



STEPHEN F. AUSTIN STATE UNIVERSITY CHARTER SCHOOL

200: Governance and Organization SFA Charter Board Policy

Module 200: Charter School Governance & Organization

Charter School Governance & Organization, Module 200, is the second module of the Model Board Policies. The material included in this module provides a comprehensive summary of statutes and regulations that apply to the governance and organization of charter schools, as well as specific model board policies designed to comply with these legal requirements. Other policy modules in the series include:

Module 100: Charter School Governance & Organization

Module 300: General School Operations

Module 400: Students

Module 500: Open Government

Module 600: Human Resources

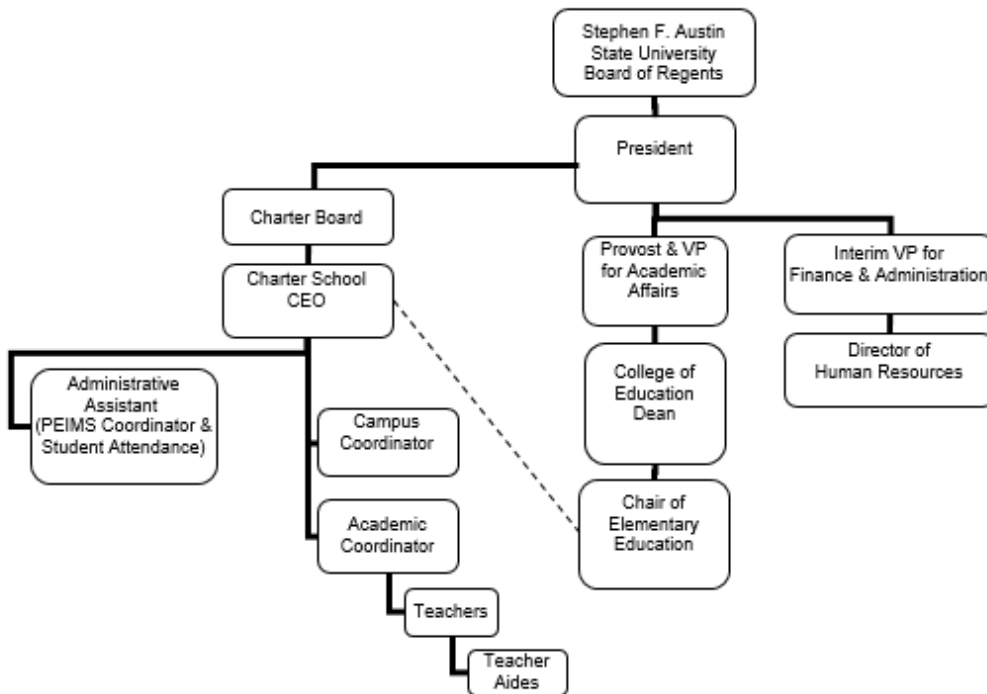
Legal Abbreviations Used in The Model Board Policies for Charter Schools

C.F.R.	Code of Federal Regulations
Tex. Admin. Code	Texas Administrative Code
Tex. Bus. org. code	Texas Business Organization Code
Tex. Educ. Code	Texas Education Code
Tex. Gov't Code	Texas Government Code
Tex. Labor Code	Texas Labor Code
Tex. Local Gov't Code	Texas Local Government Code
Tex. Rev. Civ. Stat.	Texas Revised Civil Statutes
U.S.C.A.	United States Code Annotated

200.020. CORPORATE STRUCTURE

Stephen F. Austin state University serves as the Charter Holder for the SFA Charter School.

Stephen F. Austin State University Charter School



200.030. SFA CHARTER SCHOOL'S MISSION & VISION

Mission:

The SFA CHARTER SCHOOL mission is to create a responsive social learning community which inspires autonomy, integrity, and deep critical thinking.

Vision:

The SFA CHARTER SCHOOL will enhance educational choice options for students, parents, and teachers. Through teaching methods leading to high performance, the overall knowledge gained from the constructivist approach accompanied with appropriate direct instruction will benefit other students, parents, and teachers within participating districts, the University, the east Texas region, and the state.

