

Addenbrooke Classical Academy Board Policy Manual

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1. Definitions

As used in this Policy Handbook, the terms set forth below shall have the following meanings:

“**District**” shall mean the Jefferson County R-1 School District.

“**ACA**” or “**school**” shall mean Addenbrooke Classical Academy, a Jefferson County Public Charter School.

“**Board**” shall mean the Board of directors of ACA.

“**Administration**” shall mean school personnel who participate in the day-to-day management of Addenbrooke Classical Academy school operations (such as the Executive Director).

“**Faculty**” shall mean instructional personnel of Addenbrooke Classical Academy (such as teachers and educational assistants).

“**Staff**” shall mean Addenbrooke Classical Academy school personnel who are not members of the Board, administration, or faculty.

“**Policies**” shall mean guidelines adopted by the ACA Board herein.

“**Procedures**” shall mean operating guidelines, regulations or templates adopted by the Addenbrooke Classical Academy Administration.

“**C.R.S.**” pertains to Colorado Revised Statutes. See: <http://www.lexisnexis.com/> for official Colorado Revised Statutes.

2. The School

2.1 Articles of Incorporation

ACA’s Articles of Incorporation are on the Secretary of State’s website.

<https://www.sos.state.co.us/biz/ViewImage.do?masterFileId=20111264367&fileId=20111264367>

Adopted: May 3, 2011; Sept. 14, 2021

2.2 Bylaws

ACA’s Bylaws are posted on the school website.

https://tb2cdn.schoolwebmasters.com/acnt_90399/site_90401/Documents/BoardBylaws_ACA_0214.pdf

Adopted: February 11, 2014; Sept. 14, 2021

2.3 Mission Statement and Core Beliefs

A. Mission Statement. ACA utilizes an integrated model of tradition and innovation to develop free and independent thinkers through classical instructional strategies.

B. Core Beliefs. A Liberal Arts education using a Classical framework.

Trivium. We practice the Trivium by incorporating teaching methods necessary for the grammar stage, the logic stage, and rhetoric stage, as well as the content traditionally found in each.

Quadrivium. We offer and study arithmetic, geometry, music, and astronomy to gain an understanding of the integral nature of the universe.

Core Knowledge. The Core Knowledge scope and sequence, developed by E.D. Hirsch, is taught in grades kindergarten through eighth grade.

Charlotte Mason Principles. Using the Charlotte Mason methods of nature study, the study of habits, art and music, living books, narration and dictation, we seek to spark curiosity in students and inspire them to discover the pleasure of learning for its own sake.

Latin. Beginning in fifth grade, and intensifying in grades seven and eight, all students study Latin. Besides its modern use in the medical and scientific fields, this study is invaluable in learning grammar, parts of speech, vocabulary, and increasing the ability to write well.

The Good, True, and Beautiful. Everything we study at Addenbrooke Classical Academy, math, literature, music, history, the sciences, languages, and art rests on the foundation of discerning that which is good, true, and beautiful. We believe that ability to discern is what separates us from beasts and is worthy of lifelong study.

Adopted: Sept. 14, 2021

2.4 School Legal Status

ACA is a Colorado charter school organized pursuant to the Colorado Charter Schools Act, §22-30.5-101 et seq, C.R.S. ACA operates pursuant to a charter granted by the District on February 7, 2013. On May 3, 2011, ACA incorporated as a nonprofit corporation under the Colorado Nonprofit Corporation Act and on October 24, 2013, the Internal Revenue Service issued a determination letter recognizing ACA's tax-exempt status under Section §501(c)(3) of the Internal Revenue Code of 1986. Under the Charter Schools Act, ACA is a public school within the District, and its status, as a nonprofit corporation does not affect its status as a public school. However, for governance and administrative purposes, ACA operates as a Colorado nonprofit corporation.

Adopted: Sept. 14, 2021

2.5 Nondiscrimination

ACA affirms that no person shall, on the basis of race, creed, color, age, national origin, religion, gender, disability, marital status, or sexual orientation be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any educational program or activity, including, but not limited to, employment or enrollment.

