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2. SCHOOL BOARD

2.1 SCHOOL BOARD POWERS AND RESPONSIBILITIES

The Board of Trustees, drawn from and responsible to the Association, is vested with the authority and responsibility for maintaining the financial stability of the school and for the formulation and adoption of the policies which govern the administration of the school, and for the appraisal of the effectiveness of the policies and their administration.

2.1.1 Responsibilities

The functions of the Board of Trustees shall include, but not necessarily be limited to:

1. Adopting policies to guide the operation of the school.
2. Presenting the needs of the school and giving active support before the Association, the community, and representatives of appropriate governments.
3. Appointing a Superintendent for the school and monitoring the discharge of his duties.
4. Managing and governing the school, the functional operation of which shall be delegated to the Superintendent.
5. Hiring personnel and terminating employment as necessary in accordance with policy.
6. Acting as an appraisal body to review reports made by the administration and to evaluate the effectiveness of the school program.
7. Reviewing and approving the annual budget, which has been prepared by the Superintendent and recommended by the Finance Committee after review.
8. Countersigning for the expenditure of funds previously authorized by the Board.
9. Employing an independent auditor and an attorney, who shall be directly responsible to the Board of Trustees.
10. Providing by the exercise of its legal powers the funds necessary to finance the operation of the school.
11. Performing specific duties imposed on the Board by appropriate authorities as stated in the Statutes.
12. Establishing priorities and procedures pertaining to the admission of students in the school.
13. Acting as the body of final review for school personnel and patrons who wish to appeal a prior decision by the Superintendent to the Board. Cases shall be presented in writing to the Board Chairman at least one week in advance of the scheduled meeting for inclusion on the agenda.
14. Approving courses of study recommended by the Superintendent through the Curriculum Committee.
15. Approving the annual school calendar as presented by the Superintendent.
16. Expelling students where such expulsion is based on valid evidence and is in the best interests of the students and the school community.

17. Providing orientation for new Board members, in coordination with the Superintendent.
18. Considering communications, written and presented to the Chairman, on matters of administration or policy, which are not otherwise provided for in these responsibilities and regulations.
19. Altering grade levels available as necessary due to physical plant and/or financial constraints and/or the interests of the AEA Association.
20. Determining rewards (financial or otherwise) for deserving individuals demonstrating exceptional performance at AEA.

Cross-reference: Article 15 of the Association Statutes

Adopted: March 15, 2004

2.2 ELECTION OF BOARD MEMBERS

An election shall be held annually at the last Association business meeting. To be elected are Trustees to fill any vacant positions caused by:

1. the resignation of a board member before the term of office is fulfilled.
2. the term of office being completed.

In accordance with the Statutes, Article 14, sec. b. The Board of Trustees shall be composed of ten members. Five shall be United States citizens, three shall be Bolivian citizens and two shall be third country citizens. In order to be considered a United States Citizen or a third country citizen the prospective Trustee must possess a valid passport from the United States or a third country with a resident visa for Bolivia. School employees and their respective spouses shall be excluded from serving on the Board of Trustees. The United States Ambassador has the right to appoint a non-voting representative to the Board of Trustees.

The Association Nominating Committee shall prepare nominations for elections. Nominees must be parents of AEA students, be current in their financial obligations to AEA and anticipate residing in La Paz for the period of the term of office they seek.

Cross-reference: Articles 14 and 16 of the Association Statutes
Policy 2.2.2 Vacancies on the Board

Adopted: March 15, 2004

Revised: May 10, 2004

2.2.1 Board Member Removal from Office

Any Board member who fails to attend scheduled Board meetings due to an impediment, disease, or absence that impedes his/her performance as a board member shall be liable to be relieved of his/her position subject to the approval of the majority of the Board.

In accordance with AEA statutes, Article 14, sec. m, a member of the Board of Trustees may be removed by a vote of two-thirds of the members of the Association at any Membership meeting provided the reasons for the proposed removal have been published. Board members must be current in all financial obligations in order to remain on the Board of Trustees.

