

1000 SERIES—BOARD

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Victory Charter School

THE BOARD OF DIRECTORS

1300

Charter School Policy

The adoption of new policies and the revision and amending of existing policies shall be the sole responsibility of the Board.

All policies shall conform to local, state, and federal laws as well as to the rules and regulations of the Idaho State Board of Education and Idaho Department of Education and the school's approved Charter.

Adoption and Amendment of Policies

Proposed new policies and proposed changes in existing policies shall be presented in writing for reading and discussion at a regular or special Board meeting. Such proposals may be referred to the Principal for detailed study as needed prior to Board action on the proposal. The Board encourages the Principal to contact other experts to have potential Board policy researched. Interested parties, including any Board member, citizen, or employee of the Board may submit views, present data or arguments, orally or in writing, in support of or in opposition to proposed policy.

Proposed new policies and proposed changes in existing policies shall undergo a minimum of one (1) reading in the following manner:

1. At a regular or special Board meeting the proposed new or amended policy shall be presented in writing for reading and discussion.
2. The final vote for adoption shall take place not earlier than at the first reading of the particular policy.

All new or amended policies shall become effective upon adoption unless a specific effective date is provided in the motion for adoption.

Policies as adopted or amended shall be made a part of the minutes of the meeting at which action was taken, and shall also be included in the Charter School's policy manual. Policies of the Charter School shall be reviewed at least every five (5) years from the date of adoption or revision by the Board.

The Principal or designee will be responsible for initiating policy review, which will be carried out administratively, with suggestions for substantial revisions presented to the Board for consideration. Board-approved organizational changes and/or other actions of substance will authorize editorial changes in existing policies. Policies amended in this manner will be presented to the Board where comments will be invited. Editorial changes will then be reviewed by the Board and either accepted or rejected.

Administration in Absence of Policy

In cases where action must be taken before the next Board meeting and where the Board has provided no policies or guides for administrative actions, the Principal shall have to power to act.

Further, and specifically in conformance with Section 33-513(7), Idaho Code, the Board, through this policy, delegates to the school's Principal or designee of the Principal the ongoing authority to place any employee on a period of involuntary leave of absence should the Principal, or designee, believe such action is in the best interest of the school. Any such action by the Principal or designee to place an individual on a period of involuntary leave of absence shall be ratified by the Board and shall conform to the parameters established in Section 33-513(7), Idaho Code.

His or her decisions, however, shall be subject to review by action of the Board at its next regular meeting. In addition, it shall be the duty of the Principal to inform the Board of such action and the need for policy.

The Principal shall develop such administrative procedures as are necessary to ensure consistent implementation of Board Policy. When written procedure is developed, the Principal shall submit such to the Board as an informational item. Such procedures need not be approved by the Board but the Board may revise such administrative procedures if the procedure does not appear to be consistent with the Board's intention and the Board's policy.

Suspension of Policies

Under circumstances which require a waiver of a policy, the policy may be suspended by a majority vote of the Board members present. In order to suspend a policy, all Board members must have received written notice of the meeting which included a proposal to suspend the policies with an explanation of the purpose of such proposed suspension. If such a proposal is not made in writing in advance of the meeting, the policies may only be suspended by a unanimous vote of the entire Board.

Policy Manual

The Principal shall develop and maintain a current policy manual which contains the policies of the Charter School. Each administrator, as well as staff, students and other residents, shall have ready access to the manual. All policy manuals distributed to anyone shall remain the property of the Charter School and shall be subject to recall at any time.

Legal References: I.C. § 33-506 Organization and government of board of trustees
 I.C. § 33-512 Governance of schools

Policy History:

Adopted on: December 12, 2011

Revised on: February 24, 2015

Continuous Improvement Planning

Each year, the Board of Directors shall create a collaborative continuous improvement plan designed to improve student achievement in the Charter School, assess and prioritize needs, and measure outcomes.

The Board shall work with the Principal to engage students, parents, teachers, and community members as appropriate in the planning process.

The plan shall:

- Be data driven, specifically in student outcomes, and shall include, but not be limited to analysis of demographic data, student achievement and growth data, graduation rates, and college and career readiness;
- Set clear and measurable targets based on student outcomes;
- Include a clearly developed and articulated vision and mission; and
- Include key indicators for monitoring performance; and
- Include a report of progress toward the previous year's improvement goals.