Adopted: Sept 14, 2021

3. The Board of Directors

3.1 Purpose and Responsibilities

- A. Purpose.** Board is responsible for ensuring the academic program of ACA is successful, that it is faithful to the terms of its charter contract, and that ACA is a viable organization.
- B. Responsibilities.** The Board's responsibilities include:
1. Determine, promote, and periodically review the mission of ACA.
 2. Give an annual financial contribution and support capital campaigns at the level that is personally meaningful.
 3. Select, support, and review the performance of the Executive Director.
 4. Provide frequent and constructive feedback to the Executive Director, keeping lines of communication open.
 5. Maintain clear lines of responsibilities between the Board and School administration.
 6. Conduct an annual performance review of the Executive Director.
 7. Ensure effective organizational planning through the development and annual review of the strategic plan.
 8. Manage resources effectively.
 9. Adopt a budget at least annually.
 10. Submit a renewal application by the District's deadline, provide additional information as may be requested, represent the School at District board meetings, and negotiate the charter contract for renewal. The charter contract will be reviewed by all Board members and accepted by a majority vote of the Board.
 11. Annually review the charter contract addendum for Purchased Services and as recommended by the Finance Committee, considering adopting a motion for services the School will use during the next school year.
 12. In accordance with 3.8 of the School's Bylaws, provide notice for Board meetings at least 24 hours prior to the meeting at both a physical and virtual location as determined by the Board each January.
 13. At the end of each school year, provide an annual meeting for the School's internal and external community when the Board's work is summarized and future plans explained and the School's mission is reviewed.
 14. Each quarter, submit Board meeting minutes to the District.
 15. Adopt a school calendar for the next school year in January.

Adopted: Sept. 14, 2021, April 12, 2022

3.2 Board Self-evaluation

- A. The Board believes that the efficiency and performance of the Board directly affects the efficiency and performance of the school. Therefore, the Board shall conduct an annual

evaluation of its own efficiency and performance including its progress on its strategic plan and as measured by the school dashboard.

- B. The following guidelines shall apply to the Board self-evaluation:
 - 1. The evaluation shall be a positive, constructive process, aimed at Board improvement.
 - 2. The evaluation shall be conducted using a formal written evaluation.
 - 3. Directors shall evaluate the Board collectively and not individual directors.
- C. Board self-evaluation forms shall be distributed in May. The Board may discuss the self-evaluation at the regular meeting in May or at a special meeting called for such a discussion. It is important for all current directors to participate.
- D. The Board self-evaluation discussion shall not be limited to those items that appear on the form. Free discussion and informal comments are valuable. Specific suggestions for improvement are encouraged.
- E. The Board self-evaluation shall be held at an open meeting and all members of the community may attend; however, member and public comment participation shall be limited to a brief public comment session at the beginning of the meeting. Individuals interested in a position on the Board are especially encouraged to attend the discussion to gain knowledge of the manner in which the Board operates and how current directors feel the Board has performed and can improve.

Adopted: Sept. 14, 2021

3.3 Conflicts of Interest

- A. **Purpose.** It is the intent of this policy to protect public trust placed in the Board of ACA.
- B. **Definitions.**
 - 1. **Conflict of Interest.** A “conflict of interest” is any matter in which a Board member has any direct or indirect personal or monetary interest that is definite and demonstrable.
 - 2. **Interest.** A person shall be deemed to have an “interest” in a contract or other transaction if he or she is the party (or one of the parties) contracting or dealing with ACA, is a relative of such party, or is a director, trustee, or officer of, or has a significant personal, financial, or influential interest in the entity contracting or dealing with the school.
- C. **Reimbursement of Expenses.** Pursuant to the Bylaws, by resolution of the Board any director may be reimbursed for any one or more of the following: Their expenses, if any, for attendance at meetings (e.g. Registration fees, hotel accommodations if required, and

reasonable associated expenses). A director may not serve simultaneously on the Board and as a member of the administration, faculty, or staff of the school.

