

*Board of Directors
Handbook*

October 14, 2014

Vision Statement

Addenbrooke will become an exemplary learning community that supports innovation and is committed to continuous improvement. Addenbrooke Academy will be a place where a collaborative community develops curriculum, instructional strategies, and assessment to ensure all students learn.

Mission Statement

Addenbrooke Classical Academy will be a place where a collaborative community develops curriculum, instructional strategies, and assessment to ensure all students learn through a rigorous music program, Core-Knowledge and Classical curriculum and instructional models.

Tag Line

“Fostering a culture of free and independent thinkers through tradition and innovation.”

Board Member Agreement

A member of the Addenbrooke Classical Academy Board of Directors (“board”) shall have a firm belief in the classical approach to education. Members of the board (“Directors”) shall be fully committed to the charter school concept.

The purpose of the board is to set the general direction and policy of the school, not to manage it on a daily basis. Directors shall be able to govern in a manner to ensure the adherence to the Addenbrooke Classical Academy (“ACA”) vision and mission statements. Furthermore, directors shall foster positive relationships with school personnel, the school community, and community at large, oversee the financial stability of ACA, and deal with school related issues as prescribed in the bylaws.

By signature below, each director agrees to uphold the terms of this agreement.

Qualifications

- Read *Cultural Literacy*; by E.D. Hirsch and also *Core Knowledge*
- Become familiar with the ACA educational program. This should be done by visits to the Academy to observe the program in action as well as reading the most recent comprehensive summary of the educational program and curriculum.
- Support the educational philosophy, discipline policy, and administrative structure of Addenbrooke Classical Academy.
- Read the Articles of Incorporation and these Bylaws.
- Read and sign the Board Handbook and Agreement.
- Within twelve months of joining the Board, complete a comprehensive review of charter school board rules and practices, e.g., by completing the charter school board modules (<http://onlinelearning.enetcolorado.org>) and by reading the Colorado Department of Education (CDE) *Charter School Governing Board Training Handbook*.

Prior board experience is helpful but not required. Placing a high value on professionalism and the success of the school is mandatory. Motivation for serving on the board shall be to facilitate the educational success of students.

All directors are required to attend a yearly board retreat where the goals of the board are defined. Further, a board self-evaluation meeting shall be conducted each year where the performance of the board during the past year will be critiqued. Additional

meetings may be held during the year where outside speakers present information on effective board leadership and/or other pertinent topics are discussed.

Directors shall fulfill their board and committee responsibilities to their fullest capability. The board agrees it is not a best practice to abstain from a board vote without having a potential conflict of interest that requires recusal.

All directors should remember that being a public relations representative is one of their key roles.

Behavioral Expectations

Directors shall abide by the Colorado Revised Statutes (C.R.S.) open meetings law [C.R.S. § 24-6-401]. The open meetings law states that anyone discussing board business, policy, actions, resolutions, etc. amongst three or more directors, except at meetings for which notice has been properly posted at least 24 hours prior to the meeting, is illegal. "Meeting" with another director is defined as communication in person, by telephone, by electronic mail, or through any other means. Executive sessions and confidentiality laws are also outlined in the statute. Personnel matters, individual students, negotiations, property/lease agreements, attorney conferences, security arrangements and certain documents protected by mandatory nondisclosure provisions are confidential by law and are typically discussed in an executive session. Once the executive session is concluded, any actions resulting from the discussion are conducted and documented as part of the regular (or special) meeting in the usual manner of conducting business.

Expectations include a professional demeanor at all board and school functions. Issues being discussed shall not be personalized and directed toward a fellow director, ACA personnel, parent or anyone else. Discernment should be used in interpersonal relationships and communications.

A diversity of opinions and solutions are necessary for the effective governance of ACA; however, directors shall respect and listen to ideas being presented by another director. Directors shall encourage each other to fulfill their responsibilities to the fullest of their potential.

When receiving criticism from parents or other parties about school personnel or other directors, the director shall direct the speaker to the director/personnel, which the situation involves. Directors shall avoid speaking negatively about school personnel or other directors to the school community, or parties outside the school community.

Conflict shall be resolved by those between whom it exists. Directors will commit to resolving conflict directly with each other or with the appropriate school personnel and not share the conflict with anyone outside of the conflict except as necessary to follow the approved conflict resolution policy of ACA, including, but not limited to, other parents, other school personnel, or the media.

