

## **Responsibilities of the University Laboratory School (ULS) Governing Board**

The members of the University Laboratory School's Governing Board are responsible for ensuring that the school's programs and operations are faithful to the terms of its charter and that the school is a viable organization. The implementation of the Governing Board's policies is the responsibility of the school's principal.

- 1. Understand and support the mission, goals, and purpose of the University Laboratory School and its Governing Board.**
  - Periodically review and, if necessary, modify the mission statement, which serves as a guide to organizational planning, board and staff decision-making, and setting priorities for resources.
  - Review program activities, in accordance with the mission statement, to ensure that the organization is not drifting away from its original purposes.
  
- 2. Appoint and evaluate the principal.**
  - Reach consensus on the principal's job description.
  - Undertake a careful search process to find the most qualified individual.
  - Oversee and approve contract negotiation and renewal.
  - Provide frequent and constructive feedback, including complimenting exceptional accomplishments.
  - Assist when board members overstep prerogatives or misunderstand their roles.
  - Provide an annual written performance review with a process agreed upon with the principal well in advance.
  
- 3. Establish and ensure effective organizational planning and administrative structure.**
  - Approve the strategic plan for the school that includes concrete, measurable goals consistent with the charter and accountability plan.
  
- 4. Manage resources effectively.**
  - Approve the annual school budget, long-range financial plans, and budget requests for state funding.
  - Review budget implementation through periodic financial reports and provide for an independent annual audit by a qualified accounting firm.
  - Review all fiscal audits of school operations.
  - Approve all major contractual obligations of the school.
  - Approve accounting policies.
  - Ensure the full board has the proper training to be effective stewards of public funding.
  - Work with the ULS Foundation, the ULS Alumni Association, and ULS Booster Club to support fundraising targets, goals, and activities.
  - Encourage board members to make an annual financial contribution, to the best of personal ability.
  
- 5. Determine, monitor and strengthen the programs and services.**
  - Adopt academic and facilities planning documents for the school.
  - Approve new academic and other programs and major organizational changes.
  - Review the degree to which programs and services are consistent with the mission and the charter.

- Approve measurable organizational outcomes.
  - Approve annual, attainable board and management level goals.
  - Review progress in achieving the outcomes and goals.
- 6. Ensure legal and ethical integrity and maintain accountability.**
- Establish policies to guide the school's board members and staff.
  - Develop and maintain adequate personnel policies and procedures.
  - Adhere to the provisions of the by-laws and the charter.
  - Adhere to local, state, and federal laws and regulations that apply to the school.
  - Review reports and public presentations that details the school's mission, programs, financial condition, and progress made towards charter promises.
- 7. Recruit and orient new board members and assess board performance.**
- Define board membership needs in terms of skill, experience, and diversity.
  - Cultivate, check the credentials of, and recruit prospective nominees.
  - Provide for new board member orientation.
  - Conduct an annual evaluation of the full board and individual trustees.

### **Responsibilities of Individual Board Members**

Only the governing board has legal standing; individual members possess no authority or special prerogatives. Members are judged by their peers and others largely on their willingness to be team players and knowing when to lead and when to follow. Board members are held to high standards of conduct and serve as ambassadors, advocates, and community representatives of the school.

- Members serve the institution as a whole. Individual board members have a responsibility to support the majority action, even when they disagree.
  - a. No board member should represent her/himself as speaking on behalf of the board unless specifically authorized to do so. Speaking for the board or school is reserved for the principal or the board chair.
  - b. Board members should guard against being the subject of an “ambush interview,” especially during times of controversy.
- Seek opportunities to inform the public about the school.
- Prepare for and attend meetings.
- Learn about the school and ask good questions.
- Avoid conflicts of interest, real or perceived, because of affiliations or the temptation to request personal favors for oneself, family, or friends. Individual members must protect the integrity of the board and school at all times through disclosure and by deciding whether their membership may be of lesser or greater value than an opportunity to gain financially.
- Avoid the appearance of using their membership for personal or political gain.
- Abstain from making judgments based on information from disgruntled faculty, staff, or state officials.

*Adopted: November 21, 2013*