- D. **Disclosure Required.** Each director is responsible to disclose to the Board any circumstances that could involve a potential conflict of interest. Any contract with the school involving a director or a director's family member shall be considered by the full Board with the conflicted member abstaining. The Board will also determine if the director with an interest may be present during the discussion and vote on the motion related to the disclosed conflict. The minutes of the meeting shall reflect the disclosure made, the vote thereon and, the abstention from voting and participation.
- E. **Director Influence.** Directors shall not use their positions on the Board to influence programmatic priorities, employment or enrollment opportunities with ACA for themselves, family members, friends, or associates.

Adopted: Sept. 14, 2021

3.4 Decision Making

Two principles underlie all decisions made by the Board, administration, faculty, and staff:

- A. ACA's charter belongs to its members; and all actions shall fall within the parameters and uphold the principles of the vision and mission statements.
- B. Accordingly, in making any decision the Board, administration, faculty, and staff shall consider the decision in the context of ACA's ~~vision and~~ mission statements and from the members' perspective, always keeping in mind that parents should have a meaningful voice in their child's education.

Adopted: Sept. 14, 2021

3.5 Policy Making

- A. The Board shall be solely responsible for adopting, revising, and repealing policies for ACA. Policy action by the Board shall be accomplished as set forth in the bylaws and as described below. Any policy action approved by the Board may be reversed by a vote of two-thirds (2/3) of the Board at a regular or special meeting.
- B. Only a Board director may motion the Board to adopt, revise, or repeal an ACA policy ("policy change"). Recommendations for a policy change may be made by any member, member of the administration, faculty, or staff, or member of the community may be made to the Board

by submitting said recommendation through the Executive Director pursuant to Policy 3.7 below.

C. Except in cases of emergencies, the Board shall follow the following procedure in adopting, repealing, or amending policies for ACA:

1. First Reading

- a. The proposed policy change text and any necessary summary or narrative shall be provided in writing to the Secretary or President for inclusion in the Board packet distributed prior to the Board meeting.
- b. New policies should include the title, sequence number, text, and a revised table of contents.
- c. Written policy revisions shall reference the policy to be changed. Ideally, the entire policy shall be reprinted with revised language in capital letters, underlined, in a different text color, or highlighted, and language to be deleted lined out.
- d. Policies to be repealed need only reference the policy to be repealed by title and sequence number along with a revised table of contents.
- e. The proponent director shall submit the policy change to the Board by motion for review and debate at the regular or special meeting of the Board. The proponent director shall have the first opportunity for discussion and may have other persons comment on the policy change prior to debate.
- f. Following debate and any amendments to the policy change, the Board shall vote on its approval on first reading.
- g. If the policy change is approved on first reading, it shall be placed in the minutes of the meeting, as amended, and referred for second reading at the next meeting of the Board.
- h. If the policy change is not approved on first reading, the matter shall not be considered again unless a new proposed policy changes is submitted in accordance with this policy for first reading at a future Board meeting.

D. Second Reading

- a. If the policy change was on first reading above, it shall be placed on the agenda and considered at the next regular or special meeting of the Board.
- b. No amendment to the policy change, as it was approved on first reading, shall be adopted on second reading unless the amendment receives a two-thirds (2/3) vote of the directors present at the meeting.
- c. If the policy change is approved on second reading, it shall become the policy of ACA effective immediately or as specified upon approval, and this policy manual shall be revised accordingly.

E. Emergencies

- a. Upon a two-thirds (2/3) vote of the directors present at a regular or special meeting called for that purpose, an emergency may be declared for purposes of making a policy or approving a policy change.

- b. If an emergency is declared, a policy change may be approved on first reading regardless of whether the policy change was submitted in writing to the directors prior to the meeting.
- c. Upon approval of an emergency policy change, it shall become the policy of ACA.
- d. The proponent of the approved emergency policy change shall submit a revised version of the policy to the Secretary for inclusion in the meeting minutes, policy manual, and for distribution to the directors.