Cross-reference: Article 15 of the Association Statutes

Adopted: March 15, 2004

2.2.2 Vacancies on the Board

In case a position is vacated for any reason, the position thus vacated will be filled by calling an executive session. The Board will develop and prioritize a list of potential appointees. The Chairman will contact each candidate in order of priority until the position is accepted. The appointees' term will begin immediately and will expire at the next annual election.

Cross-references: 2.2 Election of Board Members
Article 14, sec. h or the Association Statutes

Adopted: March 15, 2004

2.3 ORGANIZATION OF THE BOARD

The Board shall consist of 10 voting members elected by the AEA Association. In addition to the elected members, the following are entitled to participate in Board meetings:

- a. Superintendent of the School
- b. President of the PTA
- c. Student Council representative
- d. Faculty representative
- e. US Ambassador's representative
- f. Principals

These individuals shall not be entitled to a vote in Board matters and are not to be counted to determine a quorum.

Adopted: March 15, 2004
Revised: January 30, 2006

2.3.1 Board Officers

The Board shall elect its own officers to serve one-year terms. These elections are to take place at the annual re-organization meeting at the earliest convenient date following the annual meeting. Officers to be elected:

- Chairman
- Vice-Chairman
- Secretary
- Treasurer

Duties of these officers shall be consistent with those set forth in the Statutes of the Association.

No salary or compensation shall be paid for service as a Board member or officer, except that the cost of reasonable expenses incurred in connection with such service shall be reimbursed.

Cross-reference: Articles 17, 18, 19, & 20 of the Association Statutes

Adopted: March 15, 2004

2.3.2 Board Subcommittees

The Chairman, in consultation with the Board, shall appoint standing and ad hoc committees of the Board to serve concurrently with the School Board year. The Chairman of each Committee shall be a Trustee but additional Committee members, not to exceed six, may be drawn from the Board (including elected and non-elected members) or the Association. The Board Chairman and School Superintendent may serve as *ex officio* members of all committees but do not necessarily attend all meetings. Each committee shall establish its own rules, keep minutes of its actions, and make reports to the Board. Reports to the Board shall be made through the respective Committee Chairman. All Committee materials shall be turned over to the Board Chairman at the end of the fiscal year or to the Committee's new Chairman.

Adopted: March 15, 2004

2.4 BOARD-SUPERINTENDENT RELATIONSHIP

The Board shall strive to employ, when a vacancy exists, the best professional leader available for the head administrative post. Then the Board as whole and individual members shall:

1. Give the Superintendent full administrative authority for properly discharging his/her professional duties, holding him/her responsible for acceptable results, which shall regularly be reported to the Board as appropriate, culminating in an annual report.
2. Act only following the recommendation of the Superintendent in matters of employment or dismissal of school personnel.
3. Hold all meetings of the Board in the presence of the Superintendent except those pertaining to the Superintendent's performance and contract.
4. Refer all complaints, criticisms, and requests to the Superintendent and discuss them at a Board meeting only if they are not first resolved by the administration.
5. Present personal criticisms of any employee directly to the Superintendent.

The working relationship between the Superintendent and the Board shall be reviewed simultaneously with the annual evaluation of the Superintendent.

Cross-reference: 1.3.3 Evaluation of the Superintendent

Adopted: March 14, 2004

2.5 BOARD MEETINGS

2.5.1 Regular Meetings

The regular meetings of the Board of Trustees shall be monthly, during the academic year, at a time to be fixed at the first meeting of the new Board each year. A regular meeting calendar shall be adopted and posted following the initial meeting of that new Board.

Adopted: March 15, 2004

2.5.2 Special Board Meetings

Special meetings of the Board of Trustees shall be called by the Chairman of the Board at the request of the Superintendent or when requested by at least two members of the Board. Only that business which is set forth in the call of the meeting shall be transacted at any special meeting unless all members of the Board are present and agree to the consideration of an additional item.

