

MCINTOSH AREA SCHOOL

POLICY NO. 2

RESPONSIBILITIES AND EXPECTATIONS OF THE BOARD

- 1. Authority.** The Board is the governing body of the McIntosh Area School (School) and is responsible for the control, operation, organization, management and administration of the School, pursuant to the provisions and minimum standards prescribed by Florida law. The Board is a corporate entity and may take action only when the Board is meeting in official session and a quorum is present. Individual members of the Board have authority to take official action only when the Board specifically authorizes the member to act. The Board shall not be bound in any way by any action on the part of an individual Board member or employee except when such action is in compliance with the action of the Board as a whole.
- 2. School Oversight.** The Board shall conduct continuing oversight over the School's operations, including those responsibilities described in Section 9 of the Charter Contract between the School and the School Board of Marion County, Florida (Charter). The Board will operate in compliance with the requirements of applicable federal, state and local laws.
- 3. Fiscal Responsibility.** The Board shall be responsible for ensuring the School's fiscal viability. The Board will adopt and maintain an operating budget annually. This annual budget will be reviewed regularly and amended as necessary to meet the needs of the School. The Board shall ensure that all reporting requirements are met including overseeing the annual independent audit.
- 4. Adoption and Implementation of Policies.**

 - (a) The Board is responsible for the organization and control of the School and is empowered to determine the policies necessary for the effective operation of the School. The Board establishes policy consistent with the School's mission and ensures the School's programs and operations are aligned to the terms of the Charter including compliance with statutory and regulatory requirements.
 - (b) The Board, after considering recommendations from Board members, School faculty and staff and members of the community, shall determine and adopt such policies, rules and regulations necessary for the efficient operation and general improvement of the School.
 - (c) The School Principal shall be responsible for implementing and administering policies, rules and regulations adopted by the Board.
- 5. Conduct.**

 - (a) Board members shall adhere to ethical standards of conduct and avoid conflicts of interest. Board members are required to execute the School's Board Member Disclosure Form that is part of the School's Policy on Conflicts of Interest and Ethics. Each board member shall complete and submit the Board Member Disclosure Form on an annual basis. Failure to sign this document may be cause for removal under the School's bylaws.
 - (b) When acting as a representative of the School, Board members are expected to maintain a courteous and respectful attitude towards all stakeholders, including colleagues, students, families, benefactors and administrators. Board members shall engage in a professional manner, and refrain from

disparaging or compromising the goodwill, name or reputation of the School through any medium of communication, including social media. Failure to adhere to the highest standards of professionalism may be cause for removal under the School's bylaws.

6. Attendance. Board members are expected to attend and participate in all Board meetings. In circumstances where attendance at the meeting is impossible, a Board member may participate electronically even if the meeting has not been designated a CMT meeting in accordance with Section 7 of the School's Policy on Meetings of the Board of Directors. In the event that a Board member participates electronically, it must be ensured that all members of the Board and the public are able to hear all discussion and votes. Members who are participating electronically (outside of a CMT meeting) may not be considered in the count to determine whether quorum has been met. Board members who will be absent from a meeting must notify the Board President as soon as possible. Board members shall conduct themselves in a professional manner at all meetings.

7. Mission and Vision. Each Board member is expected to have an understanding of the educational philosophy, mission and vision of the School. Board members shall be committed to upholding and supporting the ideals, traditions and philosophy of the School.

8. Directors and Officers. The officers and directors of the corporation shall be elected/appointed in accordance with the School's bylaws.

9. Orientation and Training. As soon as possible after the election or appointment of a new Board member, the School Principal or designee shall provide the member with an orientation program which shall reflect the purpose and role of the Board, overview of educational programs, overview of School finances and a review of Board policies. Each new Board member shall be provided with copies of the School's charter application, Charter, bylaws, board policies, current budget and any other appropriate documents. All Board members shall complete initial and ongoing governance training requirements in accordance with Sec. 1002.33(9)(j)(5), F.S. and Rule 6A-6.0784, Florida Administrative Code.

10. Fingerprinting and Background Checks. All Board members shall be fingerprinted and subject to background checks in accordance with the Charter and Sec. 1002.33(12)(g), Florida Statutes. The School shall bear the costs of the fingerprinting.

11. Return of Materials. At the expiration of each board member's term, and to ensure the continuity of School operations and to safeguard the School's digital assets, the board member shall return to the School's custodian of records (principal or designee) all documents, materials, digital data and files, codes, passwords, and all other materials related to the School. If a board member would like to retain any materials, the board member must contact the custodian of records so that it can be reviewed for any required redactions under state or federal law per the public records request policy and process.