



UNIVERSITY PREPARATION CHARTER SCHOOL AT CSU CHANNEL ISLANDS

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Board Responsibilities Pursuant to the Approved Charter

Title:	Member of the Board of Directors at University Preparation School at CSU Channel Islands, a nonprofit public benefit corporation.
Reports to:	The Board Chair
Purpose:	The governance structure of University Preparation School at CSU Channel Islands is intended to facilitate the work of University Preparation Charter School at CSU Channel Islands and the fulfillment of the its mission.
Board Composition:	<p>The Board has at least 5 and no more than 9 Board members. The Board shall include, among others, the following representatives</p> <ul style="list-style-type: none"> • One (1) representative from Pleasant Valley School District • One (1) representative from Ventura County Superintendent of Schools Office • One (1) representative from CSU Channel Islands Education Faculty • One (1) representative from the CSU Channel Islands Presidents Office • Two (2) parent positions • One (1) Founder Seat, to be filled by Dr. Jeanne Adams until such time that she chooses not to fill the position • Two (2) community positions <p>The representatives from Pleasant Valley School District, Ventura County Superintendent of Schools Office, CSU Channel Islands Education Faculty and CSU Channel Islands Presidents Office shall be designated by the entity that they represent. The parent and community positions shall be elected by the Board of Directors.</p>

Terms:	Terms of service are four (4) years in length.
Qualifications for Service:	<p>No persons serving on the Board of Directors may be interested persons. An interested person is (a) any person compensated for services rendered to it within the previous 12 months, whether as a full-time or part-time employee, independent contractor, or otherwise, excluding any reasonable compensation paid to a director as director; and (b) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law, or father-in-law of such person.</p> <p>Parent representatives must be the parent/guardian of a currently enrolled student.</p> <p>A candidate must also be at least eighteen (18) years of age to serve on the Board.</p>
Expected Meeting Attendance:	<p>The Board will meet on a regular basis, usually monthly to advise the school on the operations of the school, staff, teachers, and students. Similarly, it will advise on curriculum, instruction, fundraising, and governance, all with the purpose of increasing student academic achievement.</p> <p>Each member of the Board shares the responsibility for effective board leadership, including meeting participation. Members shall regularly attend board meetings as scheduled. Members shall attend an annual board training session and other board development activities, as necessary.</p> <p>The unexcused failure to attend three (3) consecutive Board meetings will result in removal from the Board.</p>

Major Obligations:	<p>The Board has a responsibility to solicit input and opinions from the parents of school students regarding issues of significance, and to weigh the input and opinions carefully before taking action. The primary method for executing their responsibility is the adoption of policies that offer guidance and interpretation of the charter and procedures to assist the staff in facilitating the implementation of such policies. The responsibilities of the Board include, but are not limited to:</p> <ul style="list-style-type: none"> • Regularly measuring progress of both student and staff performance. Hiring and evaluating the principal of the school. • Developing and approval of board policies and procedures. These will include effective human resource policies for career growth and compensation of the staff and approval of personnel handbooks. • Approval of charter amendments. • Approval and monitoring of the annual budget and approval of all contractual agreements and investment of funds (scheduled) with budget approval. • Approval of all monthly, annual and fiscal performance audits and contracting with an external auditor to produce an annual financial audit according to generally accepted accounting practices. • Participating in dispute resolution and complaint procedures. • Appointing an administrative panel to act as a hearing board and take action on recommended student expulsions. • Involving parents and the community in support of school programs
Significant Duties & Expectations:	<ul style="list-style-type: none"> • Educate oneself about the work of University Preparation Charter School at CSU Channel Islands. • Attend meetings and show commitment to Board activities, values and norms. • Be well-informed on issues, agenda items and background materials in advance of meetings. • Work closely and cooperatively with other Board members.

	<ul style="list-style-type: none">• Contribute insights, skills, knowledge and experience when appropriate.• Elect officers; orient and train new trustees for continual leadership vitality.• Assume leadership roles in Board activities consistent with individual skills and interests.
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