Alpine Academy Standard Operating Procedure (SOP) – Governance

I. Purpose:

This standard operating procedure (SOP) outlines the policies and procedures to be used by the school administration (henceforth the administration) and the board of directors (henceforth the board) to ensure Alpine Academy (henceforth the school) is operating in accordance with all applicable regulations and in the most efficient manner.

II. Applicability:

This SOP is applicable to all members of the board and the administration.

III. Authority:

1. The board of Alpine Academy is established in accordance with Nevada Revised Statute (NRS) 388A.

2. The board shall carry out its authority as granted by the Alpine Academy by-laws as approved by the board.

IV. General:

 1. Board function

 A. Meetings.

 (1) The board will meet no less than once per calendar quarter.

 (2) During the school year, the board should strive to meet monthly

 (3) Meetings will be scheduled on the third Wednesday of the month at 5:30 P.M. In the event of a need to conduct the meeting on a different day or at a different time, the chair will notify all board members at a time that will allow for the agenda to be posted in accordance with open meeting laws.

 (4) If a member of the board is unable to attend a regularly scheduled meeting, they must notify the chair or executive director.

 (5) Any board member who misses more than one-half of regularly scheduled board meeting without being excused from attending during the calendar year is subject to removal from the board.

 (6) A quorum is required at any meeting for the board to take action on any item on the agenda.

 (7) Special meetings may be held as necessary but must be scheduled to allow proper posting of the agenda.

 (8) All regularly scheduled and special meetings are open to the public. Meeting rooms should be set up to provide a seating area for the public.

 (9) Closed meetings may be called by the chair or any other board member to discuss personnel or other sensitive matters. The public may be excluded from these meetings, however, the general topic must be included in the public agenda and reported in minutes of the meeting.

 (10) Board members must be cognizant of open meeting law requirements and avoid any discussion that could be construed as a meeting requiring public notice and recorded minutes when meeting individually or in a group.

 B. Agenda.

 (1) In accordance with Nevada open meeting law, all meetings must be agendized.

 (2) The agenda for any meeting must be posted in designated public places not less than three (3) days prior to the meeting.

 (3) Only items listed on the agenda may be discussed or acted upon at the particular meeting.

 (4) The agenda should provide time for the public to comment on any item not on the agenda. The board may not discuss or comment on anything brought up by members of the public during this time.

 (5) In addition to general public comment, the board should allow members of the public to comment on any item on the agenda during discussion of that item.

 C. Board Members

 (1) Following approval by the board, newly appointed members should familiarize themselves with:

 (a) NRS 388A

 (b) Alpine Academy charter

 (c) Alpine Academy by-laws

 (d) Other Alpine Academy policies and procedures

 (2) Within one month of appointment, new board members should arrange with the executive director, a tour of the school and introduction to staff. If possible, board members should visit the school at least once per school year.

 (3) While not required, board members should try to attend at least one of the following per school year:

 (a) Student recognition presentation

 (b) Student competition

 (c) Staff planning session if invited by the executive director

 (d) Graduation

 (4) A person may not be appointed to the board if there is a real or perceived conflict of interest to the school.

 D. Removal

 (1) In accordance with the by-laws, board members, to include officers, may be removed for cause by a 2/3rd vote of the board.

 (2) A request to remove a member must be presented in writing signed by no less than two (2) members of the board. If the request is based only on failure to attend regularly scheduled board meetings, the request may be made solely by the president of the board.

 (3) While normally heard in closed session, the board member being voted upon may request the vote be held in an open meeting.

 (4) If removal is approved, the departing board member will immediately return any school property is his or her possession and depart immediately.

 (5) Any system access must be suspended at the time of receipt of the request for removal and deleted immediately upon completion of affirmative vote to remove. If the vote to remove fails to pass, system access will be immediately restored.

 2. Board responsibility

 A. Policies and procedures

 (1) The board must approve all general policies and procedures at a regularly scheduled board meeting. General policies and procedures are defined as those pertaining to the overall daily operation of the school, finance, curriculum, student activities, or other items determined to meet these criteria. General policies and procedures do not include “how to” / step-by-step manuals or those that are in the scope of responsibility of the executive director.

 (2) The executive director will inform the board when policies exempted from board approval in paragraph A (1) above are implemented or changed.

 B. Financial Responsibility

 (1) The board has overall responsibility for all financial matters of the school. The board must approve:

 (a) The annual budget

 (b) All changes to the annual budget

 (c) All contracts and leases

 (d) Purchases over $5,000

 (e) Loans

 (2) The executive director is authorized to make purchases and sign contracts required for daily operations of the school. As such, the executive director has a fiduciary responsibility to the board.

