

Executive Limitations

2.0: Global Executive Limitations Policy

The Executive Director shall not cause or allow any organizational practice, activity, decision, or circumstance that is either unlawful, imprudent, a material deviation from the school's charter contract, or commonly accepted business and professional ethics and practices.

2.1: Treatment of Families and Students & Prospective Families and Students

With respect to interactions with parents and students (including prospective, exiting, and former families), the Executive Director shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

The Executive Director shall not:

2.1.1

Elicit information for which there is no clear necessity

2.1.2

Use methods of collecting, reviewing, transmitting, or storing student information that fail to protect against improper access to the data.

2.1.3

Fail to operate facilities with appropriate accessibility.

2.1.4

Fail to provide a reasonably safe and secure facility.

2.1.5

Fail to establish with families and prospective families a clear understanding of what may be expected and what may not be expected from the programs offered by the school.

2.1.6

Fail to establish and adhere to a fair lottery system in the event that the school is oversubscribed.

2.1.7

Fail to inform families and prospective families of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.

2.2 Treatment of Faculty & Staff

With respect to the treatment of faculty and staff, the Executive Director shall not cause or allow conditions that are unfair, undignified, disorganized, or unclear.

The Executive Director shall not:

2.2.1

Operate without sufficient, written staff rules.

2.2.1.1

Subject staff to rules that are not clear and available.

2.2.1.2

Leave staff without an effective and unbiased method to deal with grievances.

2.2.1.3

Subject staff to wrongful conditions, nepotism, or preferential treatment based on personal reasons.

2.2.2

Prohibit or discourage non-disruptive and reasonable expression of dissent.

2.2.3

Allow staff to be unprepared to deal with emergency situations.

2.2.4

Fail to encourage a positive school culture.

2.3 Financial Planning and Budgeting

The Executive Director shall not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to deviate materially from the board's Ends priorities, risk financial jeopardy, or fail to be derived from a multi-year plan.

The Executive Director shall not allow budgeting that:

2.3.1

Risks incurring those situations or conditions described as unacceptable in the board policy, EL-2.4 - Financial Condition and Activities.

2.3.2

(repealed)

2.3.3

Contains too little information to enable credible projections of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

2.3.4

Uses capital reserves without prior approval from the Board.

2.3.5

Plans the expenditure in any fiscal year of more funds than 97% of the funds that are conservatively projected to be received in that period plus funds drawn down from capital reserves (per 2.3.4).

2.3.6

Fund maintenance expenditures at a level which would subject buildings and equipment to insufficient maintenance.

2.3.7

Fails to be presented to the board, for approval by the board, by May 1 of the prior fiscal year.

2.4 Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the Executive Director shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from board priorities established in its Ends policies.

The Executive Director shall not:

2.4.1

Expend more funds in a fiscal year than are budgeted for that fiscal year, nor indebt the organization in an amount greater than can be repaid from the budgeted amounts.

2.4.2

Use any Capital reserves without prior Board approval.

2.4.3

Allow payroll and debts to be settled in an untimely manner.

2.4.4

Allow tax payments or other government ordered payments or filings to be overdue or inaccurately filed.

2.4.5

Make a single purchase or commitment of greater than \$5000 without following the procedure for amounts over \$5,000 and over \$50,000 as outlined in Board Policy 403. Splitting orders to avoid this limit is not acceptable.

2.4.6

Allow receivables to be unparsed after a reasonable grace period.

2.4.7

(Repealed 12/4/19)

2.4.8

The Executive Director shall not fail to establish and follow appropriate internal financial control policies.

2.4.9

The Executive Director shall not fail to establish accounting procedures which allow for an accurate determination of expenses incurred and receipts received year to date.

2.5 Emergency Executive Succession

In order to protect the board from sudden loss of Executive services, the Executive Director will have at least one other executive sufficiently familiar with board and Executive Director issues and processes to enable him or her to take over with reasonable proficiency as an interim successor.

2.6 Asset Protection

The Executive Director shall not cause or allow corporate assets to be unprotected, inadequately maintained, or unnecessarily risked.

The Executive Director shall not:

2.6.1

Fail to insure against theft and casualty for 100% replacement value and against liability losses to Board members, staff or the organization and volunteers in an amount equal to or greater than the average of other schools of comparable size and in consultation with a risk manager.

2.6.2

Allow unbonded personnel access to material amounts of funds.

2.6.3

Subject facility and equipment to improper wear and tear or insufficient maintenance.

2.6.4

Unnecessarily expose the organization, its board or staff to claims of liability.

2.6.5

Make any purchase without considering the balance of long-term quality and cost.

2.6.6

Allow intellectual property, information and files to be exposed to loss or significant damage.

2.6.7

Receive, process or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.

2.6.8

Compromise the independence of the board's audit or other external monitoring or advice. Engaging parties already chosen by the board as consultants or advisers is unacceptable.

2.6.9

Endanger the organization's public image, credibility, or its ability to accomplish Ends.

2.6.10

Change the organization's name or substantially alter its identity in the community.

