

RESPONSIBILITIES OF THE LANIKAI ELEMENTARY PCS BOARD OF DIRECTORS

I. Responsibilities established by Federal or State law

II. Additional Responsibilities of the Board and/or its Committees:

- a) **Alignment with School Purpose** - Assures Lanikai School operates in accordance with stated school purpose statements.
 - Biennially reviews, facilitates, and approves modification of purpose statements.
 - Annually reviews, modifies, and approves Strategic Plan to assure congruence with school purpose.
 - Semi-annually evaluates student performance based on data assessment to identify areas in need of improvement.

b) **Policies and Committees** – Ensures review, development, and implementation of school policies based upon recommendation of committees. The following committees may be established as Standing or activated as *ad hoc*. Other committees may be established as deemed necessary.

<i>Health & Safety</i>	<i>Facilities</i>	<i>Governance</i>
<i>Personnel</i>	<i>Finance/Budget</i>	<i>Search</i>
<i>Enrollment</i>	<i>By-Laws</i>	<i>Principal Evaluation</i>
<i>Strategic Planning</i>	<i>Policy</i>	<i>Resource Development/Grants</i>
<i>Nominating</i>	<i>Executive</i>	

- c) **Fundraising** - Ensures support, coordination, and approval of school fundraising.
- d) **Finances** – Approves and supports implementation of annual operating budget.
- e) **Calendar** - Annually reviews and approves the school’s calendar.
- f) **School Reports** -_Reviews and, as appropriate, approves reports required by state and federal offices/agencies.
- g) **Executive Committee** - Maintains an Executive Committee of Board officers to set meeting agendas, determine issues that can be delegated to committees or specific individuals to avoid excessive use of committee-of-the-whole, and ensure prompt follow-up and reporting back to the Board.
- h) **Board Training** - Approves funding for and participates in annual leadership and Board training.

i) Public Relations - Designates a Public Relations Officer responsible for coordinating and promoting ongoing communications to the State media and school community.

Approved: 2/25/03

Amended: 4-11-07