F. Changes to the Policy Manual

- a. Upon approval, new and revised policies shall be entered into this policy manual in the appropriate section with a notation of the date of adoption and/or revision and the table of contents updated as appropriate.
- b. Upon approval, a repealed policy shall be stricken from this policy manual leaving only the word “Repealed” followed by the table of contents title and the dates of adoption, revision, and repeal, as appropriate and the table of contents updated as appropriate.

Adopted: Sept. 14, 2021

3.6 Board Review of Administrative Procedures

- A. Administrative procedures and regulations need not be reviewed or approved by the Board in advance of issuance except as required by law. However, when there is a potential for strong student, faculty, or staff reaction, the procedure or regulation should be approved by the Board in advance.
- B. Administrative procedures should reference existing Board policies.
- C. The Board reserves the right to review administrative procedures at its discretion. However, the Board shall not substitute its judgment for that of the Executive Director and shall require the Executive Director to revise or withdraw any administrative procedures proposed or issued only when, in the Board’s judgment, such procedures are inconsistent with the Board’s policies, District’s policies, or applicable law.

Adopted: Sept. 14, 2021

3.7 Public Attendance at Board Meetings

- A. The Board serves at the pleasure of, and represents, the parents and students of ACA. Therefore, the Board desires to provide opportunities for any parent to express interest in and concern for the school. Accordingly, all members, as well as members of the community, are cordially invited to attend all open meetings of the Board. A time for public comment shall be a part of every Regular Board meeting.

B. Meetings are closed to the public only when the Board is meeting in executive session. An executive session may be called only to discuss matters not appropriate for public discussion pursuant to §24-6-402, C.R.S. An executive session may be called only upon the affirmative vote of two-thirds of a quorum of directors present. The Board may take no formal action while in executive session except to approve minutes of prior executive sessions. While in executive session, the discussions shall be recorded electronically (tape, digital, etc.), and shall be retained for a minimum of 90 days. Recordings may be deleted/destroyed after 90 days if no formal request pertaining to the session is received. If a formal request is made, the recording shall be retained until 90 days after the last requested action pertaining to the recording.

1. Approved Topics for Executive Session: In order to head off abuses of the process, the Open Meetings Law sets very specific guidelines for the subject matter that is to be discussed in executive sessions. If a board needs to discuss any one or more of the following topics, and there is a legitimate need for privacy or confidentiality, the board may convene an executive session:

- (§24-6-402(4)(a), C.R.S.), the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest;
- (§24-6-402(4)(b), C.R.S.), conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions;
- (§24-6-402(4)(c), C.R.S.), matters required to be kept confidential by federal or state law or rules and regulations;
- (§24-6-402(4)(d), C.R.S.), specialized details of security arrangements or investigations;
- 5. (§24-6-402(4)(e), C.R.S.), developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations;
- (§24-6-402(4)(f), C.R.S.), personnel matters (with exceptions and as applied in the discussion below); and
- (§24-6-402(4)(g), C.R.S.), consideration of any documents protected by the mandatory nondisclosure provisions of the Open Records Act.

C. Although the Board encourages everyone to attend its open meetings, Board meetings are to conduct the business of the school. Board meetings are not “public meetings,” but meetings held in public, and accordingly public participation shall be controlled so the Board can proceed with its agenda within a reasonable time.

D. Persons who wish to make requests, presentations, or proposals to the Board should direct any inquiry to the Executive Director or the President of the BOD, who shall respond according to the following process:

1. The person shall provide written information to the Executive Director or the BOD President at least two weeks prior to the regular meeting of the Board. If presented to the Executive Director less than two weeks prior to the upcoming Regular meeting of the Board, the Executive Director shall decide whether to make a special request of the President to include the item in the upcoming Regular Board meeting or to wait until the next month’s Regular Board meeting.