Multiple measures shall be used to determine student readiness and improvement. At a minimum, the Board shall set a benchmark for each of the following metrics:

1. **Career and College Readiness:** The number and percentage of students meeting the college ready benchmark in mathematics and English Language Arts on a state recognized college entrance exam. Improvement shall be measured by year over year growth in the percentage of students meeting the college readiness benchmark.
2. **High School Readiness:** The number and percentage of students meeting proficient or advanced on the 8th grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.
3. **7th Grade Readiness:** The number and percentage of students meeting proficient or advanced on the 6th grade Idaho Standards Achievement Test in mathematics and English language usage. Improvement shall be measured by year over year growth in the percentage of students scoring proficient or advanced.
4. **4th Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 3rd grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

5. **3rd Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 2nd grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
6. **2nd Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring 1st grade statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.
7. **1st Grade Reading Readiness:** The number and percentage of students reading at grade level on the spring kindergarten statewide reading assessment. Improvement shall be measured by year over year growth in the percentage of students scoring at grade level.

The Board may engage in planning training to assist in the process and the development of the plan. Qualified planning training may be reimbursable by the State through the process outlined in Idaho State Board of Education rule.

The Board shall continuously monitor progress towards the targets for student outcomes included in the plan by using relevant data to measure growth. Such progress shall be included in the Board's annual evaluation of the Principal.

The plan shall be made available to the public by being posted on the Charter School's website. The plan must be reviewed, updated annually, and posted no later than October 1 each year.

Cross Reference: 1645 Board Development Opportunities
 4130 Public Access to Charter School Website

Legal Reference: I.C. § 33-320 Continuous Improvement Plans and Training
 IDAPA 08.02.01.801 Planning and Training

Policy History:

Adopted on: August 26, 2014

Revised on: July 28, 2015

Revised on: February 22, 2017

Victory Charter School

THE BOARD OF DIRECTORS

1405

Board of Directors Use of Electronic Mail and Social Media

Use of electronic mail (e-mail) by Board Members will conform to the same standards of judgment, propriety, and ethics as other forms of board-related communication. The Board will comply with the following guidelines when using e-mail in the conduct of school responsibilities:

1. Board Members will not use e-mail, social media or any other form of electronic communication as a substitute for deliberations at Board meetings or for other communications or business properly confined to Board meetings.
2. Board members will be aware that e-mail and e-mail attachments received or prepared for use in Board business or containing information relating to Board business may be regarded as public records, which may be inspected by any person upon request, unless otherwise made confidential by law.
3. Board members will avoid reference to confidential information about employees, students, or other matters in e-mail communications or in other social media postings, because of the risk of improper disclosure or unsecure websites. Board members will comply with the same standards as school employees, with regard to confidential information. Board members will comply with the standards of FERPA and the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014.
4. The Board respects the private lives of its individual members and understands that such privacy may include participation in social media endeavors. Individual board member's postings are those of an individual and not an act of the Board. Board members shall not individually post to social media sights making representations for the Board unless the Board specifically authorizes the Director to make such a posting on behalf of the Board during a Board meeting. Board Members, as with other school personnel, shall exercise care such that individual postings do not reflect upon the Board and the school.

Definitions

"Deliberation" is defined as the receipt or exchange of information or opinion relating to a decision, but shall not include informal or impromptu discussions of a general nature which do not specifically relate to a matter then pending before the public agency for decision.

No deliberation shall occur outside of an appropriate meeting setting or through the use of e-mail, social media or other electronic communications.

Legal Reference:

I.C. § 9-337

Public Writings *et. seq.*

I.C. § 67-2341(2) Open Public Meetings – Definitions

Cowles Pub. Co. v. Kootenai Co. Bd. of County Commissioners
144 Idaho 259 (2007).

Policy History:

Adopted on: April 24, 2014

Revised on: February 24, 2015

Victory Charter School

THE BOARD OF DIRECTORS

1600

Code of Ethics for Directors

As a member of a Charter School Board of Directors, I will strive to improve student achievement in public education, and to that end I will:

Attend all regularly scheduled board meetings insofar as possible, having read my packet ensuring that I am informed about the issues to be considered at the meetings;

Recognize that the Board must comply with the Open Meeting Law and only has authority to make decisions at official Board meetings;

Make all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups;

Understand that the Board makes decisions as a team. Individual Directors may not commit the Board to any action unless so authorized by official Board action;

Recognize that decisions are made by a majority vote and the outcome should be supported by all Directors;

Acknowledge that policy decisions are a primary function of the Board and should be made after full discussion at publicly held Board meetings, recognizing that authority to administer policy rests with the Principal;

Be open, fair and honest – no hidden agendas, and respect the right of other Directors to have opinions and ideas which differ from mine;

Recognize that the Principal is the Board's advisor and should be present at all meetings, except when the Board is considering the Principal's evaluation, contract, or salary;

Understand the chain of command and refer problems or complaints to the proper administrative office while refraining from communications that may create conditions of bias should a Charter School concern ever rise to the attention of the Board as a hearings panel;

Keep abreast of important developments in educational trends, research, and practices by individual study and through participation in programs providing such information;

Respect the right of the public to be informed about Charter School decisions and school operations;

Understand that I will receive information that is confidential and cannot be shared;

Give staff the respect and consideration due skilled, professional employees and support the employment of those best qualified to serve as Charter School staff, while insisting on regular and impartial evaluation of all staff;

Present personal criticism of Charter School operations to the Principal, not to Charter School staff or to a Board meeting;

Refuse to use my Board position for personal or family gain or prestige. I will announce any conflicts of interest before Board action is taken; and

Remember always that my first and greatest concern must be the educational welfare of the students attending the Charter School.

