

Board of Trustees Responsibilities & Evaluation (approved 5/27/14, revised 3/19/18)

General Responsibilities:

Fiscally, legally and morally responsible for ensuring Pioneer Springs Community School is a thriving, high functioning and sustainable organization and a successful public charter school; and its operation is faithful to the terms of its charter; meeting academic achievement goals and sound fiscal management. Unity and trust are the keys to successful operations. It is crucial the Board of Trustees speaks with one voice.

Specific Responsibilities:

1. Internalize and effectively communicate the Mission and Vision of Pioneer Springs Community School and keeps them at the center of all decisions.

- Articulate the vision – mission, charter purposes, historical roots, educational philosophy.
- Communicate the mission of PSCS to the community.

2. Provide oversight and evaluation of academic program to ensure that students are learning and that the school is meeting academic performance goals.

- Frequently review progress on student achievement measures, including subgroups
- Review effectiveness of educational programs currently being used
- Monitor teacher and staff development
- Monitor systems and procedures to ensure academic growth.
- Monitor services for special needs students

3. Properly manage and be accountable for public funds, ensure financial sustainability and adequate resources.

- Actively participate in planning the budget; approve annually.
- Critically review budget implementation through monthly financial reports.
- Assist in creating and carrying out the fundraising development plan.

4. Hire and evaluate the School Leader and approve all staff hiring.

- Establish job description and evaluation protocols for school leader
- Conduct careful search process to find aligned and qualified school leader
- Approve all personnel contracts and renewals
- Annually evaluate school leader

5. Ensure that the school is abiding by the legally binding Charter Agreement and NC state law for Charter Schools (GS115C-238.29).

- Periodically review all organizational decisions to determine alignment with charter agreement.
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6. Ensure effective organizational planning and operation.

- Establish a strategic planning process and approve organizational plans that include concrete, measurable goals consistent with the charter agreement.
- Develop a board calendar mapping the monthly topics focused on charter alignment, strategic improvement, program oversight, policy review, and personnel decisions.
- Monitor progress toward goals and outcomes.

7. Model professionalism and enhance public credibility and resources.

- Work with fellow board members to fulfill the obligations of Board membership including vigilance towards governance matters rather than management of the school.
- Visit the school and participate in activities when possible
- Attend Board meeting regularly or make arrangement to participate by phone.
- Prepare for Board meetings in advance by reviewing documents and financial information.
- Recruit board members possessing diverse skill sets and backgrounds
- Participate in committee structure and periodically evaluate committee effectiveness.
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8. Develop and uphold policies which are lawful, fair and provide protection for all school constituents.

- Establish policies to guide the school's board members and staff.
- Develop and maintain adequate personnel policies and procedures (including grievance mechanisms).
- Adhere to the provisions of the school's bylaws and articles of incorporation.
- Adhere to local, state and federal laws and regulations that apply to the school.
- Ensure compliance with all federal state and local government regulations.

9. It is the responsibility of each Board member to read and understand his role as defined in the PSCS Board of Trustees Job Descriptions.

PSCS Board of Trustees Evaluation

Annually, the Governance Committee Chair for the Board of Trustees will facilitate a Board of Trustees self-evaluation on its success fulfilling the above responsibilities as a whole. The outcome of the annual evaluation will be utilized in the improvement plan incorporated into the Board's annual governance goals.