

EastSide Charter School
Board - School Management Interaction Protocol
(revised February, 2015)

Purpose:

In order to facilitate the effective administration of the School by School management employees (“Management”) and the provision to the Board of the information and insight into school operations they require to effectively carry out their oversight duties, the following protocols are hereby adopted to ensure a productive working relationship between Management and the Board allowing both to effectively serve the needs of the School, its students and staff, regulators and other community constituents:

Some Background:

Effective January 28, 2015, School Management has established a virtual “Central Office” to serve both EastSide Charter and Family Foundations Academy pursuant to a Consulting Agreement between the two schools. The Central Office consists of (i) the Executive Director who has total responsibility for the oversight and operations of both schools; (ii) the Director of Finance and Operations with responsibility for the non-Academic operations of both schools; (iii) the Director of Special Education; (iv) the Director of Technology; and (v) the Director of Development. The Executive Director reports to the Board of Directors through the Chairman of the Board. The Director of Finance and Operations reports dually to the Executive Director and to the Chair of the Board Finance and Facilities Committee. The Director of Technology reports to the Director of Finance and Operations. The Director of Development reports dually to the Chairman of the Board of the EastSide Community Learning Center Foundation and to the Executive Director.

Protocols:

1. Board Oversight and Consultation

School Management shall be available from time to time to consult with the Chairman of the Board and with Board Committee Chairpersons who oversee the School Management leader’s area of responsibility. In

pursuing such consultation, Board members will be mindful of Management’s daily responsibilities so that the frequency, scope and duration of such consultations and the magnitude of any requests for information do not unreasonably interfere with Management’s daily duties.

In cases where Management believes such consultations or requests are unduly burdensome and interfering with Management’s responsibilities for the operation of the School, and the Management staff are not able to satisfactorily resolve the conflict with the affected Board member, the applicable School Management leader shall discuss the matter with the Chairman of the Board who shall (in consultation with the Executive Committee, if necessary) resolve the matter.

Following are the Board Committees, the Chairs of which expect to consult with Management, and the applicable Management contact persons:

Finance and Facilities	Director of Finance and Facilities
Strategic Partners	Executive Director
Technology	Director of IT
Marketing and Communications	Director of Finance and Facilities
Human Resources	Executive Director
Audit	Director of Finance and Facilities

Board members shall endeavor to schedule meetings with Management leaders a reasonable period of time in advance and shall otherwise, at all times, follow the rules generally applicable to visitors to the School. Board members with questions or concerns about School management shall discuss the matter with the Chair of the applicable Board Committee or the Chairman of the Board. Board members shall not directly engage with staff on School matters without first coordinating with the Chair of the applicable Board Committee or the Chairman of the Board, and the Executive Director with respect to all staff.

2. School Operations

2.1 The Board shall annually establish with the Executive Director target accomplishments for the School including establishing priorities of action.

2.2 The Board and Management understand that the operation of a school can be a dynamic enterprise and that new or unforeseen problems may arise or proposed remedies might not work. School Management leaders are expected to continually monitor School operations to uncover such issues and so inform the Chairman of the Board and the applicable Committee Chair. They are also expected to propose a modification of the priorities or the allocation of resources to deal with the issue for consideration and possible modification by the Board. The Board will consider the proposal, and may agree to the modification. The Board may also independently determine and, after consultation with Management, adopt a modification of the priorities or the allocation of resources to accomplish the stated goals.

3. Public statements or representations

All public statements purporting to be made on behalf of the School shall be made by or authorized by the Chairman or Vice Chairman of the Board. No member of Management or the Board shall make any public statement purporting to speak on behalf of the School without first consulting with the Chairman or Vice Chairman of the Board.