

DRAFT

Shared Governance Workflow

Goals:

- **The Teacher Leadership Collective (TLC)** can operate with autonomy in their educational and programmatic leadership
- **The Board of Directors** can maintain fiduciary, legal, policy and program oversight
- There's a clear loop of communication, approval, and accountability
- **Transparency** as much as possible to membership and staff while maintaining required confidentiality

Process Flow:

Teacher Leadership Collective ↔ Board of Directors

1. Scope & Roles

TLC:

- Leads day-to-day academic & classroom programming
- Manages curriculum, instruction, and student support
- Oversees teacher-led committees, school culture initiatives, and family engagement related to education
- Identifies operational needs affecting teaching & learning
- Emergency authority re: decisions during school hours if a Board member is unavailable
- [ADD HOS Redistribution Duties once finalized](#)
- Joint responsibility for school metrics

Board of Directors:

- Oversees finances, compliance, policy, and long-term strategy
- Approves budget, contracts, and major expenditures (To be defined)
- Oversees community engagement & programming in consultation with Family Job Chairs/teams with input from TLC
- Leads hiring & termination, internal program evaluation tools and methods in consultation with TLC
- Joint responsibility for school metrics

2. Decision-Making Pathways

A. TLC Can Decide Independently on:

- Curriculum and instructional methods (within budget)
- Classroom schedules and student grouping
- Teacher professional development activities (within budget)
- Family engagement activities that do not require unbudgeted spending

B. TLC Will Bring to Board for Approval:

- Any suggested **policy changes** (e.g., admissions policy, discipline policy)
- Any **budget-impacting decision** outside the approved budget (hiring needs, program expansions, resource purchases over a set threshold \$amount TBD, e.g., \$1000)
- Requests for changes to school calendar/offerings affecting contractual obligations to families or staff
- Contracting with outside vendors for programs/services
- Requests for major changes in staffing structure or compensation

3. Communication Flow

Monthly

- TLC submits a brief **written report** to the Board (standing agenda item) including:
 - Highlights/accomplishments
 - Operational concerns
 - Budget impacts or anticipated needs
 - Upcoming events or initiatives
 - Requests for board input or approvals
- TLC <> Board Liaison reports at monthly board meetings
- TLC Liaison reports at membership meetings
- Board liaison at specified TLC or staff meeting? Or available as needed?

As Needed

- TLC sends proposals / requests for motions to Board via email for feedback/input, include response timeframe
- TLC may call an ad-hoc meeting with Board officers if urgent operational or safety issues arise that have financial, legal, or policy implications
- Board may call an ad-hoc meeting with TLC if urgent governance, compliance, or strategic matters arise that affect teaching & learning

4. Feedback & Accountability Loop = Checks & Balances

- **Board responds** to TLC requests for approval in writing within a set timeframe (e.g., 5 business days)
- **TLC confirms** implementation of Board-approved actions and reports back on outcomes in the next monthly update
- Annual joint retreat for reflection, goal-setting, and aligning Board/TLC priorities

Decision Rights Matrix

Decision Area	Primary Responsibility	Consulted / Informed	Approval Needed From
Curriculum design, instructional approach, and classroom practices	TLC	Board informed	None (unless financial or legal or programmatic impact)
School calendar & daily schedule	Shared: TLC proposes	Board consulted	Board approves (due to budget/contract implications)
Student behavior/restorative justice/discipline policies	TLC drafts	Board consulted	Board OR Membership (?) approves
Hiring of teaching staff	Joint TLC & Board Committee	Membership consulted	Board approves
Hiring of non-teaching staff	Joint TLC & Board Committee	Membership consulted	Board approves
Tuition Approval	Board drafts in consultation with TLC	TLC consulted	Membership approves
Annual budget development	Board drafts in consultation with TLC	TLC consulted	Board approves & membership notified

Expenditure over approved budget	Board	TLC informed	Board approves
Grant applications	Shared	Both informed	Board approves (final)
Fundraising priorities & events	Board leads	Both informed	Board approves (if budget impact)
Facilities maintenance & improvements	Operations/Board leads	TLC consulted	Board approves (if budget impact)
Policy changes impacting school-wide operations	Shared	Both consulted	Board approves
Mission/vision updates	Shared	Both consulted	Membership approves
Major program changes (e.g., opening/closing grade levels)	Shared discussion	Membership consulted	Membership approves
Crisis/emergency response decisions	Board leads (in coordination with TLC) If Board unavailable during school hours, TLC has emergency authority	Board/TLC informed	No approval needed in emergency

What else is needed

- Term limits?

- Transparency
- Conflict Resolution process
- Helping staff and members feel included