

# ENTHEOS ACADEMY

EXCELLENCE • SERVICE • LEADERSHIP

## 2100 BOARD BUSINESS PRACTICES

### **Purpose**

The board is ultimately responsible for every aspect of Entheos Academy, including but not limited to policy decisions, fiscal accountability, and charter fidelity. The following business practices establish expectations and ensure consistency with school governance and board operations.

### **Policy**

- I. Individual board members have no authority to act unilaterally, only the board as a body is authorized to act on behalf of the organization or to establish an official board position.
- II. Board members should be careful to clarify whether they represent the board or if they are sharing their personal opinions when interacting with members of the Entheos Academy community or with the public. Each board member is accountable for fidelity to the fiduciary duties of obedience, loyalty, and care as defined in the Entheos Academy Board Member Agreement.
- III. Board Meeting Agendas
  - A. The Chair is responsible to create an agenda for each board meeting with the assistance of
  - B. Agenda items should be submitted to the chair by the Sunday prior to each Board Meeting if possible. For special meetings, agenda items should be submitted no later than 36 hours prior to the meeting if possible.
  - C. Items shall be added to an agenda by the chair or upon request of at least two trustees with at least 24 hours notice before a meeting.
  - D. The Chair or designee has the responsibility of prioritizing or assigning times to the agenda items in order to facilitate an efficient meeting.
- IV. Board Meeting Purposes
  - A. Compliance items that require board approval
  - B. Policy work
  - C. Review financial, administrative and other reports
  - D. Discuss school business
  - E. Provide instructions and assignments for school administration

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- F. Work sessions for study and board member education.
- V. Board Meeting Minutes
  - A. Minutes are the responsibility of the board secretary or designee.
  - B. Motions and votes shall be accurately recorded in detail.
  - C. Discussion items shall be summarized.
  - D. Minutes for each meeting are approved by the board in a subsequent board meeting.
  - E. Unapproved draft minutes may be posted prior to board approval to comply with state requirements if necessary.

REF: Board Member Agreement