Directors shall exemplify integrity, honesty, and respect. A dedication and commitment to the vision of ACA and the charter school movement shall be top priority for any directors. Any director finding himself or herself involved in an irresolvable conflict shall put the vision and interest of the school first.

Directors are expected to attend all board meetings unless excused. All board meetings shall be governed according to appropriate parliamentary procedure.

Governance of Addenbrooke Classical Academy

ACA shall be governed by the board. The board shall be made up of a minimum of five directors and a maximum of seven directors. The board shall establish and maintain fundamental school policies to ensure adherence to the vision and mission statements. ACA's Executive Director shall make day-to-day management decisions and is responsible for all administration duties for the school. The Executive Director shall report directly to the board and serve at the pleasure of the board.

As with all charter schools, ACA is an entity separate from the school district in the area of governance. Each director shall guard this unique characteristic of ACA and other charters schools.

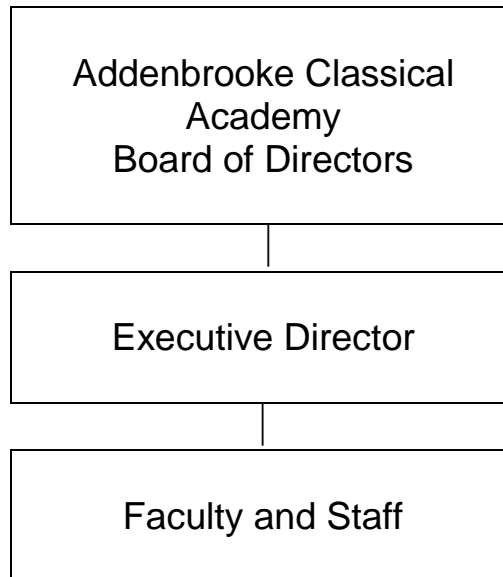
Directors should remember that derogatory statements concerning matters regarding ACA in a public forum tend to bring disrepute on the school as a whole and could be counterproductive to not only ACA, but also the Colorado charter school movement. If a director questions a school related decision, he or she shall immediately take that concern or disagreement to the Executive Director in a confidential and diplomatic manner. Likewise, the Executive Director shall agree to the same commitment regarding board decisions.

While at the school, directors shall be mindful of the different roles they play: parent, volunteer, director, etc. Directors shall not use their position of authority while acting in their parent or volunteer roles. With humility, each director shall serve the best interests of the school.

Directors shall remember that stepping out of their advisory or director capacity and attempting to manage or unduly influence the operations of the school will frequently cause problems.

The vision and mission statements of ACA, will serve to guide and direct the function and decisions of the board. The goal to continually improve, maintain integrity, serve ACA families and ensure academic success for ACA's students shall take precedence in all situations.

Governance chart



The Jefferson County R-1 School District has granted the charter to Addenbrooke Classical Academy.

The Department of Treasury Internal Revenue Service granted Addenbrooke Classical Academy recognition as a 501(c)(3) Public Charity on Oct 24, 2013.

Responsibilities and Duties of the Board of Directors

The board is responsible for:

1. Implementing the vision and mission statements as well as the school's philosophy and objectives. This philosophy should be read on a regular basis and taken into consideration whenever possible changes of policy are under discussion.
2. Establishing policies for the Executive Directors' operation of ACA as well as ensuring that the provisions of the corporation's Articles of Incorporation, Bylaws, the charter, and other contracts or agreements with the Jefferson County R-1 School District are being followed.
3. Establishing fiscal policy and boundaries, including but not limited to, budgets and financial controls for the schools.
4. Selecting a new Executive Director, when necessary.
5. Establishing necessary working committees and ensuring that all directors are actively involved in appropriate committee assignments.

6. Conducting a written annual evaluation of the performance of the Executive Director and establishing his/her performance goals for the following year.
7. Conducting a written annual self-evaluation, including consideration of whether the board and its committees are independently knowledgeable concerning school matters or are relying too heavily upon the Executive Director and/or other school personnel for guidance in establishing and maintaining policies.
8. Keeping full and accurate minutes of board meetings and those of its committees.
9. Maintaining a policy book so that governing decisions made over a period of years may be readily available to subsequent directors and administrators.
10. Developing and maintaining a communication link to the community.

Remember that each director has no individual authority; it is only as a collective board that there is authority.