200.40. BOARD OPERATING PROCEDURES

SECTION 1. Composition of the Board

Section 1.1. Number of Board Members. SFA CHARTER SCHOOL's Board shall consist of seven members.

Section 1.2. Selection and Terms in Office. The SFA Charter Board represents the areas of education, parents, teachers, and community relations. SFA Charter Board members will serve three year renewable terms. SFA Charter Board members will be appointed by general consensus of the current SFA Charter Board members. The Board will meet quarterly pursuant to the Open Meetings Act and all minutes will be maintained in archival history as public information records.

The SFA Dean of the Perkins College of Education will always serve as Chair of the SFA Charter Board. The Department Chair of Elementary Education will also always serve as a member of the SFA Charter Board. The SFA Charter School CEO/PRINCIPAL will always serve as an ex-officio non-voting member of the SFA Charter Board. These three positions will remain constant on the SFA Charter Board without terms of office, subject only to change in the incumbent within those positions. Therefore, board membership shall consist of the following:

- Dean, Perkins College of Education
- Department Chair, Elementary Education
- Elementary Education Faculty Representative
- Teacher Representative
- Campus Coordinator
- Parent Representative
- Community Representative
- Lysa Hagan, SFA Charter School CEO/PRINCIPAL *ex officio non-voting member*

Section 1.3. Officers. The Board shall consist of the following officer positions:

- a. Chair
 - i. The Chair of the Board is empowered to chair all Board meetings. In the Chair's absence, authority to chair a meeting shall be delegated to the Department Chair Board member.
- b. Secretary
 - i. The Secretary shall record the minutes of each Board meeting. In the Secretary's absence, a Board member shall be designated by the Chair to record the minutes.

Section 1.4. Vacancies and Removals. SFA Charter Board members may be asked to relinquish their service on the Board for failure to attend meetings, demonstrated lack of interest in continued participation, malfeasance, or other cause. The SFA Charter Board may vote to remove a board member for cause by majority vote. Such removal cannot be for an illegal reason. Any appeals for formal removal from the SFA Charter Board may be addressed to the President of the University.

SECTION 2. Open Government

The Board shall comply with the Texas Open Meetings Act and the Texas Public Information Act.

SECTION 3. Annual Report on Charter Governance

The Chair of the Board, or the Chair's designee, shall ensure that by November 1st of each year the annual report on charter governance is submitted to the Texas Education Agency.

200.060. BOARD MEMBER DUTIES AND RESPONSIBILITIES

SECTION 1. Responsibility and Accountability

The SFA CHARTER SCHOOL Board will provide management for the SFA CHARTER SCHOOL.

SECTION 2. Fiduciary Duty

Each member of the SFA CHARTER SCHOOL Board assumes the fiduciary duties of obedience, loyalty, and due care to SFA CHARTER SCHOOL.

SECTION 3. Evaluation of CEO/Principal

The Department Chair shall conduct a minimum of one performance evaluation per calendar year of the CEO/PRINCIPAL of SFA CHARTER SCHOOL.

SECTION 4. Delegation

The SFA Board of Regents will delegate to the Governing Body of the SFA Charter School (the SFA Charter Board) authority for the day to day operations of the school including responsibility for the formulation and initial approval of the annual school budget, any capital school budgets, the school audited financial statements, the final selection for CEO/PRINCIPAL with ratification of employment by the Board of Regents, school related policies for student conduct, academic performance or other charter school related matters, and the adjudication of parent and student complaints.

Such duties shall be performed by the CEO/Principal.

SECTION 5. Web Posting of Board Member Names

The names of the members of the board of the open-enrollment charter school shall be continuously posted on the homepage of the school's Internet website.

200.080. BOARD MEMBER TRAINING

SECTION 1. Board Member Training

Each member of the Board assumes responsibility for the required training.

SECTION 2. Record of Board Member Training

The CEO/PRINCIPAL shall maintain records concerning training hours of each member of the board.

