

Literacy First Charter School

BOARD OPERATIONAL POLICIES

POLICIES REGARDING PRINCIPAL OFFICE

- The principal office for the transaction of business of the corporation shall be 799 E. Washington Ave., El Cajon, California or any other office that shall be established at any time by the Board of Trustees in any place or places that the corporation is qualified to do business.

POLICIES REGARDING BOARD COMPOSITION

- The Board of Trustees shall consist of a minimum of (5) members.
- SDCOE has the option to appoint an ad hoc board member. Should they choose this option Board membership will move to 7 members.

POLICIES REGARDING BOARD TERMS

- All Board terms should be reviewed in February.
- Trustees shall serve 4 year terms renewable by mutual agreement and continuing commitment to the mission, vision and values of Literacy First Charter School. Officer terms will rotate in 2 year cycles.
- Officers to be elected and/or new board members elected at the June meeting
- The ad hoc member seat will expire when SDCOE does not have a voting member on the Board.
- Potential candidates should be discussed/ interviewed in March with an expectant vote in April
- Secretary is to keep track of terms and ensure a historical record is in place

POLICIES REGARDING NON-DISCRIMINATION

- Literacy First Charter School does not discriminate on the basis of age, gender, race, color, physical disability, national or ethnic origin in the administration of its educational programs, hiring policies, admissions policies, scholarship and loan programs, and other school-administered programs.

POLICIES REGARDING INDEMNIFICATION POLICY

- To the extent that an agent of LFCS has been successful on the merits in the defense of any proceeding, or in the defense of any claim, issue, or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection with the claim. If an agent either settles any such claims or sustains a judgment rendered against the agent, then the provisions of Sections A. and B. below shall determine whether the agent is entitled to indemnification.

- LFCS shall indemnify any person who was or is a party or is threatened to be made a party to any proceeding by reason of the fact that such person is or was an agent of LFCS, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interest of LFCS and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful
- LFCS shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of the corporation, or brought under California Corporations Code Section 5233 concerning self-dealing transactions, or brought by the Attorney General or a person granted relator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of LFCS, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of LFCS and with such care, including reasonable injury, as an ordinarily prudent person in a like position would use under similar circumstances.

BOARD MEMBER COMMITMENTS

As we pursue our mission, we are continually searching for dedicated community members to serve on our Board of Trustees.

The individuals considered for Board membership **must** possess the following common characteristics and attributes:

1. **Mission, Vision, and Values** – Be committed to the Mission, Vision and Values of Literacy First Charter Schools.
2. **Time** – Be willing and able to devote the time and attention necessary to make a meaningful contribution to the work of the LFCS without compensation for this service. Be able to commit to monthly Board meetings and *at least 4 hours over the year to visit or volunteer at our schools*
3. **Treasure** – Be a willing financial donor to the mission of Literacy First Charter Schools.
4. **Role as Board Member** – Be willing and able to support a governance process that allows the Board to focus on vision, direction and oversight, while empowering the school’s officers to manage the day-to-day operations.
5. **Learning** – Be willing and able to take the time necessary to learn about the work of the school in sufficient detail to allow for meaningful participation in the meetings of the Board and its committees.
6. **Fiduciary** – Be willing to participate in a spirit of mutual accountability and cooperation with the officers and other Board members by asking and answering the often hard but necessary questions in a manner that is direct, but not divisive in order to maintain organization integrity.
7. **Personal Competencies** – Possess skills, talents, experience and knowledge that will add to the Board’s level of competency or proficiency in one or more of the following fields: education, finance, business, fund raising, leadership, legal matters, gift planning, and governance.
8. **Governance Skills** – Possess an understanding of good organizational governance principles and commit to further develop that understanding and corresponding skills as a member of the LFCS Board of Trustees.

Renewal Terms

- a. At each October meeting, the Board Secretary will announce terms of membership that are lapsing.
- b. Additionally, at the end of each year for returning board members, a board member self- reflection survey will be conducted as a means of board evaluation and development.

- c. Self-reflection survey data will be reviewed by the Executive Committee.
- d. Any data or results of concern will be addressed by the Executive Committee Chair (or designee).
- e. Renewal to the Board may be based on this data for all Board members.