2. Written information directly from the person shall be placed in the Board packet distributed to directors prior to the regular meeting. If the person so requests and the President of the Board agrees, the item shall be placed on the agenda for Board attention.
3. Persons seeking to add issues to the agenda via the BOD President cannot circumvent the Conflict Resolution Policy.
4. If the person requests the Board take a particular action, the specific action being requested of the Board should be in the written document submitted to the Board by the person.
5. If so requested by any director, the person may present additional information or provide clarification when the agenda item is discussed.
6. Parents are free to address comments or concerns to any director at any time. However, if there is a specific remedy or other action being requested, it is required for the parent to follow the procedure set forth above.
7. Notice of meetings of the Board shall adhere to the Colorado open meetings law. The public shall be given no less than 24 hours notice of any Board meeting.
8. Information regarding individual students or staff members may require an Executive Session according to the Open Meetings law.

References: §24-6-402 (f), C.R.S.

Adopted: Sept. 14, 2021

3.8 Conflict Resolution

- A. ACA supports voluntary resolution of conflicts, problems, and concerns between two parties regardless of their positions or roles. ACA firmly believes most issues can be handled quickly and appropriately to everyone's satisfaction. The following grievance process should be followed in situations of concern:
 1. Any member having concerns with school personnel shall address that concern one-on one with the person with whom they are having a problem.
 2. If a resolution is not established within a reasonable amount of time, the parties shall raise the concern with the Principal unless the concern involves the Principal (see below). The two conflicting parties shall define "reasonable amount of time". At no time shall the timeframe be extended without mutual consent of both parties.
- B. If the parties cannot agree on a timeframe, they are required to bring the conflict to the Principal for the purpose of establishing the timeframe for resolution.
- C. In doing so, the Principal, or his/her designated representative, shall then mediate the conflict, ensure timelines are followed, and ensure the conflict is resolved.

- D. If the concern is with the Principal and no resolution has been established from bringing the concern to the Principal, the person in conflict with the Principal may take the concern to the board President.
- E. The board shall follow the same procedure as paragraph a. above to set a timeframe.
1. If conflicting parties and/or the Principal are not able to find resolution that is mutually agreed upon by all parties, then the Principal shall immediately bring the conflict to the attention of the board. The opposing party may also bring the conflict to the attention of the board President.
 2. The board, in regular or executive session, shall review any conflict(s) brought before it as requested and as permitted by law. The board shall do one or all of the following:
 - a. Remand the conflict back to the Principal, with a directive to find a reasonable and quick resolution.
 - b. Remand the conflict back to the two parties, with the Principal mediating the conflict.
 - c. Mediate the conflict and render a decision to resolve the conflict.
 3. If any conflict involves individual safety, a threat to the preservation or security of ACA's facilities, or a direct or blatant violation of school policies or procedures, the board shall be notified immediately by the school Principal, school personnel, or member.

Adopted: Sept. 14, 2021

3.9 Colorado Open Records Act Requests

A. Background

ACA complies with the Colorado Open Records Act ("CORA"), C.R.S § 24-72-200.1 *et seq.*, which authorizes rules concerning the inspection of such records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of duties of ACA.

B. Purpose

The following policy has been developed to create a system by which records can be requested and received. All public record requests must comply with the procedures established in this policy. Please be advised that ACA is not obligated to act upon a public records request unless and until such request meets these procedural requirements.

C. Open Records Request General Guidelines

When possible, all records requested under CORA will be made available within three working days, starting the day after the request is received. If circumstances prevent timely processing of the request, the ACA Custodian of Records (“Custodian”), as will be designated by the Executive Director of ACA from time to time, will notify the requestor within three working days that additional time is necessary and shall provide the records within seven working days from the day after the request is received. These time periods for responding to requests shall not apply to (a) requests that do not comply with this policy, (b) requests that are broad or burdensome such that they interfere with regular work duties, or (c) requests if the requestor has failed to pay the appropriate charges provided for in this policy.

