



OXFORD PREPARATORY ACADEMY

Governing Board of Directors

Description of Duties

The Oxford Preparatory Academy (“Oxford Prep”) Board of Directors is responsible for ensuring that the academic program and operations of the Oxford Prep charter schools are faithful to the terms of their charters, and that Oxford Prep is a viable organization.

The Members of the Board owe fiduciary duties to Oxford Prep and its charter schools. The term “fiduciary” refers to anyone who holds a position requiring trust, confidence, and the exercise of good faith and candor. All actions of the Board must be consistent with the directors’ fiduciary duties of care, financial oversight and loyalty.

Under the duty of care, a director must perform his or her duties in good faith, in a manner the director believes to be in the best interests of the corporation, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. Under the duty of loyalty, as someone in a position of public trust, a director must act in a manner he or she believes to be in the best interests of the corporation, and must avoid conflicts of interest.

Specific Responsibilities:

1. Determine the mission and strategic plan:
 - a. Create and periodically review the mission statement.
 - b. The mission statement is used as the vehicle for assessing program activities to ensure that the organization is not drifting away from its original purpose.
 - c. Understand and support the mission statement.
 - d. Adopt policies to successfully implement the school mission and strategic plans.
 - e. Oversee the Executive Director to ensure the school mission and strategic plans; specifically, review and approve major educational and operational policies such as the fiscal policies and procedures, uniform complaint procedures, parent handbook, etc.
2. Select the Executive Director (this section will apply to the Managing Director in the absence of an ED)
 - a. Reach consensus on the Executive Director’s job description.
 - b. Oversee a careful search process to select the individual who will best serve the organization and its charter schools.
 - c. Oversee and approve Executive Director’s employment contract and renewal.
3. Support and review the performance of the Executive Director:
 - a. Provide frequent and constructive feedback.
 - b. Assist when board members overstep prerogatives or misunderstand their roles.
 - c. Recognize exceptional accomplishments.
 - d. Provide for an annual written performance review and goal-setting with a process agreed upon with the Executive Director in his/her employment contract.

- e. Receive reports directly from the Executive Director on the total operation of schools including, but not limited to budget, curriculum, activities, student achievement data, evaluation of Chancellors, and employee contracts.
4. Ensure effective organizational planning by approving an annual update to each schools' Local Control Accountability Plan (LCAP) that includes concrete, measurable goals and actions consistent with the charter.
 - a. Monitor progress in achieving the outcomes and goals.
 - b. Annually review student performance based on state and federally mandated assessment and sets goals for academic achievement.
5. Ensure adequate resources and manage resources effectively:
 - a. Approve the annual budget and any material revisions.
 - b. Monitor budget implementation through periodic financial reports.
 - c. Approve fiscal policies and procedures and personnel policies.
 - d. Provide for an independent annual audit by a qualified CPA and approve annual audit.
 - e. Ensure the full board has the proper training to be effective stewards of public funding.
 - f. Ensure adequate insurance is in force to cover students, staff, visitors, the board and the assets of the school.
 - g. Ensure the full board has the proper training to ensure compliance with the Brown Act.
 - h. Approve major contracts and facility and site agreements to ensure they are in the best interest of Oxford Prep and reflect reasonable market values as required by fiscal policies and procedures.
 - i. Approve fundraising targets and goals.
 - j. Assist in fundraising
6. Staffing and Personnel:
 - a. Review and approve personnel policies and revisions.
 - b. Hire and terminate, upon recommendation of the Executive Director, all personnel.
 - c. Approve salaries and compensation policies for all school personnel in compliance with any applicable state laws.
7. Determine, monitor and strengthen the programs and services.
 - a. Assure programs and services are consistent with the mission and the charters.
 - b. Assess the quality of the program and services, and approve any material revisions to the charters.
 - c. Develop, review or revise performance measures, including school goals.
 - d. Review and approve the school master calendar and schedule of Board meetings.
 - e. Participate in the dispute resolution and/or student suspension/expulsion process provided by charters, when necessary.
8. Enhance Oxford Prep's public standing:
 - a. Serve as ambassadors, advocates and community representatives of the school.
 - b. Ensure that no board member represents her/himself as speaking on behalf of the board unless specifically authorized to do so.

- c. Assist in public relations campaigns, as necessary.
- d. Ensure legal and ethical integrity and maintain accountability.
- e. Adhere to the provisions of the school's bylaws, charters, and articles of incorporation.
- f. Adhere to local, state, and federal laws and regulations that apply to the schools.

9. Recruit and orient new board members and assess board performance:

- a. Define board membership needs in terms of skill, experience and diversity.
- b. Cultivate and recruit prospective nominees and check references.
- c. Provide for new board member orientation and training.
- d. Conduct an annual self-evaluation of the full board and individual board members.

10. Charter Performance and Renewal

- a. Annually review the school performance reports.
- b. Review charter school renewal proposal and reports.



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Board Member Agreement

I understand that as a member of the Board of Directors of Oxford Preparatory Academy I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals and exhibits a high level of integrity, ethics, honesty and transparency. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

In turn, I expect Oxford Prep and the Executive Director will endeavor to support me in the following ways:

1. Providing me with financial statements and updates of organizational activities that allow me to meet my duties as a board member.
2. Keeping me adequately informed about issues in the industry and field in which we are working.
3. Board members and the Executive Director will strive to respond in a straightforward fashion to questions I have that are necessary to carry out my board and committee-related responsibilities to Oxford Prep.
4. The Executive Director agrees to work with board members in good faith towards the achievement of our goals.

I have read, understand and am willing to comply with the Governing Board of Directors Description of Duties that outlines my responsibilities to the Board and Oxford Prep.

Member, Board of Directors

Date