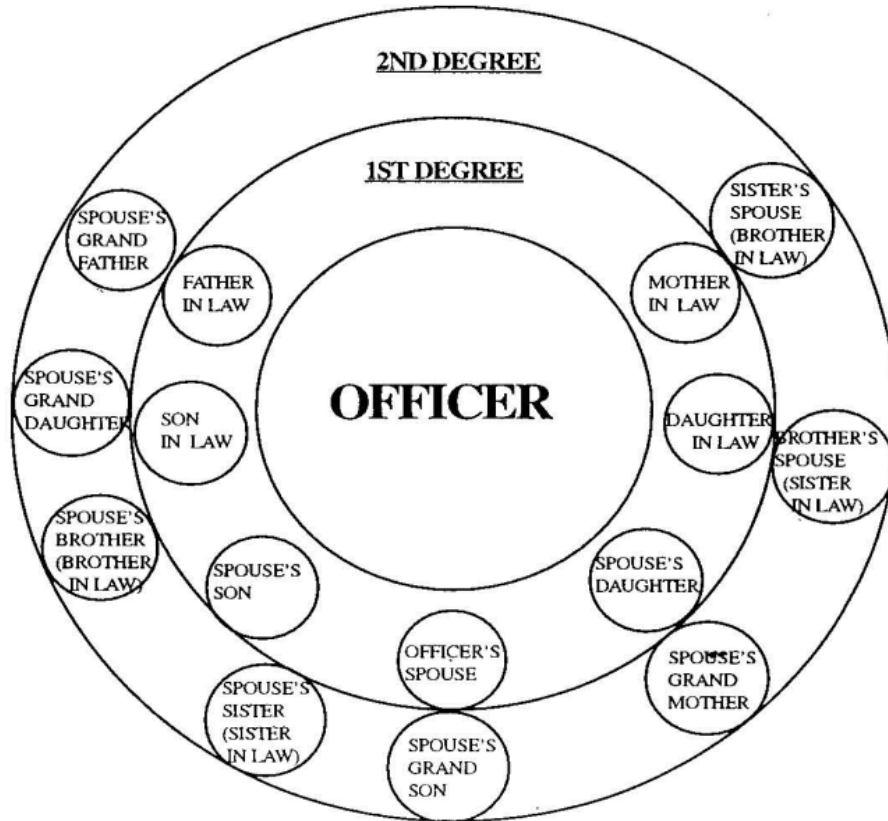
200.100. NEPOTISM

The Board of SFA CHARTER SCHOOL shall comply with all applicable University Policies in regards to nepotism.

Consanguinity Kinship Chart (Relationship by Blood)



Affinity Kinship Chart (Relationship by Marriage)



*Charter Official includes charter holder board member, charter school board member, or officer of a charter school.

200.120. CONFLICTS OF INTEREST

Section 1.

SFA Charter School abides by University Policies and Procedures as it related to conflicts of interest.

For purposes of compliance with Chapter 171 of the Texas Local Government Code, which relates to board members and other officers of the charter school doing business with the charter school, affected board members and employees must comply with all affidavit and disclosure requirements applicable to SFA CHARTER SCHOOL pursuant to 19 Tex. Admin. Code § 100.1017, including but not limited to those required under university policy.

Section 2.

SFA Charter School follows all University Policies and Procedures as it relates to gifts.

200.140. RESTRICTIONS ON SERVING AS A BOARD MEMBER OR OFFICER

SECTION 1. Criminal History Records

Section 1.1. Criminal Background Check for Members of the Board. Before an individual becomes a member of the Board, and every third year thereafter, the Chair of the Board or the Chair's designee shall ensure that all criminal history record information is obtained, as frequently as the law requires, from the Texas Department of Public Safety.

Section 1.3. Criminal History Background Checks for Officers of the Charter School. Before an individual becomes an officer of the charter school, the CEO/Principal or CEO/PRINCIPAL's designee shall ensure that all criminal history record information is obtained from the Texas Department of Public Safety. After the initial check, the CEO/PRINCIPAL or CEO/PRINCIPAL's designee shall ensure that such a criminal history check is conducted as frequently as the law requires.

Section 1.3. Confidentiality. The CEO/Principal of SFA CHARTER SCHOOL shall ensure that criminal history information is released only to legally authorized entities.

200.160. COMPLIANCE RECORDS ON NEPOTISM, CONFLICTS OF INTEREST, & RESTRICTIONS ON SERVING

SECTION 1. Compliance Record Maintenance

The CEO/Principal shall maintain the compliance records for state conflict of interest standards as required by law.

