



## SECTION I: BOARD OF EDUCATION 1020

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### OVCA Board of Directors: Roles and Responsibilities

The Roles and Responsibilities of the Board of Directors (“Board”) of the Oklahoma Virtual Charter School (“OVCA” or the “School”) are as follows:

- The Board is responsible for the oversight, management and control of the property and affairs of the School. This responsibility includes the proper management of public funds for the School.
- Ensure the approved mission and vision is guiding focus of Board decisions for the School.
- At each Board meeting, critically review the financial statements of the School.
- Develop and uphold a comprehensive set of effective written Board policies for the oversight and operation of the School, which are lawful, fair, and protect all of OVCA’s stakeholders.
- Ensure that students are learning and meeting the academic performance criteria established by the charter contract with the authorizer, and that OVCA is adhering to its approved charter contract.
- Ensure that OVCA and Board are abiding by any applicable federal or Oklahoma law for charter schools and public bodies.
- Hire, supervise, and evaluate OVCA’s educational management organization (“EMO”).
- Provide oversight and periodic review to ensure EMO is complying with applicable law, administrative rules, sponsorship contract, and services agreement with the School.
- The Board is responsible for such financial matters as the adoption of a budget, review and approval of EMO invoices, establishment of adequate procedures and controls for purchases and obligations of public funds and ensure an annual independent audit of the public funds entrusted to the Board for OVCA.
- Responsibly manage and be accountable for the public funds allotted to OVCA and provide oversight of the EMO to ensure it is complying with reporting requirements, the Oklahoma Cost Accounting Standards (“OCAS”), and the proper procedures for the encumbrance and expenditure of public funds.
- Provide oversight and periodic review of academic progress and reports from the School’s charter sponsor.
- Ensure that no single Board member speaks for – or make decisions for – the full Board. Rather, the Board should speak with one voice.
- The Board, and any individual member of the Board, shall refrain from involvement in or interference with the administrative functions of the School. The Board should not micro-manage or assume responsibility for day-to-day operations of the School.
- Individual Board members shall not engage in transactions for the School without prior and specific authorization of the entire Board.
- Develop and update strategic plan to ensure accountability and transparency for School performance.

Source: OVCA Board Policy adoption 2/16/2017

Revised 9/22/2022

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### **OVCA Board of Directors: Roles and Responsibilities** (continued)

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- Regular and active attendance at Board meetings and participation in Board committees.
- Recruit and train new Board members to ensure a sustainable, knowledgeable Board.
- The Board shall transact official business with the professional staff only through the Head of School. The Board should adopt procedures which permit hearing viewpoints of the staff, students, and community during Board meetings.
- The Board decides the “what” for the School through policy and strategic planning / goal setting. The School leadership is responsible for determining the “how” for academics, administration, and operations; and, also, determines the “who” – the staff who will help implement Board policies and achieve the Board’s goals.
- The School’s philosophy and goals should reflect consensus among the School community, the Board, and School staff.