATION
 - 5.1. Prior to entering upon the duties of their office, all Governing Board members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)
 - 5.2. The oath may be administered and certified by any Board member currently in office or by the MATES Executive Director.
6. NEW BOARD MEMBER ORIENTATION
 - 6.1. The Board and the Executive Director or designee shall help each new member-elect to understand MATES operations and the Board's functions, policies and procedures as soon after election as possible. Incoming members shall be given a copy of the Brown Act and informed that they must conform to its requirements as if they had already assumed office. Incoming members shall also receive the MATES Board policy manual and other materials related to the MATES and Board member responsibilities.
 - 6.2. Incoming members are encouraged to attend Board meetings and meet with the Executive Director or designee and Board President regarding their role and responsibilities. They also may, at Board expense contingent upon inclusion in an approved budget, attend workshops for newly elected members.
7. APPOINTMENT OF BOARD COMMITTEES - Consistent with the charter and any other applicable provisions of contract or law, the Board may appoint committees for any purpose deemed appropriate by the Board. In meeting and carrying out designated purposes, any such committee shall comply with any applicable legal or contractual requirement. Meetings of advisory or standing committees are deemed to be “regular meetings”.
8. BOARD POLICIES - The Board shall adopt written policies to convey its expectations for actions that will be taken within MATES, clarify roles and responsibilities of the Board and Executive Director, and communicate Board philosophy and positions to the students, staff, parents/guardians and the

community. Board policies are binding on the Board to the extent that they do not conflict with federal or state law.

8.1. The Board shall maintain a policy manual that is up to date and reflects the mandates of law. Policies shall be regularly reviewed at a time allocated for this purpose on the agenda of public Board meetings.

8.2. The Board shall review certain policies every two years , If no revisions are deemed necessary, the Board minutes shall nevertheless indicate that the review was conducted. Other policies shall be monitored and reviewed as specified in the policy itself or as needed to reflect changes in law or district circumstances.

8.3. Policy Development and Adoption Process

8.3.1. The district's policy development process shall include the following basic steps:

8.3.1.1. The Board and/or Executive Director or designee shall identify the need for a new policy or revision of an existing policy.

8.3.1.2. As needed, the Executive Director or designee shall gather data, staff and public input, related policies, sample policies from other organizations or agencies, and other useful information to fully inform the Board about the issue.

8.3.1.3. The Board may hold discussions during a public Board meeting to gain an understanding of the issue and provide initial direction to the Executive Director or designee. The discussion may include, but not be limited to, how the proposed policy may affect student learning, community expectations, staff recommendations, fiscal impact, as well as the policy's impact on governance and operational efficiency.

8.3.1.4. The Board or Executive Director may request that legal counsel review the draft policy as appropriate.

8.3.1.5. The Board or designee shall develop and present a draft policy for a first reading at a public Board meeting. At its second reading, the Board may take action on the proposed policy. The Board may waive the second reading or may require an additional reading if necessary.

8.3.2. Only policies formally adopted by a majority vote of the Board shall constitute official Board policy.

8.3.3. Policies shall become effective upon Board adoption or at a future date designated by the Board at the time of adoption.

8.4. Board Bylaws - The Board shall prescribe and enforce rules for its own government consistent with state law and regulations. (Education Code 35010)

8.4.1. Bylaws governing Board operations may be developed, adopted, and amended following the same procedures as those used for the adoption or amendment of Board policy.

8.5. Administrative Regulations

8.5.1. The Executive Director or designee shall be responsible for developing and enforcing administrative regulations for the operation of MATES. Administrative regulations shall be consistent with law and Board policy and shall be designed to promote the achievement of Board goals and objectives. Administrative regulations may describe specific actions to be taken, roles and responsibilities of staff, timelines, and/or other necessary provisions. The Executive Director or designee also may develop procedures manuals, handbooks, or other guides to carry out the intent of Board policy.

