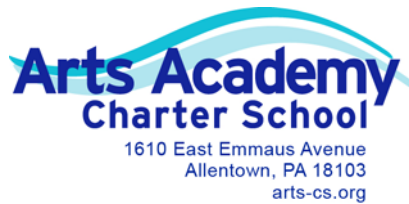


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Board Policy 1.6

Delegation of Authority

Powers and Duties of Board Members

The duties and obligations of an individual Board member may be enumerated as follows:

1. To familiarize him/herself with the state school laws, regulations of the Department of Education, and Board policies, rules and regulations.
2. To have a general knowledge of the educational aims and objectives of the school.
3. To work harmoniously with other Board members without trying either to dominate the Board or neglect his/her share of the work.
4. To vote and act in the Board meetings impartially for the good of the school.
5. To accept the will of the resulting vote in all cases and give wholehearted support to the resulting policy.
6. To represent the Board and the school to the public in such a way as to promote both interest and support.
7. To refer complaints to the proper school authorities and to abstain from individual counsel and action.

Powers and Duties of Board President

1. To shall preside at Board meetings, perform all duties imposed by the statutes, and perform such other duties as may be prescribed by law or by action of the Board.
2. To decide, at Board meetings, questions of order.
3. To appoint or provide for the election of all committees of the Board unless otherwise directed by the Board, and shall be the ex-officio member of all such committees.
4. To call special meetings of the Board.

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5. To sign official district documents that require the signature of the President's office.

Powers and Duties of the Vice President

In the absence of the President, the Vice-President shall have the powers and duties of the President, and shall have such other powers and duties as the Board may from time to time determine.

Powers and Duties of the Treasurer

The Treasurer shall provide and have oversight for the proper safeguarding and accounting for all funds as required by law.

Powers and Duties of the Secretary (an appointment; not a board member)

The Secretary shall perform the following duties:

1. The Secretary shall keep a correct and proper record of all the proceedings of the Board, and shall prepare such reports and keep such accounts as are required by the provisions of law.
2. The Secretary shall attest, in writing, the execution of all deeds, contracts, reports, and other instruments that are to be executed by the Board.
3. The Secretary shall furnish, whenever requested, any and all reports concerning the school affairs of the district, on such form, and in such manner, as may be required.
4. The Secretary shall be the custodian of all the records, papers, office property, and official seal of the Arts Academy Charter School, and at the expiration of the term of office shall turn the same over to the successor.
5. The Secretary shall perform such other duties pertaining to the business of the Arts Academy Charter School as are required by law or as the Board may direct.

Powers and Duties of Committees of the Board

When specifically charged to do so by the Board, committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board.

Committees shall not include a majority of the membership of the Board.

Members shall be appointed by the President who shall serve as an ex-officio member on all committees.

A member may request or refuse appointment to a committee.

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Refusal to serve on any one committee shall not be grounds for failure to appoint a member to another committee.

Each Board committee shall be convened by a chairperson, who shall report for the committee, prepare minutes of open committee meetings, and be appointed by the President.

The President may appoint at the organization meeting as soon after the organization meeting as practicable, members of the Board to the following standing committees, where they shall serve a renewable term of one (1) year:

- a. Finance & Facilities Committee.
- b. Curriculum and Academics Committee
- c. Board Development & Advancement Committee
- d. Personnel & Policy Committee

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President.

Members of committees shall serve until the committee is discharged.

Powers of the Executive Committee

1. Make decisions on behalf of the full board which cannot wait for the full board, to meet, or on matters delegated to the Executive Committee by the Board of Directors.
2. Respond to the call of the Board President or Executive Director for emergency meetings to deal with special problems between regular board meetings.
3. Annually set goals and evaluate the Executive Director.
4. Make needed changes in the Bylaws and submit them to the Board of Directors for approval.
4. Provide overall policy guidance for personnel matters in the charter school.
5. Suggest Board governance policy and take any action necessary in that regard.
6. Report to the Board of Directors at regular meetings of the Board in a manner determined by the Board.

Powers and Duties of the-Executive Director

The Board sets forth the following powers and duties for the Executive Director:

1. To serve as official spokesperson for the school.
2. To participate as an Ex-officio member of all committees of the Board where requested by

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the Committee Chairperson.

3. To oversee the development and maintenance of a positive and legally-compliant educational program designed to meet the needs of the community.
4. To recommend the number and types of proper personnel for the operation of such a program.
5. To study, assist with the drafting of, and recommend language for Board policies.
6. To be responsible for overseeing the implementation of the policies adopted by the Board.
7. To exercise his/her discretion, in all matters where the Executive Director's duties are not specifically set forth in this or other Board policies, or in a case of emergency, subject to the approval of the Board.
8. To delegate such powers as necessary for executing administrative details in carrying out the policies of the Board.
9. Through directly, and/or through his/her designee, to keep current on educational thought and practice in this area, throughout the state and nationwide.
10. To attend, where possible and approved by the Board, District, State and National trainings and conferences.
11. To direct the Principal to plan and design curriculum and courses of study in the schools.
12. To oversee, receive, examine and approve all invoices involving an expenditure of money.
13. To exercise general supervision over all employees of the School, and delegate authority, as necessary, to administration and other faculty/staff.
14. To provide a list of employees' assignments, if so desired, to the Board each year.
15. To make regular reports to the Board regarding activities, issues and difficulties within the school and provide regular updates of AACS's success.
16. To hold such conferences with any individual or group of employees, as deemed necessary, and make regulations for the effective operation of the school, consistent with Board policy and the School Code.
17. To conduct regular faculty and staff evaluations and/or designate such evaluations to an appropriate administrator, as necessary.
18. To suspend employees for cause. Such suspension shall be immediately reported to the Board President.
19. Prepare or cause to be prepared for the Board the various reports required by law and

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transmit such reports, duly signed, to the PA Department of Education.

20. To maintain and submit to the Board a list of substitute teachers for approval by the Board.

21. To keep the Board continuously informed on the physical conditions and safety of the school.

22. To attend all meetings of the Board unless excused for sickness or other valid reasons.

23. The Executive Director and/or his/her designee shall have the power to discipline, suspend, or expel from the privileges of the schools any pupil in violation of the school's code of conduct and/or Board Policy.

24. To recommend the adoption of textbooks and supplementary instructional materials. In the preparation of such courses of study and in the selection of such textbooks, shall have the cooperation of the Principal, members of the Curriculum Committee, and the teachers.