

BENJAMIN FRANKLIN CLASSICAL CHARTER PUBLIC SCHOOL POLICIES & PROCEDURES

NO. 0001

Title: **Board Rules**

Effective Date:

Submitted By: Colleen Brown, Michele Pearl

Supersedes Date:

Approved By:

1. Purpose

1.1. The purpose of this policy is to establish criteria for the Board of Trustees for the Benjamin Franklin Classical Charter Public School to carry out its duties and further its oversight of the school.

2. Scope

2.1. The Board of Trustees of the Benjamin Franklin Classical Charter Public School.

3. Responsibility

3.1. The Benjamin Franklin Classical Charter Public School Board of Trustees is responsible for interpreting and the implementing the provisions of this policy in accordance with the laws, regulations, and rules that govern public entities.

4. Procedures

4.1. The Board of Trustees shall hold a minimum of ten regularly scheduled meetings during a fiscal year.

4.2. Committees:

4.2.1. To research issues before the Board makes decisions, and to assist the decisionmaker(s), Board-level standing committees are created, to be staffed as necessary. These committees are Finance, Governance, Facilities, Human Resources, Public Relations, Technology, and **Mission**.

4.3. Creation of Agenda for the Board of Trustees

4.3.1 A member of the Board may request the President of the Board to place an item on the agenda for the next scheduled board meeting and shall forward all necessary documentation in support of said agenda item.

4.3.2 Whenever possible, members of the Board should make such requests to the President at least a week before a scheduled meeting of the Board.

- 4.3.3 If the requesting member or President believes that the requested agenda item warrants a presentation of varied perspectives on the issue, the President shall request a Board Member or a member of the school community to make such presentations.**
- 4.3.4 The President shall distribute copies of the agenda with supporting documentation to members of the Board at least three days before the scheduled meeting.**
- 4.3.5 If the President does not place a requested agenda item on the agenda, he or she shall explain the reasons for the refusal at the onset of the next meeting.**

4.4. Non-voting members:

- 4.4.1. The Board shall provide any interested party or member of the audience the opportunity to address the Board during the Public Comment segment of the meeting. The President of the Board or his or her designee shall retain the right to limit the length of comments.

4.5. Votes:

- 4.5.1. The Board shall vote on any matter before it unless the Board, by a majority vote, determines that further investigation or discussion of the matter is necessary. The President shall place the matter as an action item on the next scheduled agenda with the expectation that the Board shall vote on the item.**
- 4.5.2. The Board shall vote on any matter that falls within its power and duties as set forth in the Bylaws.**
- 4.5.3. The Board cannot vote on any matter after 10:00 p.m. unless the Board affirmatively votes to suspend this rule.

4.6. Elected Officers:

- 4.6.1. President: The President shall serve as the presiding officer, administrative officer, representative of the Board, and representative of the school.**

- 4.6.1.1. As the presiding officer of the Board, the President shall be responsible for opening the session at the time of the meeting by calling the members to order; to announce the business of the Board in the order in which it is to be acted upon; to state and to put to vote all questions which are regularly moved; to announce the**

result of the vote; to assist in the expediting of business in every way compatible with the rights of the members; and to enforce on all occasions the observance of order.

4.6.1.2. As the administrative officer of the Board, the President shall keep the Board informed and add all necessary items and discussion issues to the agenda in accordance with section 4.3. Between scheduled Board meetings, the President or his designee shall communicate with Board members through written or electronic communication as to matters affecting the Board duties as set forth in 4.7.1. The President also sets the calendar for Board operations as mandated by the Charter. The President shall also insure that the Board's Bylaws and policies are up-to-date and that the school has submitted all necessary filings with the Department of Education.

4.6.1.3. The President may act on matters as a representative of the Board only when provided the explicit authorization of the Board through a formal vote.

4.6.1.4. The President or designee shall also represent the school when necessary **in matters of public affairs.**

4.6.2. Vice President

The Vice President, if any, shall have the duties and powers as the Board shall determine. The Vice President shall have and may execute all the powers and duties of the President during the absence of the President or in the event of his or her inability to act.

4.6.3. Clerk:

4.6.3.1 The clerk is the recording officer of the Board and custodian of its records except as specifically assigned to others, such as the treasurer's books.

4.6.3.2 Minutes: Within five (5) days after a regularly scheduled meeting of the Board of Trustees, the clerk shall forward a copy of the minutes in "Draft" form to members of the Board. It is the responsibility of each Board member to support the clerk and ensure the accuracy and timeliness of the minutes. Within ten (10) days after a regularly scheduled Board of Trustee meeting, the clerk shall post a copy of the minutes of the meeting in "Draft" form on the school's web site At the next scheduled Board meeting, the clerk shall ask for corrections to the minutes of the previous meeting; and if there are any, the Board shall vote on them. After all

corrections are made and recorded, the clerk shall move for the acceptance of the minutes, and the Board shall vote. The clerk shall make any indicated corrections and post the amended, **final version on the school's web site within a week after the meeting.**

4.6.3.3 **Content of Minutes:** In the minutes, the Clerk shall record the Board members in attendance, the agenda items discussed, motions made, results of vote, and any other action taken. **The clerk shall also specifically note any matter tabled to the next meeting and the Board member responsible for updating the Board on such item. The Clerk shall attach to the minutes a table of action items that have been tabled and the date that the Board of Trustees will next consider the tabled matter. The Clerk shall attach to the minutes any documentation submitted to the Board in support of an agenda item.**

4.6.3.4 The clerk shall also maintain updated copies of the charter, by-laws, policies and procedures, and a directory of the name, addresses, telephone numbers, and email addresses of all Board members.

4.6.4. Treasurer

The Treasurer is the Chief Financial Officer and the Chief Accounting Officer of the School.

4.6.4.1. Finance Committee Responsibilities: The Treasurer shall serve as Chair or Co-Chair of the Finance Committee. The Treasurer and, if appropriate, representatives from the Finance Committee shall meet with the Head of School and Business Manager as necessary to discuss the finances of the school.

4.6.5. Faculty Board Representative:

This position, **elected by the faculty before the Board's Annual meeting**, provides the Board with faculty input on issues and serves as the liaison to the faculty. This person solicits information and opinion from the other faculty members on upcoming items, and reports as requested by the Board. Other duties of this position include: serving on Board committees; keeping the Head-of-School informed of challenges and opportunities pertaining to the faculty; serving as a conduit for communication of written materials between the Board and the faculty; and suggesting appropriate agenda items for discussion that concerns the faculty.

4.7. Internal Board Communications

- 4.7.1 The President or designee shall inform the Board through written (or electronic) communication of any issue or concern that develops between meetings that impacts the Board's powers or duties.**
- 4.7.2 Committee Chairs shall inform the Board through written (or electronic) communication on any issue or concern that develops between meetings with their Committee that impacts the Board's powers or duties.**
- 4.7.3 Members of the Board of Trustees shall inform the Board through written (or electronic) communication on any issue or concern that comes to their attention that impacts the Board's powers or duties.**

5. Related Policy & Procedures or Documents

- 5.1. By-laws
- 5.2. Policy 0002, Nominating and Election of School Board