

New Leaf PREP ACADEMY

Job Description

Governance Board Member

PURPOSE:

New Leaf Prep Academy is an independent public charter school authorized by the Universities of Wisconsin, Office of Educational Opportunity. New Leaf Prep Academy operates under a 5-seat governance board. The Governance Board of New Leaf Prep Academy is responsible for ensuring operation is aligned with the mission, vision, and strategic goals of New Leaf Prep Academy. The Board is responsible for legal, regulatory, and contract compliance as well as fiscal oversight. As a school board member, you are a representative of the community and a leader of New Leaf Prep Academy. You are a steward of NLPA's students and its tax dollars. You are an advocate of NLPA and its administration, faculty, staff, students and families. This role operates as a cohesive team with other members of the Governance Board and NLPA staff. The NLPA board oversees the education of students and is responsible for operations but does not directly run NLPA's day-to-day operations.

RESPONSIBILITIES:

- Adhere to NLPA's School Board Pledge
- Attend regularly scheduled board meetings and annual budget meeting
- Conduct public School Board meetings in a timely and effective manner
- Review and approve board meeting agendas and minutes
- Create relationships with local community members and business's
- Fundraising oversight and activity
- Ensure compliance and monitor school performance
- Approve Policy and Procedures of NLPA Operations
- Conduct Leadership (CEO and any related financial employees) Evaluations
- Respond to emails and communication promptly
- Familiarize yourself and follow all WI Open Meetings Law and NLPA Documentation Request procedures
- Review, approve, and initial invoices, purchase orders, transactions, and monthly financial statements.
- Review, Secure, and approve all leases and LOC's
- Complete yearly meetings and any contractual items with the charter contract authorizer
- Oversee advertising and enrollment numbers, especially as it pertains to budgets
- Assist administration/leadership with creating a culture and faculty NLPA is proud of
- Committee advisement, committee to be assigned
- Contract with local professionals (WRCSS, OEO, Lawyer, etc) for continued training and resources
- Attend annual WRCCS online governance board sessions (Date to be decided, 2-3 hours a year time commitment)
- Assist leadership in HR duties when asked, pay scale approval, and handle any student expulsions
- Other duties as assigned

Qualifications

- Must pass a WI Caregiver Background Check
- Must be a US citizen, at least 21 years old, and free of felony convictions
- Must understand and agree to NLPA's Mission, Vision, and Values
- Must be willing to work on a volunteer basis, this is not a paid position
- Education, business, leadership or nonprofit experience is a plus