



# GATEWAY PREPARATORY ACADEMY

A M O N T E S S O R I C H A R T E R S C H O O L

## ***01-110—Executive Limitations***

### **Global Executive Limitations Policy**

The Principal/Director shall not cause or allow any organizational practice, activity, decision, or circumstance that is either unlawful, imprudent, in violation of commonly accepted business, professional and educational ethics and practices, or not in accordance with the charter of Gateway Preparatory Academy.

### **Treatment of Students**

With respect to interactions with students or those applying to be students, the Principal/Director shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

The Principal/ Director shall not:

1. Elicit information for which there is no clear necessity.
2. Use method of collecting, reviewing, transmitting, or storing client information that fail to protect against improper access to the material and are not in compliance with State record keeping archiving policies.
3. Fail to operate facilities with appropriate accessibility and privacy including but not limited to:
  - a. Not enforcing building access procedures.
  - b. Not keeping all exterior doors locked.
  - c. Not establishing emergency lock down and evacuation procedures.
  - d. Not maintaining safe drop-off and pick-up procedures.
4. Fail to establish with students a clear understanding of academy expectations, including but not limited to:
  - a. Dress Code Standards
  - b. Academic Standards
  - c. Behavioral Standards
5. Fail to inform students 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.

### **Treatment of Parents**

The Principal/ Director shall not

1. Fail to establish with parents a clear understanding of academy expectations, including:
  - a. Dress code procedures
  - b. Safe drop off and pick up procedures
  - c. Volunteer hours

2. Fail to inform parents 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.

### **Hiring of Staff**

With respect to the hiring of staff, the Principal/Director may not cause or allow conditions that are unfair, non-compliant with the Gateway Preparatory Academy charter, or not in the best interest of the students.

The Principal/Director shall not:

1. Discriminate on the basis of religion, race, gender, or any other legally protected class
2. Make hiring or deployment decisions that create a conflict of interest or violate any school policy or section of the charter
3. Fail to develop and follow hiring practices and procedures that ensure transparency, legal compliance, and reasonable practices
4. Fail to document the reasons for hiring decisions and compliance with policy and administrative practice

### **Treatment of Staff**

With respect to the treatment of paid and volunteer staff, the Principal/Director may not cause or allow conditions that are unfair, undignified, disorganized, or unclear.

The Principal/Director shall not

1. Operate without written personnel rules that (a) clarify rules for staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
2. Retaliate against any staff member for non-disruptive expression of dissent.
3. Fail to acquaint staff with the Principal/Director's interpretation of their protections under this policy.
4. Fail to acquaint and provide staff with copies of the Charter Academy charter and any other documentation relevant to their employment.
5. Fail to provide staff with performance assessments and improvement suggestions.
6. Allow staff to be unprepared to deal with emergency situations.

### **Financial Planning/Budgeting**

The Principal/Director shall not cause or allow financial planning and budgeting for any fiscal year or the remaining part of any fiscal year to deviate materially from the board's Outcomes priorities, risk financial jeopardy, or fail to be derived from a multiyear budget plan.

There will be no financial plans that

1. Are not approved by the board in a public board meeting
2. Risk incurring those situations or conditions described as unacceptable in the board policy "Financial Condition and Activities."
3. Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosures of planning assumptions.

4. Provide less for board prerogatives during the year than is set forth in the “Cost of Governance” policy.
5. Provide less for instructional operations during the year than is adequate to meet stated Outcomes or to fulfill the school’s charter.

### **Financial Condition and Activities**

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

The Principal/Director shall not

1. Expend more funds than have been received in the fiscal year to date unless the board’s debt guidelines is met.
2. Incur debt in an amount greater than can be repaid by certain and otherwise unencumbered revenues within sixty days.
3. Use any long-term reserves.
4. Conduct interfund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain and otherwise unencumbered revenues within thirty days without prior board approval.
5. Conduct budget cuts without prior board approval.
6. Fail to settle payroll and debts in a timely manner.
7. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
8. Make a single purchase or commitment of greater than \$5,000.00. Splitting orders to avoid this limit is not acceptable.
9. Acquire, encumber, or dispose of real estate.
10. Fail to aggressively pursue receivables after a reasonable grace period.

