



Information for Interested Parties About Golden Valley Board of Trustees (BOT):

The Board of Trustees includes:

- Qualified volunteer Parents/Caregivers and Community Members (up to 9 members)
- Faculty Delegates (1-2 from each School – typically the Faculty Chair) - non-voting members

Eligibility criteria for Parent/Caregiver Members:

1. May not be an employee or the family member of an employee of the organization
2. Must have enrolled child in the most recent entire school year
3. Must have child currently enrolled in a Golden Valley School
4. Active participation in school life as a volunteer
5. Attend at least 3 complete BOT meetings in the current year, as an observer
6. Support the charter and leadership of the school (see Bylaws)
7. More than one parent/grandparent from the same family cannot serve at the same time

(Letters of interest to serve sent to the BOT Chair should reflect and address all of these above criteria as well as relevant personal experience and qualifications for serving as a Trustee)

Members must adhere to the Role, Conduct, and Duties of a Trustee, as outlined in the Bylaws, including confidentiality.

Duties of the Trustees (see Bylaws):

- A. Duty of Care: Each Trustee shall perform their duties, including duties as a member of any committee, in good faith, with candid actions and active participation, including asking questions to help make informed decisions. Trustees shall act the way a reasonably prudent person would in a like position and under similar circumstances.
- B. Duty of Loyalty: Trustees shall place the Organization's interests over any other organization's interests or personal interests.
- C. Duty of Obedience: Once the board's decisions or actions are final, each Trustee shall support and implement the decisions; and shall not undermine them, publicly or privately.

Some additional information regarding Trustee obligations:

- Terms are 2 years AND when a successor is appointed.
- The BOT Is a self-sustaining body; the BOT appoints new members. Parents and Community Members serve as volunteers (no compensation) and must meet the requirements for school volunteers.
- Meetings are open to the public and governed by the Brown Act (open public meeting laws).
- BOT Members are considered public officials and must comply with Conflict of Interest Laws and fill out a 700 form, declaring a Statement of Economic Interests.
- Meetings are typically on the Second Wednesday of each month at 4:30 PM and last 2-2/12 hours or when the business of the Board is completed.
- This schedule does vary, based upon the school calendar and dates are posted each year. These are held on one of the school campuses in the San Juan School District, due to Ed Code.
- There may be closed sessions and a few special meetings a year.
- BOT Members should plan to attend each meeting in-person at the Sacramento Schools, as required for quorum, in the county of most students. Teleconference attendance from another school location is an exception, due to the Brown Act and Ed Code legislation.

- There is an agenda packet sent prior to each meeting for study and Trustees are expected to review the documents and come prepared to address the materials at the meeting.
- There is a 1-day retreat at the beginning of each school year (usually in September) and each Trustee is required to attend. The date is typically set at the end of the previous school year.
- There is also an on-boarding process and training for new members, to orient them to the business, processes, responsibilities, and obligations of the Board.
- Board members interface and communicate with the community and publicly represent the Organization.
- The Executive Director reports the BOT.
- The BOT appoints Officers that carry out the executive functions of the Board, including executing the priorities of the Board for the yearly work, Board Meetings, agenda items, and oversight duties.
- Executive Committee: an advisory committee to the Board that is made up of Board Officers and a non-quorum. The EC reviews items of Board work and interest to bring to the Board, preparing and setting the agenda for BOT Meetings. Meetings are held monthly and as needed to address the needs of the organization and schedule meetings of the full Board, as appropriate.
- Finance Committee: a working group that reports to the BOT and has at least one Board Member and not a quorum of the Board, as members. The goal is to understand the financial operations of the school, provide fiscal counsel and support to the BOT. Meetings of the Finance Committee are scheduled based on availability of the membership, but generally held the first week of each month.
- Other Committees are formed by the Board and members are required to serve on committees to support the work of the Board.
- The time commitment for Board Members, outside of Board Meetings varies, depending on committee work, the annual school planning calendar, and Board work and preparation. Members should expect to spend approximately 10-15 hours a month in service of meetings, communications, prep time, and committee work, with more time required for Officers.

Interested parties should read and familiarize themselves with the items below, found on the Organization and Schools websites:

- Golden Valley BOT Bylaws
- All School Charters
- 2020 Vision/Strategic Plan
- All Policies of the Schools
- The Brown Act (not on school websites)

Upon review of these materials, potential candidates are invited to contact the Board at bot@gvcharter.org to speak with other Board Members and the Chair about their interest, have questions answered, and to interview. Members need to have sponsorship by a Board Member and the support of Board Members to be nominated, with enough votes to be appointed. Members are usually appointed and serve yearly, beginning in August. A yearly term is typically August through June, with no Board work scheduled in July.

Heather Fraser Hurtt
 Board Of Trustees, Chair
 Golden Valley Charter Schools