BOARD OFFICER RESPONSIBILITIES

PRESIDENT

- CHAIR BOARD MEETINGS
- UTILIZE ROBERTS RULES OF ORDER FOR CLARITY OF ACTION TAKEN AT BOARD MEETINGS
- UNDERSTAND ROBERTS RULES OF ORDER AND BE PREPARED TO MAKE A JUDGMENT CALL ON WHETHER PROPER PARLIAMENTARY PROCEDURE HAS BEEN USED
- PREPARE MEETING AGENDAS AND ENSURE PROPER POSTING OF THE AGENDAS
- PRIMARY CONTACT FOR THE EXECUTIVE DIRECTOR
- PRIMARY CONTACT FOR LEGAL ISSUES WITH COUNSEL
- SIGN CONTRACTS (EMPLOYEE, CHARTER OR VENDOR) ON BEHALF OF THE BOARD
- ENSURE THE AGENDA FOCUSES ON THE STRATEGIC PLAN
- ENSURE STANDARD BOARD CALENDAR ISSUES ARE ADDRESSED
- FACILITATE CONFLICT MANAGEMENT AMONG BOARD MEMBERS
- PRIMARY COMMUNICATION LINK FOR PARENTS
- ENSURES ANNUAL EXECUTIVE DIRECTOR REVIEW IS COMPLETED
- ASSIGNS COMMITTEE CHAIRS

VICE PRESIDENT

- FULFILL PRESIDENT'S OR SECRETARY-TREASURER'S DUTIES IF PRESIDENT IS ABSENT, OR AS ASSIGNED
- CHAIR BOARD MEETINGS IN THE ABSENCE OF THE PRESIDENT, OR AS ASSIGNED.

SECRETARY

- PREPARE MEETING MINUTES
- SIGN CONTRACTS WHEN TWO SIGNATURES ARE REQUIRED
- DISTRIBUTE BOARD PACKETS PRIOR TO REGULAR BOARD MEETINGS
- MAINTAIN AUDIO RECORDINGS OF EXECUTIVE SESSION AS REQUIRED BY LAW
- MONITOR TIME (IF RESTRICTED) DURING PUBLIC COMMENT
- POST FINAL BOARD MINUTES TO THE WEBSITE
- MAINTAINING THE SCHOOLS POLICY BOOK
- ENSURE ALL DIRECTORS HAVE A COPY OF KEY SCHOOL DOCUMENTS

TREASURER

- INTERPRET AND CLARIFY THE SCHOOL BUDGET FOR THE REST OF THE BOARD AND SCHOOL COMMUNITY
- FUNCTION AS A MEMBER OF THE FINANCE SUBCOMMITTEE
- PRESENT THE BUDGET AT THE ANNUAL BOARD MEETING
- MAKE PROVISION FOR A CERTIFIED INDEPENDENT FINANCIAL AUDIT
- SIGN MONTHLY EXPENSES FOR ADMINISTRATION AS REQUIRED

DIRECTOR (ALL)

- MONITOR STUDENT ACADEMIC ACHIEVEMENT
- NETWORK WITH CONSTITUENTS AND COMMUNITY MEMBERS
- MONITOR CHARTER SCHOOL LEGISLATION; GET INVOLVED AS MAY BECOME NECESSARY
- RECRUIT NEW BOARD MEMBERS
- RAISE FUNDS FOR THE SCHOOL AS NEEDED AND AS GUIDED BY THE STRATEGIC PLAN
- READ, UNDERSTAND AND ADHERE TO THE SCHOOL BYLAWS AND BOARD POLICIES
- UNDERSTAND AND ADHERE TO COLORADO OPEN MEETINGS LAWS
- PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF THE STRATEGIC PLAN
- ATTEND MEETINGS HAVING READ THE BOARD PACKET AND READY TO SUCCINCTLY DISCUSS AGENDA ITEMS
- PROVIDE FINANCIAL OVERSIGHT AND BUDGET APPROVAL
- RECOMMEND AND ADOPT BOARD POLICY
- COMMIT TO A BOARD MEMBER CODE OF CONDUCT
- NEGOTIATE CONTRACTS AND CHARTER RENEWAL
- DELEGATE WORK TO COMMITTEES
- SELECT, REVIEW AND SUPPORT THE ADMINISTRATOR

Agreed to and Signed, this _____ day of _____, 20____.

Director, Addenbrooke Classical Academy

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Appendix

The following documents may be reviewed in the Addenbrooke Classical Academy office:

1. Articles of Incorporation
2. Bylaws
3. Previous board meeting minutes with board packet supplements

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