



FREDERICA ACADEMY BOARD OF TRUSTEES
PRINCIPLES OF GOOD PRACTICE

1. Keeping the Mission and Serving as Fiduciaries of the School

- a. Adopts a clear statement of the school's mission, vision and strategic goals and establishes policies and plans consistent with this statement – **Maintain integrity**
 - i. Trustees are knowledgeable about, actively support and promote same
- b. Reviews and maintains appropriate by-laws that conform to legal requirements, including duties of:
 - i. loyalty - duty to put the interests of the school before individual interests,
 - ii. obedience - duty to be sure that the school complies with all applicable local, state and federal laws & regulations and all accreditation standards,
 - iii. care - the duty to make good decisions with reasonable care
- c. Assures that the school and board operate in compliance with laws and regulations, minimizing exposure to legal action
 - i. Conflict of interest policy
- d. Recognizes that its primary work and focus are long range and strategic
 - i. Trustees do not become involved directly in specific management, personnel or curricular issues
 1. *Have you talked with your child's teacher, division director, head of school?*
 2. *That is not the responsibility of the Board... you need to talk to the Head*
- e. Undertakes formal strategic planning on a periodic basis, sets annual goals related to the plan, conducts annual evaluations for the school, HOS and the Board
- f. Works with HOS to cultivate and maintain good relations with school constituents as well as the broader community and exhibits best practices relevant to equity and justice.

2. Fiscal Responsibilities: Stewardship of Resources

- a. Accepts accountability for the financial stability and the financial future of the school – Every trustee has this responsibility, not just the Treasurer and Finance Committee
 - i. Strategic financial planning
 - ii. Responsible for the preservation of capital assets and endowments
 - iii. Overseeing operating budgets
 - iv. Participating actively in fundraising

3. The Vital Relationship between Board and Head of School

- a. Authority is vested in the board as a whole. Issues of importance should be brought to either the Head or Board chair – Refrain from responding to the situation individually.

- b. Responsibility to support the school and the Head and to demonstrate that support within the community
 - i. If trustee is unable to actively support decisions, they should leave the board.
- c. Responsibility to select, support, nurture, evaluate and set appropriate compensation for the Head of School
 - i. Annual reviews of the Head are conducted via survey. Head of School Evaluation Committee (Chair, Vice-Chair, and Treasurer) compile annual evaluation data from individual board members and implement the review and determine compensation changes, if any.

4. Board Development:

- a. **Recruitment** - board composition should reflect the strategic expertise, resources and perspectives needed to achieve the mission and strategic objectives of the school
- b. **Retention, recognition and assessment** - Program of professional development, including new trustee orientation, ongoing education and evaluation, and board leadership succession planning.

5. Organizing an effective Board and Adding Value to the School

- a. All trustees should be actively involved in the work of the Board and its committees.
- b. Full and accurate records of meetings, committees and policies... communicates decisions widely but keeps deliberations confidential
 - i. Board portal is accessible only by Trustees; historical as well as current data is stored there

6. Conduct of Individual Trustees

- a. Be informed! Attend meetings, prepare in advance and participate fully – read weekly emails.
- b. Separate the interests of the school from the specific needs of a particular child or constituency
- c. Maintain confidentiality
- d. Disclose conflicts of interest
- e. Learn!
 - i. Nonprofit and specifically independent school and trusteeship are unique...
 - ii. Get to know the school as a whole – Value Proposition and elevator speech
 - iii. Get to know other board members
 - iv. Please ask!
 - v. Get involved quickly, if possible
 - vi. Contribute financially to the school