### **Emergency Principal/Director Succession**

To protect the board from sudden loss of Principal/Director services, the Principal/Director shall not permit there to be fewer than two other individuals sufficiently familiar with board and Principal/Director issues and processes to enable either to take over with reasonable proficiency as an interim successor.

### **Asset Protection**

The Principal/Director shall not cause or allow academy assets to be unprotected, inadequately maintained, or unnecessarily risked.

The Principal/Director shall not

1. Fail to insure adequately against theft and casualty and against liability losses to board members, staff, and the organizations itself.
2. Allow unbonded personnel access to material amounts of funds.
3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.
4. Fail to ensure that the facility is clean and presentable to investors, regulators, or the general public.

5. Unnecessarily expose the organization, its board, or its staff to claims of liability.
6. Make any purchase (a) wherein normally prudent protection has not been given against conflict of interest; (b) of more than \$10,000.00 without having obtained comparative prices and quality; (c) of more than \$10,000.00 without a stringent method of assuring the balance of long-term quality and cost. Orders shall not be split to avoid these criteria.
7. Fail to protect intellectual property, information, and files from loss or significance damage.
8. Receive, process, or disburse funds under controls insufficient to meet the board-appointed auditor's standards.
9. Compromise the independence of the board's audit or other external monitoring or advice, such as by engaging parties already chosen by the board as consultants or advisers.
10. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating at any time, or in non-interest-bearing accounts except when necessary to facilitate ease in operational transactions.
11. Endanger the organization's public image, its credibility, or its ability to accomplish Outcomes.
12. Change the organization's name or substantially alter its identity in the community.

### **Compensation and Benefits**

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Principal/Director shall not cause or allow jeopardy to financial integrity or to public image.

The Principal/Director shall not:

1. Change the Principal/Director's own compensation and benefits, except as benefits are consistent with a package for all other employees.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.
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.
5. Establish or change benefits so as to cause unpredictable or inequitable situations, including those that
  - a. Incur unfounded liabilities.
  - b. Provide less than some basic level of benefits to all full-time employees, though differential benefits to encourage longevity are not prohibited.
  - c. Allow any employee to lose benefits already accrued from any previous plan.
  - d. Treat the Principal/Director differently from other key employees.

### **Communication and Support to the Board**

The Principal/Director shall not cause or allow the board to be uninformed or unsupported in its work.

The Principal/Director shall not:

1. Neglect to submit monitoring data required by the board in Board-Management Delegation policy "Monitoring Principal/Director Performance" in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored, and including Principal/Director interpretations consistent with Board-Management Delegation policy "Delegation to the Principal/Director," as well as relevant data.
2. Allow the board to be unaware of any actual or anticipated noncompliance with any Outcomes or Executive Limitations policy of the board regardless of the board's monitoring schedule.
3. Allow the board to be without decision information required periodically by the board or let the board be unaware of relevant to Outcomes.
4. Let the board be unaware of any significant incidental information it requires including anticipated media coverage, threatened or pending lawsuits, and material internal and external changes.
5. Allow the board to be unaware that, in the Principal/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 Principal/Director.
6. 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.
7. Allow the board to be without a workable mechanism for official board, officer, or committee communications.
8. Deal with the board in a way that favors or privileges certain board members over the others, except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.
9. Fail to submit to the board a consent agenda containing items delegated to the Principal/Director yet required by law, regulation, or contract to be board-approved, along with applicable monitoring information.

### **Outcomes Focus of Grants or Contracts**

The Principal/Director may not enter into any grant or contract arrangements that fail to emphasize primarily the production of Outcomes and, secondarily, the avoidance of unacceptable means.

The Principal/Director shall not:

1. Fail to prohibit particular methods and activities to preclude grant funds from being used in imprudent, unlawful, or unethical ways.
2. Fail to assess and consider an applicant's capability to produce appropriately targeted, efficient results
3. Fund specific methods except when doing so for research purposes, when the result to be achieved is knowledge about differential effectiveness of various methods.

**Reviewed and Approved: September 12, 2013**