2.6.11

Fail to hold all school funds in insured bank accounts to the extent possible and to maintain all funds, except where necessary to facilitate ease in operational transactions, in interest bearing accounts.

2.6.12

Invest in equity securities without prior approval of the Board.

2.6.13

Acquire, encumber or dispose of real property.

2.7 Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Executive Director will not cause or allow jeopardy to fiscal integrity or to public image.

The Executive Director shall not:

2.7.1

Change the Executive Director's own compensation and benefits, except, as his or her benefits are consistent with a package for all other employees.

2.7.2

Promise or imply employment on terms other than at will.

2.7.3

Establish current compensation and benefits that deviate substantially from the comparable public school market or for the skills employed.

2.7.3.1

The Executive Director shall not permit licensed or non-exempt employees to be paid outside of the Douglas County School District's current salary schedule for comparable positions without Board approval.

2.7.3.2

The Executive Director shall not fail to post vacant positions on the school website and at least one other online website that is designed to advertise the position outside of the school community for at least three consecutive days prior to hiring.

2.7.4

Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.

2.7.5

Establish or change benefits so as to cause unpredictable or inequitable situations, including those that:

2.7.5.1

Incur unfunded liabilities.

2.7.5.2

Provide less than some basic level of benefits to all full-time employees, though differential benefits to encourage longevity are not prohibited.

2.7.5.3

Fail to comply with state law, including providing PERA retirement benefits.

2.8 Communication and Support to the Board

The Executive Director shall not permit the board to be uninformed, misinformed or unsupported in its work.

The Executive Director shall not:

2.8.1

Withhold, impede, or confound information relevant to the board's informed accomplishment of its job.

2.8.1.1

Neglect to submit monitoring data required by the board in board policy, Policy 4.4 - Monitoring Executive Director Performance, in a timely, accurate and understandable fashion, directly addressing provisions of board policies being monitored, and including Executive Director interpretations consistent with Policy 4.3 - Delegation to the Executive Director, as well as relevant data.

2.8.1.2

Allow the board to be unaware of any actual or anticipated noncompliance with any Ends or Executive Limitations policy, regardless of the board's monitoring schedule.

2.8.1.3

Allow the board to be without decision information required periodically by the board or let the board be unaware of relevant trends.

2.8.1.4

Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

2.8.1.5

Let the board be unaware of any incidental information it requires including anticipated media coverage, threatened or pending lawsuits and material internal changes including those related to budget priorities or significant staffing changes or realignment.

2.8.1.6

Let the board be unaware, if in the Executive Director's opinion, the board is not in compliance with its own policies on Governance Process and

Board-Management Delegation, particularly in the case of board behavior that is detrimental to the work relationship between the board and the Executive Director.

2.8.1.7

Present or communicate information in public or in semi-public forums, which the board should be expected to endorse or be aware of before informing the board or obtaining any required endorsement.

2.8.2

Withhold from the board and its processes logistical and clerical assistance.

2.8.2.1

Allow the board to be deprived of a workable, user-friendly mechanism for official board, officer, or committee communications.

2.8.2.2

Allow the board to do its work without the necessary items on its agenda. Necessary items are those decisions delegated to the Executive Director yet required by law, regulation, or contract to be board-approved, along with applicable monitoring information.

2.9 Academic Excellence

The Executive Director shall not fail to:

2.9.1

Offer authentic, integrated learning experiences.

2.9.2

Offer pathways for advanced learning

2.9.3

Graduate students who meet the following requirements

2.9.3.1

In order to graduate from Renaissance Secondary School, high school students must have successfully completed a Capstone project, forty hours of community service, and a minimum of 24.0 credits.

2.9.3.1.1

Graduates will have completed four credits of language arts.

2.9.3.1.2

Graduates will have completed four credits of mathematics, and must include the content covered in Algebra I, Geometry, and Algebra II.

2.9.3.1.3

Graduates will have completed three credits of social studies, at least one of which is U.S. or World History.

2.9.3.1.4

Graduates will have completed three credits of science, at least two of which are lab based.

2.9.3.1.5

Graduates will have completed two credits of arts.

2.9.3.1.6

Graduates will have completed one credit of physical education.

2.9.3.1.7

Graduates will have completed one credit of world languages.

2.9.3.1.8

Graduates will have completed six elective credits.

2.9.4

Achieve a performance rating or improvement rating on the CDE School Performance Framework or implement a strategic plan toward achieving a performance or improvement rating.

2.9.5

Provide data to the Board regarding alumni achievement of the Ends

2.9.6

Provide data to the Board regarding dropout rates, student achievement and growth, student behavior, and special populations.

Adopted:

April 18, 2018

Revision History:

Amended: August 1, 2018 (adding 2.9 ([Resolution 2018-19](#)))

Amended: December 4, 2019 (repealing 2.4.7 ([Resolution 2019-20](#)))

Amended: February 5, 2020 (amending EL 2.3 ([Resolution 2020-5](#)) and 2.9 ([Resolution 2020-4](#)))

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