Element D: Governance Structure and Parental Involvement

District Governance

Orchard View School (OVS) operates as a dependent charter school within the Twin Hills Union School District (THUSD). The THUSD Board of Trustees serves as OVS's governing board and retains ultimate governing authority over the school.

OVS works cooperatively with the District and operates within THUSD for administrative, financial, and special education purposes. Specific responsibilities are documented through district policies and applicable agreements or memoranda of understanding.

The District Board of Trustees provides policy, fiscal, and administrative oversight. Its responsibilities include:

- Overseeing compliance with the approved charter and applicable state and federal requirements.
- Reviewing school performance and progress toward educational goals.
- Approving the school's budget and reviewing financial reports and audit findings.
- Approving material revisions to the charter and other matters requiring governing board action.
- Exercising authority over personnel matters in accordance with district policies and applicable employment agreements.

The District Superintendent supervises school administration, monitors implementation of the charter, and coordinates district support and oversight. School administration communicates school performance, improvement priorities, fiscal needs, and operational matters to district leadership.

School Administration

The OVS Principal is responsible for the school's day-to-day operation under the supervision of the District Superintendent and within the authority established by the District Board of Trustees.

The principal's responsibilities include:

- Leading implementation and improvement of the educational program in alignment with the school's mission, student learning goals, and charter.
- Assisting the Superintendent with employee hiring and supervising, supporting, and evaluating staff in accordance with district policies and applicable employment agreements.
- Preparing, monitoring, and balancing the school's budget in collaboration with district business staff and overseeing expenditures within delegated authority.
- Overseeing the acquisition of curriculum, textbooks, instructional materials, and other school resources.
- Overseeing enrollment, student services, student behavior, school safety, and school operations.
- Coordinating assessment, reviewing student achievement, and using findings to guide school improvement.
- Monitoring compliance with applicable independent-study requirements and keeping staff informed of changes affecting instruction, supervision, and documentation.
- Seeking input from staff, students, and families and communicating school priorities, decisions, and progress.
- Acting as a liaison among staff, the OVS Advisory Committee, the District Superintendent, and the District Board of Trustees.

The principal selection process includes a hiring committee composed of the District Superintendent, one OVS Advisory Committee representative, two OVS teachers selected by the Superintendent, and one classified employee. Final hiring approval rests with the District Board of Trustees.

OVS Advisory Committee

The OVS Advisory Committee provides a regular opportunity for parents, students, and staff to share perspectives and make recommendations concerning school programs and priorities.

The committee consists of two parent volunteers, two student representatives, and two staff representatives. Students in grades 6–12 are eligible to serve as student representatives. Committee meetings are facilitated by school administration.

Advisory meetings may be organized schoolwide or by grade span, based on the needs of the school community. The committee meets at least quarterly during the school year, with additional meetings scheduled as needed.

The committee provides input and makes recommendations concerning matters such as:

- The educational program, classes, and student experience.
- School climate, student well-being, and safety.
- Student achievement, school effectiveness, and improvement priorities.
- Development and review of the Local Control and Accountability Plan, school safety plan, and WASC action plan.
- Budget development and priorities.
- Review and recommended updates to student, parent, and staff handbooks.
- Program concerns, charter accountability, and charter renewal or revisions.

The committee serves in an advisory capacity. Governing authority remains with the District Board of Trustees, and responsibility for day-to-day school operations remains with school administration.

School administration considers committee input in school planning and decision-making. Committee recommendations are shared with the District Superintendent and, when warranted, the District Board of Trustees. Charter revisions requiring District Board approval are submitted to the Board before implementation.

Meeting minutes summarize recommendations and differing perspectives. Administration provides updates on recommendations and resulting actions through subsequent Advisory meetings or school communications.

Selection and Length of Service

Parent and student openings are announced to the school community with instructions for submitting a statement of interest. School administration selects parent and student representatives, seeking a range of grade spans and perspectives. Staff representatives are selected by their colleagues from interested staff members.

Representatives serve for one school year and may continue for additional years through the selection process. Detailed procedures for committee operations are maintained separately from the charter.

Staff and Parental Participation

Staff contribute to school planning and improvement through their Advisory representatives and regular meetings with school administration. Staff provide input on curriculum, instruction, assessment, student support, and school procedures.

Parents and students are welcome to attend Advisory meetings and provide input whether or not they hold a representative position. Meeting schedules and agendas are shared with the school community, and agendas and minutes are made available on the school website.

Parents may also provide input through regular meetings with supervising teachers, school surveys, and direct communication with school administration. These opportunities support family participation in individual educational planning and broader school improvement.

Participation in Advisory and other school volunteer activities is voluntary and is not a condition of admission or continued enrollment.

Transparency and Accountability

OVS operates in accordance with applicable open-meeting, public-records, and conflict-of-interest requirements, including the Ralph M. Brown Act, California Public Records Act, Government Code Section 1090, and Political Reform Act of 1974.

District Board and OVS Advisory Committee meetings are conducted in accordance with applicable public-meeting requirements. Governance records are available to the public as required by law, while confidential student and personnel information is protected.