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ASSESSMENT OF ACADEMY GOALS

One of the major functions of the Board of Directors is to establish the goals by which the Academy can accomplish its mission and to provide the resources necessary for their accomplishment. Because of the importance the Board places on accomplishing goals, it has established the following policy for effective assessment of the Academy's progress toward their realization.

The Board and the Educational Service Provider shall meet at least annually to discuss the progress of the Academy. These discussions may include the following:

- A. Data on the results-to-date of each Academy goal (see AG 1110) so assessment and evaluation can focus on how well the Academy is accomplishing its goals.
- B. Evaluations or progress assessments of the Academy's learning programs.

This annual process of assessing/evaluating the Board, programs, and resources shall not be considered finished until:

- A. Academy goals and the strategies and actions being used to accomplish them have been reviewed and reprioritized;
- B. revisions have been made in light of what all of the data for that year has indicated should be changed or continued in order to improve the accomplishment of Academy goals.

CONFLICT OF INTEREST

Staff members shall perform their official duties in a manner free from conflict of interest. To this end the maintenance of high standards of honesty, integrity, impartiality, and professional conduct by the Educational Service Provider and its employees is essential to ensure the proper performance of Academy business as well as to earn and keep public confidence in the Academy.

To accomplish this, the Board of Directors has adopted the following guidelines to assure that conflicts of interest do not occur. These are not intended to be all inclusive, nor to substitute for good judgment on the part of all employees.

- A. No employee shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the Academy. When a staff member determines that the possibility of a personal interest conflict exists, s/he should, prior to the matter being considered by the Board or Educational Service Provider, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board).
- B. No staff member shall use his/her position to benefit either himself/herself or any other individual or agency apart from the total interest of the Educational Service Provider and the Academy.
- C. If the financial interest pertains to a proposed contract with the Academy, the following requirements must be met.
 1. The staff member shall disclose the direct financial interest in the contract to the Educational Service Provider and the Board with such disclosure made a part of the official Board minutes. If his/her direct financial interest amounts to \$250 or more or five percent (5%) or more of the contract cost to the Academy, the staff member shall make the disclosure to the Board after having disclosed it to the Educational Service Provider in one of two (2) ways:
 2. In writing, to the Board president at least seven (7) days prior to the meeting at which the vote on the contract will be taken. The disclosure shall be made public in the same manner as the Board's notices of its public meetings. (See Bylaw 0165.)
 3. By announcement at a meeting at least seven (7) days prior to the meeting at which a vote on the contract is to be taken. The staff member must use this method of disclosure if his/her financial interest amounts to \$5,000 or more.
- D. Employees shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any student, client, or parents of such students or clients in the course of their employment with the Academy.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee
 2. the use, sale, or improper divulging of any privileged information about a student or client gained in the course of the employee's employment or through his/her access to Academy records
 3. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
 4. the requirement of students or clients to purchase any private goods or services provided by an employee or any business or professional practitioner with whom any employee has a financial relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- E. Employees shall not make use of materials, equipment, or facilities of the Academy in private practice. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

Exceptions to this policy may be necessary in order to provide mandatory services or to provide Educational Service Provider approved tutoring to students or clients of the Academy.

BOARD - EDUCATIONAL SERVICE PROVIDER RELATIONSHIP

The Board of Directors believes that, in general, it is the primary duty of the Board to establish policies and that of the Educational Service Provider to administer such policies. The Educational Service Provider should be given the latitude to determine the best method of implementing the policies of the Board.

The Educational Service Provider is the primary professional advisor to the Board. The Educational Service Provider is responsible for the development, supervision, and operation of the Academy program and facilities to the extent delegated with the Educational Service Provider contract. The Educational Service Provider's methods should be made known to the staff through the administrative guidelines of the Academy.

The Educational Service Provider and staff shall attend all Board meetings when requested. Staff participation shall be by professional counsel, guidance, and recommendation as distinct from deliberation, debate, and voting of Board members.

The Board is responsible for determining the success of the Educational Service Provider in meeting the goals established by the Board through regular evaluations of the Educational Service Provider's performance.

EMPLOYMENT OF THE PRINCIPAL

The Board of Directors vests the primary responsibility for administration of this Academy in the Educational Service Provider. Whenever the position of School Principal shall be vacant, the Educational Service Provider shall, in conformance with the terms of the Educational Service Provider agreement with the Board, appoint or approve a School Principal as provided in the contract with the Educational Service Provider.

The Board expects the Educational Service Provider to seek and appoint the best-qualified and most capable candidate for the position of School Principal.

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DEVELOPMENT OF ADMINISTRATIVE GUIDELINES

The Board of Directors delegates to the Educational Service Provider the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the Academy will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines and rules only when required by law or when necessary in the judgment of the Board.

The Educational Service Provider is responsible for the development and issuance of employee handbooks for Educational Service Provider staff. The Educational Service Provider shall ensure that any employee handbook is not inconsistent with Board policies, Federal/State law, the Charter Contract or applicable authorizer policies.

The Educational Service Provider shall develop student handbooks necessary for the effective administration of the Academy and distribute them to employees and students and/or their parents.

As long as the provisions of these administrative guidelines and student handbooks are not inconsistent with Board policies, Federal/State law, the Charter Contract or applicable authorizer policies, they will be considered to be an extension of the policy manual.

A copy of the Academy's administrative guidelines manual and a copy of all student and employee handbooks shall be made a part of the Board's reference materials maintained in the Academy office.

The Educational Service Provider shall maintain and keep at the Academy a current organizational chart to which immediate reference can be made by the Board or any employee of the Board.

EVALUATION OF THE EDUCATION SERVICE PROVIDER

The Board of Directors believes it is essential that it evaluate the Educational Service Provider's performance periodically in order to assist both the Board and the Educational Service Provider in the proper discharge of their responsibilities and to enable the Board to provide the Academy with the best possible leadership.

In conjunction with its evaluation of the Educational Service Provider, the Board may also provide the time for both the Board and the Educational Service Provider to assess the progress of the Academy, during the previous year, toward the achievement of current goals. Both the Educational Service Provider's evaluation and the progress-assessment of goals shall take place at a time of the year when conditions are most favorable to assure this policy operates as intended.

Summaries and synthesized data, compiled from the Board's self-assessment, and the evaluation data on programs and staff, are available to serve as reference information when determining the reasons for progress and/or lack of progress toward accomplishment of Academy goals.

TERMINATION OF THE EDUCATIONAL SERVICE PROVIDER

The Board of Directors may terminate an Educational Service Provider agreement during its term in accordance with the terms of the Educational Service Provider agreement.

JOB DESCRIPTIONS

The Board of Directors directs the Educational Service Provider to maintain job descriptions as included in the Charter Contract.

Further the Educational Service Provider shall ensure that the Board Policy 3122 and Policy 4122 on non-discrimination is implemented properly and in compliance with Federal and State laws and regulations, particularly Part 104 of Section 504 Rehabilitation Act of 1973 (34 CFR) and the Americans with Disabilities Act (ADA). (See AG 3122C for a comparative analysis of ADA and 504.)