Adopted: March 15, 2004

2.5.3 Notice

Members of the Association shall be notified via appropriate means three days or more in advance of the day of regular and special School Board Meetings, except in case of an emergency or urgent necessity which shall be expressed in the public notice posted before the meeting is called to order. Regular and special meetings shall be open to members of the Association.

Adopted: March 15, 2004

2.5.4 Quorum and Procedures

School Board actions are official and legally binding only when a quorum is present. A quorum consists of half plus one of the voting members of the Board. Matters shall be decided by a majority vote. The Board shall observe Robert's Rules of Order, Revised, except that the Chairman may discuss and have a vote on all matters before the Board.

In accordance with Article 14, sec. j. of the Statutes, in case of a tie vote the chairman shall have an additional vote.

Adopted: March 15, 2004

2.5.5 Location

All School Board Meetings shall be held on school grounds unless inappropriate or impossible.

Adopted: March 15, 2004

2.5.6 Changes in scheduled meetings

Scheduled regular or special meetings may be changed if agreed upon a majority of the board members and subject to notice requirements.

Adopted: March 15, 2004

2.5.7 Executive sessions

The Chairman shall call an executive session as he deems appropriate to consider matters such as personnel issues, student disciplinary actions, contractual arrangements and security concerns and to hold preliminary discussions on budgets and financial issues. Prior to convening an executive session, the Chairman will specify the purpose for which the meeting was called and at the next regular open meeting, the Chairman will announce, as deemed appropriate, any actions taken at the executive session. The executive sessions will be attended by the voting members and by the Superintendent, except when his evaluation is being considered and by any other individual specifically invited by the Chairman.

Adopted: March 15, 2004

2.5.8 Agenda preparation, format, and dissemination

The agenda for meetings is drawn up by the Superintendent after consultation with the Chairman. Members who have matters which they wish to bring before the Board should contact the Superintendent as early as possible. The agenda will be prepared and sent to the Board members in advance of the meeting. A minimum of one week's notice must be given in order for an item to be considered at the next regular meeting.

Adopted: March 15, 2004

2.5.9 Voting method

Each member, including the Chairman, shall be entitled to one vote except in the case of a tie where the Chairman shall have an additional vote. A vote of the majority of members present shall be necessary for the passage of any motion. The name of each member voting "nay" shall be recorded in the minutes upon his request. A member may abstain from voting only if there is a clear indication of a conflict of interest. In such instances, no vote shall be counted for such member.

A matter voted upon by the Board shall not be brought up for reconsideration more than once during the calendar year except by a majority vote of the Board.

No action shall be taken by the Board except as taken above at a properly called regular, special, or executive meeting.

Cross-reference: Article 14, sec. j of the Association Statutes
Policy 2.5.4 Quorum and Procedures

Adopted: March 15, 2004

2.5.10 Minutes

The official minutes of the Board of Trustees, including regular, special and executive, shall be kept in the office of the Superintendent and shall be made available to any Board member desiring to see and examine them during regular business hours.

Minutes from regular and special Board Meetings only are available to all members of the Association.

The Superintendent shall be responsible for safeguarding all official documents, including the Board Minutes. The minutes shall:

- A. Be kept by the Secretary or his designee.
- B. Record the Board members and school personnel present.
- C. Record each action taken and identify the persons moving and seconding each proposed action and the vote thereon.
- D. Be delivered to each member as soon following the meeting as reasonably can be done.
- E. Be approved, without reading but with such corrections as the Board may deem necessary, at the next succeeding meeting.
- F. Not include either in their entirety or by way of summary the discussions of the Board members or statements of Board members, but shall be adequate to explain with clarity actions taken by the Board based on law or policy.

Adopted: March 15, 2004

2.6 BOARD EVALUATION

The Board shall establish a process to evaluate itself on an annual basis. At least one Executive Session per school year shall be devoted to this purpose.

Adopted: March 15, 2004