

Section 2.00: THE SCHOOL BOARD

2.10 THE ROLE OF THE SCHOOL BOARD

2.11 SCHOOL BOARD AUTHORITY, OBLIGATIONS, AND RESPONSIBILITIES

The TIS School Board, hereinafter called the “Board,” is the governing body of the school. The Board is responsible for the integrity of the school and obligated to carry out its responsibilities by considering not only the present population, but the future of the school as well. The Board’s primary responsibilities are to provide:

- education for students
- teaching staff
- facilities and
- financial leadership.

The Board’s authority, obligations, and responsibilities are to:

A) EXERCISE LEGISLATIVE AUTHORITY OVER THE SCHOOL

The Board holds all legal authority over matters pertaining to the school. These powers include the authority to:

- Enter into negotiations and contracts;
- Perform the other duties described below.

B) DETERMINE AND AMEND POLICIES BY WHICH THE SCHOOL OPERATES

The Board concerns itself primarily with the development of policies while the execution of policies is an administrative task to be performed by the Director and staff. Policies should be broad enough to allow discretionary action by the Director yet narrow enough to give clear guidelines.

The main responsibilities of the Board are:

- Set and amend policy;
- Review the policy manual regularly;
- Ensure that policies are in accordance with the Charter and By-Laws, the school’s mission and aims.
- Recommend changes to the By-Laws to the parents at the Annual General Meeting.

C) ENSURE EFFECTIVE LEADERSHIP OF THE SCHOOL AND EVALUATE THE RESULTS BASED ON THE GOALS AND POLICIES OF THE SCHOOL

Because the execution of policy is an administrative task performed by the Director and staff, the Board is responsible to:

- Recruit a qualified Director;
- Negotiate and enter into a contract with a Director for an initial term of three years and renegotiate the contract for additional terms thereafter;
- In conjunction with the Director, establish Director goals and duties;
- Ensure that policies are applied appropriately;
- Work cooperatively with the Director in achieving the goals of the school;

- Set the criteria with the Director by which his/her performance will be assessed and appraise performance through annual evaluation;
- Renegotiate the Director's goals and duties, based on evaluation results;
- Dismiss the Director.

D) DELEGATE EXECUTIVE, SUPERVISORY, AND INSTRUCTIONAL AUTHORITY TO ITS EMPLOYEES

The Board is responsible for legislating policies of the school, which authorize discretionary administrative powers to the Director. The Director is held accountable for the implementation of these policies.

E) OVERSEE FISCAL MATTERS PERTAINING TO THE OVERALL OPERATION AND PHYSICAL STRUCTURE OF THE SCHOOL

The Board makes financial decisions related to the operation of the school and ensures the sound financial condition of the school. Specifically, the Board will:

- Approve the school's operational budget;
- Monitor and approve all grants;
- Set tuition and other fees;
- Approve investments and loans;
- Approve salary scales and benefits of school personnel inclusive of all stipends, bonuses or other tools for financial compensation;
- Approve an auditing firm for annual audits;
- Review annual audits of the school's finances.

AUDITS

The Board shall engage an authorized public accountant or firm of authorized public accountants to make an annual examination of all financial books and documents of the school, and to render its report to the Finance Committee by the end of the year. The Treasurer will then report to the Board concerning the findings of the audit for final approval. This firm shall be expected to provide counsel to the school.

INTERNAL AUDITS

The board shall appoint an internal auditor to provide a biennial internal audit of all school procedures

- Approve capital expenditures;
- Organize fund-raising to benefit the school;
- All financial information, both written and oral, is considered "confidential" unless a formal release for public review is approved by a Board vote.

F) PROVIDE AN ENVIRONMENT WHICH IS CONDUCIVE TO ACHIEVING HIGH EDUCATIONAL STANDARDS

The Board is responsible for providing a safe and effective educational environment for the students. In order to do this the Board has the authority and responsibility to:

- Approve permanent major changes to the school's facilities;
- Procure and approve new facilities;
- Approve the school calendar;
- Approve major changes to the curricular programs of the school;
- Set and/or amend policies affecting the well being of the students.

G) ORGANIZE AND MANAGE ITSELF TO FULFILL ITS RESPONSIBILITIES

To accomplish this, the Board is responsible to:

- Organize training for its members that encourages positive Board practices;
- Set annual goals for itself that meet school needs;
- Evaluate its own performance annually;
- Use Board evaluation results to set goals for the following year.

2.12 BOARD AND SCHOOL DIRECTOR RELATIONSHIP

The development of policy is a function of the Board while the execution of the policies is the function of the Director.

Delegation by the Board of its executive authority to the Director should provide freedom for the Director to manage the school within the Board's policy framework and should free the Board to devote its time to policy-making and appraisal of results.

The Board holds the Director responsible for the administration of its policies, the execution of Board decisions, the operation of the internal machinery designed to serve the school program, and for keeping the Board informed about school operations and problems.

The Board as a whole and individuals as members of the Board will:

- Give the Director full administrative authority and hold the Director accountable for acceptable results;
- Act on recommendations from the Director in matters related to personnel grievances;
- Hold all legal meetings of the Board in the presence of the Director, except those pertaining to the Director's performance and contract or those of his/her family;
- Refer all complaints, criticisms, and requests to the Director and discuss them only at a regular meeting after failure of administrative solutions;
- Present personal criticisms of any school employee directly to the Director.

The Director shall provide a written report to the Board at each Board meeting. The Director's report shall follow a standard format that mirrors the policy manual and the Director's performance objectives.

The Director's report to each Board meeting should include a report on student tracking of academic and social issues at the elementary and secondary levels.

The nature of the Board and Director relationship will be examined as part of both the Director evaluation and the Board self-evaluation.

Amended by the Board October 17, 2007