

Lewis Center for Educational Research Board School Board Committee Job Description

ROLE STATEMENT: The bylaws of the High Desert “Partnership in Academic Excellence” Foundation, Inc. (“Foundation”) require that each charter school operated by the Lewis Center for Educational Research must have a School Board Committee. There are two School Board Committees – one for the Academy for Academic Excellence and one for the Norton Science and Language Academy. Consistent with the schools’ charters and California law, each School Board Committee serves as the governing body for its respective school, as well as advises the Lewis Center for Educational Research Board of Directors (“LCER Board”) on matters relating to the operation of its charter schools.

COMPOSITION: Pursuant to the bylaws, each School Board Committee is comprised of five members, all of whom are members of the LCER Board ~~of Directors~~. At least one must be a parent of a child currently enrolled in the charter school, and one may be a representative from the chartering school district. ~~The Chairperson must be a member of the LCER Board.~~

QUALIFICATIONS: Committee members must be an active member of the LCER Board and have an interest in the operations of the school they represent. Ideally, although not required, experience in management, business, law, finance or education is desirable.

COMMITTEE ~~RESPONSIBILITIES~~ DUTIES:

- Provide oversight to the operations of the charter school
- Provide non-binding input to the Chief Executive Officer for consideration in the evaluation of the principal of the charter school
- Monitor the implementation of the Lewis Center’s policies, including human resource policies, and make recommendations for modification when necessary
- Review reports of student performance
- Monitor the implementation of the Lewis Center’s budget for the charter school
- Act as fiscal agent for receipt of school-specific funds
- Encourage the schools’ involvement with parents and community
- Have input to the schools’ strategic and annual planning processes
- Assure planning processes have concrete goals and measurable objectives consistent with the charter and the Lewis Center’s plans
- Approve the school calendar and schedule of School Board Committee meetings
- Review and approve requests for water activities and out of state or overnight field trips
- Review and recommend charter amendments and renewal documents
- Review the recommendations of the Hearing Panel regarding expulsions, determines the length of the expulsion, and stipulates requirements for readmittance to the school
- Actively attend and participate in school programs and special events and encourage other LCER Board members to do the same

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OFFICER DUTIES:

1. Chairman:

- a. Shall call and preside at School Board Committee meetings and meet with the Principal to prepare agenda items.
- b. Shall report all actions taken during Committee meetings to the LCER Board.

APPOINTMENT:

1. The LCER Board shall appoint the Chairman and all members to the Committee. The Chairman of the LCER Board may remove any committee members and/or chairman whenever in his or her judgment such removal serves the best interest of the Corporation.

LIMITS OF AUTHORITY: The LCER Board is fully responsible for the operation and fiscal affairs of the schools, and retains final supervisory authority and responsibility. However, the LCER Board has delegated the responsibility for the duties described above to the School Board Committees.

REPORTS TO: The LCER Board ~~of Directors~~ through the Committee Chairman. ~~The Chairman is responsible for reporting all actions taken to the LCER Board.~~

FREQUENCY OF MEETINGS: ~~The~~ Committee meetings are monthly, or as needed, and in accordance with the Brown Act.

STAFF SUPPORT TO THE COMMITTEE: ~~Administrative Assistant to the Chief Executive Officer and/or Principal, and, as needed, the following staff: Principal(s), Chief Executive Officer, and other members of the LCER Executive Team.~~

The President/CEO and Principal provide staff assistance to the Committee. The Administrative Assistant to the Principal shall prepare the agenda and supporting documentation, and record and distribute minutes of the meetings. Copies are sent to all committee members, members of the Lewis Center's Executive Team and Chairman of the LCER Board.