**Bylaws of the Board** BB 9000(a)

**ROLE OF THE BOARD**

Governing Board Members have been appointed from the Boards of Capistrano Unified School District and Laguna Beach Unified School District to form the Board of College and Career Advantage (CCA) Regional Occupational Program (ROP) to provide leadership and citizen oversight to CCA. The Board shall ensure that CCA is responsive to the values, beliefs, and priorities of the community.

The Board shall work with the Executive Director to fulfill its major responsibilities, which include:

1. Setting the direction for CCA through a process that involves the business community, parents/guardians, students, and staff and is focused on student learning and achievement

*(cf. 0000 - Mission/Vision)*

*(cf. 0100 - Philosophy)*

*(cf. 0200 - Goals for CCA)*

2. Establishing an effective and efficient organizational structure for CCA by:

a. Employing the Executive Director and setting policy for hiring of other personnel

*(cf. 2110 – Executive Director Responsibilities and Duties)*

*(cf. 2120 – Executive Director Recruitment and Selection)*

*(cf. 4000 - Concepts and Roles)*

*(cf. 4111 - Recruitment and Selection)*

*(cf. 4211- Recruitment and Selection)*

*(cf. 4311- Recruitment and Selection)*

b. Overseeing the development and adoption of policies

*(cf. 9310 - Board Policies)*

c. Establishing career and technical standards and adopting the curriculum

*(cf. 6011 - Academic Standards)*

*(cf. 6141 - Curriculum Development and Evaluation)*

*(cf. 6146.1 - High School Graduation Requirements)*

*(cf. 6146.5 - Elementary/Middle School Graduation Requirements)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

d. Establishing budget priorities and adopting the budget

*(cf. 3000 - Concepts and Roles)*

*(cf. 3100 - Budget)*

*(cf. 3312 - Contracts)*

BB 9000(b)

**ROLE OF THE BOARD** (continued)

e. Providing safe, adequate facilities that support CCA’s instructional program

*(cf. 3517 - Facilities Inspection)*

*(cf. 7110 - Facilities Master Plan)*

*(cf. 7150 - Site Selection and Development)*

*(cf. 7210 - Facilities Financing)*

3. Providing support to the Executive Director and staff as they carry out the Board's direction by:

a. Establishing and adhering to standards of responsible governance

*(cf. 9005 - Governance Standards)*

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

*(cf. 9200 - Limits of Board Member Authority)*

*(cf. 9270 - Conflict of Interest)*

b. Making decisions and providing resources that support CCA priorities and goals

c. Upholding Board policies

d. Being knowledgeable about CCA programs and efforts in order to serve as effective spokespersons

*(cf. 9240 - Board Development)*

*(cf. 9400 - Board Self-Evaluation)*

4. Ensuring accountability to the public for the performance of CCA by:

a. Evaluating the Executive Director and setting policy for the evaluation of other personnel

*(cf. 2140- Evaluation of the Executive Director)*

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4315 - Evaluation/Supervision)*

b. Monitoring and evaluating the effectiveness of policies

c. Serving as a judicial (hearing) and appeals body in accordance with law and Board policies

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

BB 9000(c)

**ROLE OF THE BOARD** (continued)

*(cf. 4031 - Complaints Concerning Discrimination in Employment)*

*(cf. 4117.3 - Personnel Reduction)*

*(cf. 4117.4 - Dismissal)*

*(cf. 4144/4244/4344 - Complaints)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

*(cf. 5119 - Students Expelled from Other Districts)*

*(cf. 5125.3 - Challenging Student Records)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

d. Monitoring student achievement and program effectiveness and requiring program changes as necessary

*(cf. 0500 - Accountability)*

*(cf. 0520 - Intervention for Underperforming Schools)*

*(cf. 0520.1 - High Priority Schools Grant Program)*

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 0520.3 - Title I Program Improvement Districts)*

*(cf. 6162.5 - Student Assessment)*

*(cf. 6162.51 - Standardized Testing and Reporting Program)*

*(cf. 6162.52 - High School Exit Examination)*

*(cf. 6190 - Evaluation of the Instructional Program)*

e. Monitoring and adjusting CCA finances

*(cf. 3460 - Financial Reports and Accountability)*

5. Providing community leadership and advocacy on behalf of students, CCA’s educational program, and public education in order to build support within the local community and at the state and national levels

*(cf. 0510 - School Accountability Report Card)*

*(cf. 1020 - Youth Services)*

*(cf. 1100 - Communication with the Public)*

*(cf. 1112 - Media Relations)*

*(cf. 1160 - Political Processes)*

*(cf. 1400 - Relations between Other Governmental Agencies and the Schools)*

*(cf. 1700 - Relations between Private Industry and the Schools)*

*(cf. 9010 - Public Statements)*

The Board is authorized to establish and finance any program or activity that is not in conflict with, inconsistent with, or preempted by law. (Education Code 35160)

BB 9000(d)

**ROLE OF THE BOARD** (continued)

*Legal Reference:*

*EDUCATION CODE*

*5304 Duties of governing board (re school district elections)*

*12400-12405 Authority to participate in federal programs*

*17565-17592 Board duties re property maintenance and control*

*33319.5 Implementation of authority of local agencies*

*35000 District name*

*35010 Control of district; prescription and enforcement of rules*

*35020-35046 Officers and agents*

*35100-35351 Governing boards, especially:*

*35160-35185 Powers and duties*

*35291 Rules*

*Management Resources:*

*CSBA PUBLICATIONS*

*Maximizing School Board Governance*

*Professional Governance Standards, November 2000*

*School Board Leadership: The Role and Function of California's School Boards, 1996*

*NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS*

*The Key Work of School Boards, 2000*

*WEB SITES*

*CSBA:* [*http://www.csba.org*](http://www.csba.org/)

*CSBA Governance Institute:* [*http://www.csba.org/gi*](http://www.csba.org/gi)

*National School Boards Association:* [*http://www.nsba.org*](http://www.nsba.org/)

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| Bylaw  Adopted: October 25, 2007  Revised: January 8, 2024 | **COLLEGE AND CAREER ADVANTAGE**  San Juan Capistrano, California |