Director Signature: _____ Date: _____

Policy History:

Adopted on: February 22, 2017

Revised on:

Board Development Opportunities

The Victory School District Board of Trustees realizes that proper board training is important. Decisions about school policy, personnel, finance, curriculum and communications can be overwhelming and may require training. Training board members to be effective leaders and decision makers is an educational investment that benefits the entire community. The Board believes that with proper training, it can create a positive and productive atmosphere for decision-making in a Harbor Method school. There needs to be strong leadership among board members demonstrated by teamwork, effective communication, problem-solving skills and positive relationships between the Board and the Superintendent.

The Board places a high priority on the importance of a planned and continuing program of in-service education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our school community. The Board shall plan specific in-service activities designed to assist board members in their efforts to improve their skills as members of the policy-making body; to expand their knowledge about trends, issues, and ideas supporting and affecting the continued welfare of Victory Charter School and the Harbor Method; and to deepen their knowledge of the school's mission, vision, and educational/school management program that is the Harbor Method.

Funds may be budgeted annually to support the program. Qualified training in strategic planning, finance, superintendent evaluation, ethics, and governance may be reimbursable by the State in an annual amount up to \$2,000 through the process outlined in Idaho Code. Individual board members shall be reimbursed for out-of-pocket expenses, as prescribed in policy 1420, incurred through participation in approved activities.

The Board, as a whole, shall retain the authority to approve or disapprove the participation of members in planned activities. The public shall be kept informed through the news media about the Board's continuing in-service education and about the programs anticipated for short-and long-range benefits to our schools.

The Board regards the following as examples of activities and services appropriate for implanting this policy:

1. Participation in school board conferences, workshops and conventions held by the state and national school boards associations.
2. Participation in conferences, workshops and conventions held by state or national charter school organizations.
3. Commission and/or State Department -sponsored training sessions for board members.

4. Subscriptions to publications addressed to the concerns of board members.
5. Educational events focused on the core beliefs about the Harbor School Method.

In order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidelines:

1. A calendar of Board conferences, conventions and workshops shall be maintained by the Superintendent. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the District.
2. Funds for participation at such meetings will be budgeted on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
3. When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations and materials acquired at the meeting.

Board members are encouraged to attend workshops presented by the state and national school boards associations.

Cross Reference: 1315 Strategic Planning

Legal Reference: I.C. § 33-320 Strategic Planning and Training

Policy History:

Adopted on: August 26, 2014

Revised on:

Victory Charter School

THE BOARD OF DIRECTORS

1700

Conflict of Interest Policy

It shall be unlawful for any member of the Board of Directors to have pecuniary interest, directly or indirectly, in any contract or other transaction pertaining to the maintenance or conduct of the school district or to accept any reward or compensation for services rendered as a trustee except as may be otherwise provided in this section. The Board of Directors may accept and award contracts involving the Charter School to businesses in which a member of the Board of Directors or a person related to him/her by blood or marriage within the second degree has a direct or indirect interest provided that the procedures set forth in [section 18-1361](#) or [18-1361A, Idaho Code](#), are followed.

It shall be unlawful for the Board of Directors to enter into or execute any contract with the spouse of any member of such board, the terms of which said contract requires, or will require, the payment or delivery of any school district funds, money or property to such spouse, except as provided in [section 18-1361](#) or [18-1361A, Idaho Code](#).

When any relative of any member of the Board of Directors or relative of the spouse of a member of the Board of Directors related by affinity or consanguinity within the second degree is considered for employment by the Charter school, such Director shall abstain from voting in the election of such relative and shall be absent from the meeting while such employment is being considered and determined.

The receiving, soliciting or acceptance of moneys of the Charter school for deposit in any bank or trust company, or the lending of money by any bank or trust company of the Charter school, shall not be deemed to be a contract pertaining to the maintenance or conduct of the Charter school within the meaning of this section; nor shall the payment by the Charter school to any member of the Board of Directors of compensation to any bank or trust company, for services rendered in the transaction of any banking business with such Board Member be deemed the payment of any reward or compensation to any officer or director of any such bank or trust company within the meaning of this section.

LEGAL REFERENCE
Idaho Code Sections

18-1361
18-1361A
33-507

Adopted on: July 26, 2016