



Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #1: Global Executive Limitations Policy

The CEO shall not cause or allow any organizational practice, activity, decision, or circumstance that is either unlawful, imprudent, a material deviation of the school's bylaws, articles of incorporation (with particular attention to the article on "Purposes") and charter (with particular attention to the Utah purposes of charter schools as defined in the parameters in the seven numbered points in attachment C), or in violation of the school's assurances to the Utah State Board of Education (attachment H of the charter), or commonly accepted business and professional ethics and practices.

My signature as board secretary hereby certifies that this policy was adopted by the board on the date shown below:

August 13, 2016
Date

Board Secretary



Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #2a: Treatment of Families & Prospective Families

With respect to interactions with parents and students (including prospective, exiting, and former families), the CEO shall not cause or allow conditions, procedures, or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.

My signature as board secretary hereby certifies that this policy was adopted by the board on the date shown below:

August 13, 2016
Date

Board Secretary



Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #2b: Treatment of Faculty & Staff

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

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August 13, 2016

Date

Board Secretary



Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #2c: Financial Planning/Budgeting

The CEO shall not cause or allow financial planning for any fiscal year or the remaining part of any fiscal year to deviate materially from the board's Ends priorities (even those that are provisional), risk financial jeopardy, or fail to be derived from a multiyear plan.

My signature as board secretary hereby certifies that this policy was adopted by the board on the date shown below:

August 13, 2016
Date

Board Secretary



Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #2d: Financial Condition and Activities

With respect to the actual, ongoing financial conditions and activities, the CEO shall not cause or allow the development of financial jeopardy or material deviation of actual expenditures from board priorities established in its Ends policies (even those that are provisional).

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Board Secretary



Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #2e: Emergency CEO Succession

To protect the board from sudden loss of CEO services, the CEO shall not permit a situation in which there are not at least two other school executives who are sufficiently familiar with board and CEO issues and processes to enable either of them to take over with reasonable proficiency as an acting or interim successor.

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August 13, 2016
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Board Secretary



Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #2f: Asset Protection

The CEO shall not cause or allow corporate assets to be unprotected, inadequately maintained, or unnecessarily risked.

My signature as board secretary hereby certifies that this policy was adopted by the board on the date shown below:

August 13, 2016

Date

Board Secretary



Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #2g: Compensation and Benefits

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

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Board Secretary



Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #2h: Communication and Support to The Board

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

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Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #2i: Ends Focus on Grants or Contracts

The CEO may not enter into any grant or contract arrangements that fail to emphasize primarily the production of the board's stated Ends.

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Board Secretary



Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #3a: Treatment of Families & Prospective Families

The CEO shall not:

1. Elicit information for which there is no clear necessity.
2. Use methods of collecting, reviewing, transmitting, or storing student information that fail to protect against improper access to the data.
3. Fail to operate facilities with appropriate accessibility.
4. Fail to establish with families and prospective families a clear understanding of what may be expected and what may not be expected from the programs offered by the school.
5. Fail to establish and adhere to a fair lottery system in the event that the school is oversubscribed.
6. Fail to inform families and prospective families 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.

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Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #3b: Treatment of Faculty & Staff

The CEO shall not:

1. Operate without written personnel rules that (a) clarify rules for faculty and 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 faculty and staff with the CEO's interpretation of their protections under this policy.
4. Allow faculty or staff to be unprepared to deal with emergency situations.

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Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #3c: Financial Planning/Budgeting

The CEO shall not make plans that:

1. Risk incurring those situations or conditions described as unacceptable in the board policy “Financial Condition and Activities.”
2. Omit credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.
3. Provide less for board prerogatives during the year than is set forth in the “Cost of Governance Policy.”

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Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #3d: Financial Condition and Activities

The CEO shall not:

1. Expend more funds than have been received in the fiscal year to date unless the board's debt guideline 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.
5. Fail to settle payroll and debts in a timely manner.
6. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
7. Make a single purchase commitment of greater than \$5,000.00. Splitting orders to avoid this limit is not acceptable. Purchases greater than \$5,000 require prior board approval.
8. Acquire, encumber, or dispose of real estate.
9. Fail to aggressively pursue receivables after a reasonable grace period.

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Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #3f: Asset Protection

The CEO shall not:

1. Fail to insure adequately against theft and casualty to the school and against liability losses to board members, staff, and the organization 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. Unnecessarily expose the organization, its board, or its faculty and staff to claims of public liability.
5. Make any purchase wherein normally prudent protection has not been given against conflict of interest.
6. Fail to protect information and files from loss or significant damage.
7. Receive, process, or disburse funds under controls insufficient to meet the board-appointed auditor's standards.
8. 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 advisors.

Policy EL #3f continued on next page

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Policy EL #3f continued from previous page

9. 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.
10. Endanger the organization's public image, its credibility, or its ability to accomplish its Ends.
11. Change the organization's name or substantially alter its identity in the community.

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Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #3g: Compensation and Benefits

The CEO shall not:

1. Change the CEO's own compensation and benefits, except as those 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 pension benefits or systems.

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Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #3h: Communication and Support to The Board

The CEO shall not:

1. Neglect to submit monitoring data or evidence required by the board in Board-Management Delegation Policy “Monitoring CEO Performance” in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored, including CEO interpretations consistent with Board-Management Delegation Policy “Delegation to the CEO,” as well as relevant data or evidence.
2. Allow the board to be unaware of any actual or anticipated noncompliance with any Ends or Executive Limitations policy 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 trends.
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 CEO’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 CEO.
6. Present information in unnecessarily complex or length form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.

Policy EL #3h continued on next page

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Policy EL #3h continued from previous page

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 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 consent agenda containing items delegated to the CEO yet required by law, regulation, or contract to be board-approved, along with applicable monitoring information.
10. Fail to submit to the board proposed major or fundamental changes to core curricula before they are announced or implemented.

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August 13, 2016

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Executive Limitations Policies of the Board for Odyssey Charter School

Policy EL #4h: Communication and Support to The Board

The CEO shall not fail to monitor and inform the board every regularly scheduled board meeting or more often if necessary of key enrollment metrics, including the number and grade level of prospective students on the waiting list, attrition data, including the number and stated reasons why students leave OCS and any other pertinent information useful to the Board to ensure that OCS is maintaining an optimum enrollment.

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Date

Board Secretary