 (3) The board, at the recommendation of the executive director shall hire an employee or retain an outside contractor to handle financial transactions and prepare all necessary financial reports.

 (a) The treasurer will review all financial reports at least weekly to determine the school’s overall financial health and prior to presentation of the monthly financial reports to the board

 (b) The board will review monthly financial reports at a regularly scheduled board meeting.

 (4) Any budget line item found to be out of budget by more than twice the percent of the budget year, should have an explanation posted on the applicable monthly financial report. This applies to items over or under budget.

 (5) The board will ensure an annual third-party independent audit of all financial records. The party selected must be a certified public accountant or licensed accountant specializing in such audits.

 C. Property

 (1) The board has overall responsibility to direct the acquisition and maintenance of all school property. Property is defined as:

 (a) All real property

 (b) All adjacent property stipulated in any lease or purchase agreement to be part of the school

 (c) Furniture

 (d) All school equipment required for both instructional and administrative support purposes.

 (2) The executive director may enter into short-term rental agreements for equipment or supplies required for a temporary and immediate need. Board approval is not required unless:

 (a) Rental period exceeds 30 days

 (b) Cost is over $5,000

 (3) For acquisition of property requiring board approval, the executive director must provide the board justification including:

 (a) Reason of need

 (b) Cost

 (c) Expected users

 (d) Duration of a temporary rental

 (e) All bids received. If less than three (3), the reason for limited bids.

 (f) Recommendation and basis of recommendation

 (4) Sole source or single bid purchases may only be considered if there is only one vendor of the product or if time is a critical factor.

 (5) The board may consider other factors other than cost when approving any purchase.

 D. Staffing and Staff Development

 (1) The board will hire an executive director who will report directly to the board.

 (2) The executive director is responsible for all staff hires and personnel actions. The board must approve all staff contracts.

 (3) Personnel performance reviews should be on-going, with formal reviews done no less than semi-annually. A standard form approved by the board will be used.

 (4) The executive director will ensure all staff; faculty and support, have all training required by law.

 (5) The executive director will ensure all staff has access to any professional development training deemed necessary or beneficial to the school.

 (6) The executive director will submit a staff development plan to the board for approval during the final quarter of each academic year for the upcoming academic year.

 (7) Nothing is this section prevents a staff member from pursuing educational opportunities at their own expense during non-work hours.

 (8) Increases or decreases in staff will be part of annual budget preparation and approval.

 (9) Disciplinary action will be handled in accordance with applicable law.

 (a) The board will be appraised of any suspension or termination action of any faculty or administrator in closed session.

 (b) All disciplinary actions must be documented

 (10) The board, in coordination with the executive director will maintain a faculty and staff recognition program.

 E. Curriculum

 (1) The school curriculum will be developed in accordance with the Nevada core curriculum.

 (2) The executive director is responsible to ensure the curriculum meets the needs of all students in keeping with the mission statement of the school.

 (3) The executive director will provide the board an overview of the curriculum at the beginning of each academic year.

 (4) The board must approve all programs designed to enhance the academic environment of the school

 (5) The board must approve any deviation from the Nevada core curriculum. When requesting a deviation, the executive director must provide the board:

 (a) Justification

 (b) Impact on students

 (c) Effect on school charter

 (d) Impact on budget

 F. Safety

 (1) The executive director is responsible for ensuring the safety of all students, staff, and faculty.

(2) The executive director will perform the operations of the school under the Alpine Academy Emergency Operations/Crisis Management response Plan.

 (3) The school will undergo all applicable inspections.

 G. Parent involvement

 (1) Parent involvement in their child(ren)’s education is a vital key to success.

 (2) The board and executive director should strive to enhance this involvement whenever possible.

 (3) Areas of potential parental involvement may include but are not limited to:

 (a) Monthly newsletters

 (b) Parent – teacher – student conferences

 (c) Help planning or participating in programs

 (d) Fundraising or in-kind donations

 (e) Volunteer classroom aide

 (f) Mentoring

 (g) Serving on the board or in a workgroup

 (4) The board should maintain a program to recognize parents who become involved.

 H. Reporting.

 The board will ensure all reporting requirements stated in NRS 388A are met.

 I. Gifts

 (1) The board may accept gifts and donations whether cash or in-kind being made to the school for the benefit of the school.

 (2) A board member, staff, or faculty may not accept cash or anything of cash value being given to them personally.

 (a) This prohibition applies to immediate family members of board members, staff, or faculty.

 (b) Meals and beverages, even if no school business is discussed are also prohibited.

 VI. Charter termination / School closure

 In the event of either closure of the school or termination of the school’s charter, the board will ensure all requirements of NRS 388A.300 – NRS 388A.306 are complied with.