SECTION 2. Compliance Form

As a means toward complying with this policy, the CEO/PRINCIPAL may require each member of the governing body of the charter holder, each officer of the charter school, each member of the governing body of charter school, and each employee of the charter school to complete the form designated by the University.

200.200. CHIEF EXECUTIVE OFFICER

SECTION 1. Powers & Duties

Section 1.1. Delegated Powers & Duties. Pursuant to a charter amendment authorized by the commissioner of education the following powers and duties are delegated to the CEO/Principal:

- a. Organizing the charter school's central administration;
- b. Approving reports or data submissions required by law; and
- c. Selecting charter school employees or officers.

SECTION 2. Training

The CEO/PRINCIPAL shall comply with and keep accurate records concerning the commissioner of education rules governing training of open-enrollment charter CEO/PRINCIPALS.

SECTION 3. Annual Evaluation

The Elementary Education Department Chair shall conduct an annual evaluation of the CEO/PRINCIPAL.

SECTION 4. Development of Administrative Procedures

The CEO/PRINCIPAL, or the CEO/PRINCIPAL's designee, shall develop administrative procedures by which to implement Board policy.

SECTION 5. Posting of CEO/PRINCIPAL Salary

Each year the CEO/PRINCIPAL or CEO/PRINCIPAL's designee shall post the salary of the CEO/PRINCIPAL on its Internet website.

200.220 CAMPAIGN CONTRIBUTIONS TO THE STATE BOARD OF EDUCATION

SECTION 1. Disclosure

SECTION 1.1. Disclosure. Board members, employees, and agents of SFA CHARTER SCHOOL shall disclose whether, at any time in the preceding four years, the person, corporation, or other legal entity made a campaign contribution to a candidate for or to a member of the State Board of Education (SBOE).

SECTION 1.2. In Writing. The disclosure will be made in writing to the commissioner of education within the timeline and in the format established by the SBOE Rule.

SECTION 2. Benefits Conferred

SECTION 2.1. Disclosure. The Board members, employees, and agents of SFA CHARTER SCHOOL shall disclose in the same manner, as stated in Section 1.2 of this policy, any benefit conferred on a candidate for or member of the SBOE during the preceding four years.

SECTION 3. Continuing Duty to Report

SECTION 3.1. SFA CHARTER SCHOOL, its employees and agents have a continuing duty to report contributions or expenditures made through the term of a contract, grant, or charter and shall within 21 calendar days notify the commissioner of education upon making a contribution or expenditure covered by this section.

SECTION 4. Political Advertising

The CEO/PRINCIPAL shall ensure that no state funds are expended by the SFA CHARTER SCHOOL for any political advertising.

200.230 EVALUATION OF PERFORMANCE IN COMMUNITY AND STUDENT ENGAGEMENT; COMPLIANCE

SECTION 1. Evaluation of Performance

The board of directors of SFA CHARTER SCHOOL shall review the school's performance and student engagement and compliance. The following programs or specific categories of performance must be reviewed at each campus:

1. Fine arts
2. Wellness and physical education
3. Community and parental involvement
4. Digital Learning Environment
5. The record of the charter school and each campus regarding compliance with statutory reporting and policy requirements.

SECTION 2. Method and Criteria for Evaluation

The CEO/PRINCIPAL, shall provide an objective and comprehensive evaluation for each category required above.

The following criteria shall be used to evaluate the performance of the school and each campus in the categories described above:

1. The record of the charter school and each campus regarding compliance with statutory reporting and policy requirements; and
2. The criteria set forth regarding performance of the school and each campus of the school in the applicable categories.

SECTION 3. Final Performance Rating & Report to the Texas Education Agency

No later than August 1 of each year, the SFA CHARTER SCHOOL Board shall review and approve the proposed performance ratings as presented by the SFA CHARTER SCHOOL. The SFA CHARTER SCHOOL shall submit the ratings to the Public Education Information Management System (PEIMS) in accordance with the reporting requirements and timelines specified in the PEIMS Data Standards and the Texas Education Data Standards applicable for that school year. By no later than August 8th of each year, the SFA CHARTER SCHOOL shall make the final ratings public on the school's website.