## B.2: Governing Body

IHEC will create a Governing Body for Copper Point High School separate from the IHEC corporate board. This body will include a minimum of three (3) community members and no more than five (5) appointed by IHEC.

**Skills and Experience:**
By August 2014, the IHEC corporate board will recruit governing board members to fill vacancies on the board with individuals who meet the following guidelines:

- Have experience or expertise in any of the following areas:
    - Business operations, community organization and leadership, education, facilities management, finance, fundraising, human resources, marketing, politics, public relations, real estate, social services
- Possess a deep commitment to the missions of both Copper Point Schools and IHEC
- Are willing to execute the obligations and responsibilities of a member on the governing board

**Responsibilities:**
The following will be the responsibilities of the governing board:

- Supporting the vision and mission of Copper Point High School
- Overseeing the overall performance of Copper Point High School
- Developing the annual budget and financial procedures
- Developing student and staff policy handbooks
- Develop and conduct the formal evaluations of the Principal and Vice Principal
- Work with the Principal to develop the formal evaluation tool for the Curriculum Coach
- Review and approve curriculum and textbooks, which will meet AZ State Standards
- Fundraising
- Approving personnel policies and monitoring their implementation by the principal
- Assuring that the charter school fulfills its charter contract
- Enforce and implement policy decisions enacted by IHEC down to the school level.
- The board will review policies proposed by IHEC, ensure that they are acting based on the charter and vote to either approve these policies or return them to IHEC for clarification.
- Make policy decisions necessary for the operation of the school, with the understanding that the Governing Board will operate the school in alignment with the educational philosophy and strategic goals of the charter contract.

The following tasks will be exceptions that must receive approval from the IHEC corporate board:

- Debt or bond financing for capital development;
- Final approval of the annual budget and compensation plan;
- Sale, lease, purchase, or disposition of real property;
- The hiring, evaluation and dismissal of the Principal and Teachers of Copper Point High School

If there is a dispute on whether an action is to be carried between IHEC and the Governing Board of Copper Point High School, IHEC will have the authority to make all final decisions.

The Governing Board of Copper Point High School shall submit a copy of the minutes of all public meetings to the Secretary (CIO) of IHEC. IHEC reserves the right at their discretion to override any decisions made by the Governing Board of Copper Point High School.

The Governing Board will assist the School Principal in implementing all aspects of the charter contract, as well as hold the School Principal accountable to carry out the policies and procedures of the school. Moreover, the School Principal and Governing Board will be held accountable by both IHEC (the charter holder) and the Arizona State Board for Charter Schools (the authorizer).

Once appointed by the IHEC Board, the School Principal works under the supervision of the School Governing Board and is responsible for overseeing the day-to-day operations of the school. He/She oversees the implementation of the School's curriculum and State Academic Standards, and manages the work of the instructional personnel, administrative staff, and outside contractors.

Instructional Personnel - General and Special Education teachers – follow the direction and leadership of school administration. Instructional Personnel will be responsible for the implementation of curriculum addressing State Academic Standards.

**Composition of the Governing Board**

The governing body will meet annually to determine leadership within the board. At minimum, the board leadership will consist of a president, secretary and financial deputy.

- The President will run the meetings, ensuring the agenda is kept and facilitate discussion and assignment of responsibilities. The president will also act as a direct liaison with the IHEC board and school principal.
- The Secretary is required to take accurate and complete minutes of each meeting and have them available for public inspection at any given time. All documents needing submission and approval by the board will be prepared by the secretary. In addition, the secretary will be responsible for creating and posting the meeting agenda in the time stipulated by the Arizona Statutes.
- The Financial Deputy is responsible for reviewing and facilitating the budget approval process within the board. In addition, the financial officer is a liaison between the IHEC board, contracted financial services and school principal in all budget related queries. In addition, they are responsible for managing bids from contracted financial service providers, as needed.

- Three members must be present to have a quorum.
- The Governing Board may create and utilize committees at their discretion but may not (1) fill vacancies on the Governing Board or any committee thereof; (2) adopt, amend, or repeal the bylaws; or (3) fix the compensation of directors.
    - The IHEC Board, with or without cause, may dissolve any such committee or remove any member thereof at any time. The designation of any such committee and the delegation thereto of authority shall not operate to relieve the Governing Board, or any member thereof, of any responsibility imposed by law.

**Filling Vacancies/New Member Processes:**

The IHEC Corporate Board shall establish a recruiting board committee to oversee the Governing Board recruitment and nominations. Recruitment and development of the board will include a survey and discussion of the stakeholders in the community and a degree of investigation to locate those stakeholders who seem to be able to uphold the vision and mission of Copper Point Schools. Initially, this would include local educators, businesspersons with whom students may interact, and individuals who are familiar with the model of the school.

The corporate board will use the charter school governance to build a public school leadership team around shared values for the school. In this approach, the corporate board will ensure a long-range plan

for board leadership, recruitments and development, and the long term viability of Copper Point Schools. The elements of the recruiting process will include the following:

- Establish a board development committee with a year round function:
    - Prospecting, contacting, recruiting, orienting, supporting, providing ongoing training and evaluating governing board members.
- Link recruitment to the strategic plan for Copper Point Schools. The board development committee will review the mission, vision, goals and strategies and will then determine any new skills, knowledge, personal contacts, and other attributes future governing board members will need to possess in order for the board to do its part in advancing the goals of Copper Point Schools.
- Focus the recruiting priorities by reviewing the charter school goals and the performance requirements of the charter school contract; the board development committee will identify key skills and knowledge needed on the board based upon the previously stated criteria will set clear recruiting priorities for filling board member vacancies.

To fill a vacancy in the board, potential applicants will submit their résumé to the board development committee for review. Qualified applicants will then go through an interview process with the committee and/or IHEC board to determine eligibility for the vacancy desired.

New members will be invited to attend a Governing Board meeting and they will be introduced to the other Governing Board members. New members will be given the above description of skills and responsibilities, in addition to a bylaws manual that will be created by the first Governing Board. They will be trained by the board development committee prior to starting their term. The training of the Governing Board members will include participation in staff development training and also a required visit to the school (in session).