**Responsibilities and Obligations of Board of Trustees**

In accordance with Initiative Measure 1240, the Board of Trustees exercises final authority over all matters of school policy and operations. The Board is accountable to the State of Washington for the school’s compliance with the terms of its charter and with other relevant laws, including the Washington Nonprofit Corporations Act. The Board understands its legal responsibilities and takes them very seriously.

The Board also regards itself as accountable to the community for the health, vitality, and effectiveness of the school and for the realization of its opportunities for service and the fulfillment of its obligations to all its constituencies.

Having studied best practices of existing charter school Boards, the Board believes that it meets its responsibilities and obligations most effectively if it is primarily focused on governance: general oversight of the operations of the school, planning and policy-making, compliance with fiduciary and legal requirements, and financial oversight.

The Board delegates to the Executive Director the management of the school: determining and implementing the academic program, day-to-day administration, and establishing procedures by which policies established by the Board will be implemented.

*General Responsibilities*

The Board is responsible for ensuring that (“the school”) is faithful to the terms of its charter, complies with the Charter Schools Act and other relevant State and Federal law, and is a responsible steward of public funds; that its academic program is successful; and that the school remains a viable organization.

*Specific Responsibilities*

1. Determine and refine the school’s mission and purpose:

* Create and periodically review the mission statement

Understand and support the mission statement

1. Select and support the Executive Director and conduct regular, written performance reviews.
2. Ensure effective organizational planning.
3. Ensure that the school has adequate resources to meet its mission:

* Approve fund-raising targets and goals
* Work in partnership with the school’s staff to ensure those goals are met

1. Ensure that resources are managed effectively:

* Approve the annual budget
* Monitor budget implementation through periodic financial reports
* Approve accounting and personnel policies
* Provide for an independent annual audit by a qualified CPA
* Ensure that adequate insurance is in force

 6. Over see the academic program of the school and monitor progress towards academic goals.

7. Establish appropriate policies and procedures to ensure that the school operates legally and

ethically.

 8. Recruit and orient new board members and assess board performance.

**Rights and Duties of Board of Trustees**

Section 1: A majority of the entire number of Trustees then in office shall constitute a quorum for the transaction of business at any regular or special meeting of the Board of Trustees.

Section 2: Standard of Care:

1. Performance of Duties: Each Trustee shall perform all duties of a Trustee, including duties on any committee, in good faith, with undivided loyalty and with that degree of diligence, care and skill, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.
2. Reliance on Others: In performing the duties of a Trustee, a Trustee shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, presented or prepared by:

a)  One or more Officers or employees of The School whom the Trustee believes to be reliable and competent in the matters presented;

b)  Legal counsel, public accountants or other persons as to matters that the Trustee believes are within that person's professional or expert competence; or

c)  A Board Committee on which the Trustee does not serve, duly designated in accordance with a provision of The School’s Charter or Bylaws, as to matters within its designated authority, provided the Trustee believes the Committee merits confidence and the Trustee acts in good faith, and after reasonable inquiry when the need is indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

1. Investments: In investing and dealing with all assets held by The School for investment, the Board shall exercise the standard of care described in Section 2, and shall consider among other relevant considerations the long and short term needs of the School in carrying out its purposes, including its present and anticipated financial requirements. The Board may delegate its investment powers to others, provided that those powers are exercised within the ultimate direction of the Board.

Section 3: Every Trustee has the right to inspect and copy all books, records and documents of every kind and to inspect the physical properties of The School, provided that such inspection is conducted at a reasonable time after reasonable notice, and provided that such right of inspection and copying is subject to the obligation to maintain the confidentiality of the reviewed information, in addition to any obligations imposed by any applicable federal, state or local law.

Section 4: Every Trustee has the right to participate in the discussion and vote on all issues before the Board or any Board Committee, except that a Trustee shall not be permitted to participate in the discussion and vote on any matter involving such Trustee relating to: (a) a self-dealing transaction; (b) a conflict of interest; (c) indemnification of that Trustee uniquely; or (d) any other matter at the discretion of a majority of the Trustees then present.

Section 5: Every Trustee has a duty to maintain the confidentiality of all Board actions, which are not required by law to be open to the public, including discussions and votes, which take place at any Executive Sessions of the Board. Any Trustee violating this confidence may be removed from the Board.