- 8.5.2. When Board policies are amended, the Executive Director or designee shall review corresponding regulations to ensure that they conform to the intent of the revised policy. In case of conflict between administrative regulation and Board policy, policy shall prevail.
- 8.5.3. The Board may review and/or approve regulations for the purpose of ensuring conformity with the intent of Board policy.
- 8.6. Access to Policies
- 8.6.1. The Board or designee shall ensure that all MATES employees and the public have access to an up-to-date MATES policy manual. A public copy of the policy manual shall be maintained at the MATES school site. These copies shall be maintained either electronically or by paper copy.
- 8.6.2. As necessary, the Board, Executive Director or designee shall notify staff, parents/guardians, students, and other stakeholders whenever a policy that affects them is adopted or revised. He/she may determine the appropriate communications strategy depending on the issue.
- 8.7. Suspension of Policies
- 8.7.1. No Board policy, bylaw, or administrative regulation, or any portion thereof, shall be operative if it is found to be in conflict with applicable federal or state law or regulations or court decisions. If any portion of a policy is found to be invalid, that invalidity shall not affect other provisions of the policy.
9. PUBLIC STATEMENTS - The Governing Board recognizes the rights of Board members to freely express their views and encourages open discussion of issues during the Board meeting.
- 9.1. The Board believes that effective Board members have a responsibility to express themselves, whether in agreement or disagreement with the Board majority, in ways that promote the Board's ability to govern MATES.
- 9.2. When speaking to community groups, the media, or other members of the public, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as such and not as the viewpoint of the Board.
- 9.3. All public statements authorized to be made on behalf of the Board shall be made by the Board President or, if appropriate, by the Director or other designated representative.
10. BOARD REPRESENTATION TO OUTSIDE AGENCIES - The Board may appoint any of its members to serve as its representatives on advisory committees of other public agencies or organizations. Due to open meeting law requirements, a majority of the Board shall not be appointed to serve on the same committee.
- 10.1. When making such appointments, the Board shall clearly specify, on a case-by-case basis, what authority and responsibilities are involved. Board representatives shall not grant Board support or endorsement for any activity without prior Board approval.
- 10.2. If a committee discusses a topic on which the Board has taken a position, the Board member may express that position as a representative of the Board. When contributing individual ideas or opinions on other topics, he/she shall make it clear that he/she is speaking as an individual, not on behalf of the Board.

11. BOARD MEMBER DEVELOPMENT

- 11.1. As approved by vote of the Board and contingent upon funding inclusion in an approved budget, Board members may attend conferences for the purpose of Board development. Board business shall not be discussed at conferences.
- 11.2. Board members shall report to the Board, orally or in writing, as soon as possible on the activities they attend.

12. DISCLOSURE OF CLOSED SESSION INFORMATION - A Board member shall not disclose confidential information acquired during a closed session to a person not entitled to receive such information, unless a majority of the Board has authorized its disclosure. Confidential information means a communication made in a closed session that is specifically related to the basis for the Board to meet lawfully in closed session.

13. LEGAL COUNSEL TO THE BOARD

- 13.1. The Board may use the private attorneys or other available legal counsel to meet the needs of MATES or the Board.
- 13.2. The Executive Director may confer with the Board's legal counsel at his/her discretion and shall provide the Board with desired legal information when so directed by a majority of the Board. The Board also may authorize a specific member to confer with legal counsel on behalf of the Board.

14. BOARD MEMBER COMPENSATION AND REIMBURSEMENT OF ACTUAL AND NECESSARY EXPENSES.

- 14.1. No member of the Board may receive a stipend for Board service. However, Board members may be reimbursed for actual and necessary expenditures related to School business.

15. BOARD MEMBER LEGAL PROTECTION

- 15.1. Liability Insurance - The Board shall provide insurance necessary to protect Board members and employees while acting within the scope of their office or employment in accordance with Education Code 35208.
- 15.2. Protection Against Liability - No Board member shall be liable for harm caused by his/her act or omission when acting within the scope of Board responsibilities. The act or omission must be in conformity with federal, state and local laws.

16. RESOLUTION OF CONFLICT WITH BYLAWS

- 16.1. Unless specifically stated otherwise, any component of this policy that conflicts with a provision of the MATES Bylaws currently in force shall be deemed invalid. In those cases, the provisions of the Bylaws shall take precedence until such time as the bylaws are amended as a result of Board action.

NON-COMPLIANCE TO POLICY:

Violations of this policy may result in the Board Member or employee being subject to disciplinary action in accordance with Board disciplinary policy and administrative regulations.

GOVERNANCE:

The MATES Board will be responsible for monitoring adherence to the policy.

REVIEW CYCLE:

The MATES Board will be responsible for reviewing the policy every two years or more frequently as required.

REVISION HISTORY:

Policy Version:	Effective Date:	Revision:
BB-BGP-06292009	6/29/2009	Original Version
BB-BGP-03152010	3/15/2010	Modify Review Cycle section to modify cycle from bi-annual to every two years.
BB-BGP-04232012	4/23/2012	Updates made for every other year review
BB-BGP-12162013	12/16/2013	Reviewed; no changes made
BB-BGP-12142015	12/14/2015	Reviewed; no changes made