1. The procedures apply to all requests submitted pursuant to CORA to inspect public records in the custody or control of ACA.
2. All requests must be submitted in writing and addressed to the Custodian. Requests made to any other person or office at ACA will not be accepted.
3. Requests may be mailed or hand delivered to 3940 S. Teller St., Lakewood, CO 80123, or as may be amended by ACA from time to time without a formal change to this policy. The date the request is received by ACA’s Custodian will be considered the date of receipt.
4. Requests sent via email will not automatically be accepted. Due to spam filters and similar computer software, ACA cannot guarantee that an email request has been received by the Custodian. At the sole discretion of the Custodian, email requests shall be deemed rejected unless and until the Custodian expressly confirms acceptance of the request. Should the Custodian accept an email request, the statutory time for response will begin when the Custodian provides confirmation to the requestor. If a request is sent via email to anyone other than the Custodian, or if the Custodian does not accept such an email request, it will not be considered as received by ACA. All email requests must be sent to Kari Michelsen kmichelsen2@addenbrooke.org
5. All requests for records must be specific as to the records sought and the relevant dates covered by the request. For any request that is vague or broadly stated, ACA may require the requestor to provide a more specific request before responding.
6. All requests for records must state if the requestor wants the records mailed and to what address, or if they want to pick the documents up from ACA’s office.
7. Charges for copies of requested records shall be as follows:
 - a. The normal cost for requested documents shall be \$.25 per page or, for documents in non-standard formats, the actual duplication costs.
 - b. At ACA’s prerogative, depending on the estimated staff time necessary to retrieve, review and copy the records, the requestor may be charged a reasonable research, retrieval and review fee based on the time spent to respond to the request and the costs of compiling the response, including employee time of gathering, preparing, reviewing and copying requested documents. Employee time, if any, shall be charged at a rate of \$30.00 per hour after the first hour of employee time, plus copying charges.
 - c. Unless waived by the Custodian, the requestor will be charged the cost of transmitting the records to the requestor by United States mail or other delivery service, but will

- not charge for electronically delivered documents (if such documents are available at the discretion of ACA).
- d. If charges are expected to exceed \$25.00, the Custodian will provide the requestor with an estimate of the cost of responding before proceeding and the required deposit. If the requestor wishes to proceed once receiving an estimate, he or she must respond in writing to the Custodian. By responding in writing, the requestor agrees to pay all fees associated with responding to the request. The time between the date of the Custodian's estimate and the receipt by the Custodian of a written response to proceed and deposit will not be counted against the time period set forth above.
 - e. All money received for charges under this policy will be deposited into ACA's general fund.
8. If charges are expected to exceed \$25.00, no documents will be produced or copied unless payment for copying costs and if required, the fee for employee time is received by ACA in advance.
 9. If a requestor wishes to inspect available records in advance of receiving copies, such inspection shall be by appointment only during normal business hours at the ACA main office located at 3940 S. Teller St., Lakewood, CO 80123, which may be amended by ACA from time to time without a formal change to this policy.
 10. Such inspection must be supervised by an employee of ACA designated by the Custodian from time to time.
 11. There is no obligation to produce documents or provide information in response to any informal request, and any such request may be declined.
 12. The Custodian has the right to deny inspection of records in accordance with the provisions listed in C.R.S. § 24-72-201 *et seq.*
 13. After the approval of this policy, if CORA is amended to modify the maximum amount of any charges described above, the policy will be applied consistently with the provisions of such amendments so that the maximum amount allowed under CORA will be charged by ACA.

Adopted: Sept. 14, 2021

3.10 Board Agreement

The Board Agreement is incorporated herein and shall be signed by each director annually by August 1. Any director who declines to sign the agreement will immediately have voting rights suspended.

Adopted: Sept. 14, 2021

3.11 Board Committees

- A. The board, by resolution adopted by the board, may designate from among its members one or more other committees of the board, each of which, to the extent provided in the resolution, shall have all the authority of the board; except that no such committee shall have the authority to:
- a. Fill vacancies on the board or any committee thereof;
 - b. Amend the bylaws; or
 - c. Approve a plan of merger.
- B. The purpose, membership, authority, and responsibilities of standing committees shall be expressed in the policy or description thereof. Each standing committee membership may be designated by title, such as Executive Director and Treasurer, rather than by specific director.

C. Standing Committees

1. Finance Committee.

- a. **Purpose.** The purpose of the Finance Committee is to ensure that the ACA Board properly accounts for public funds and encourages sound financial management.
- b. **Membership.** The finance committee shall be comprised of the Executive Director and board Treasurer and fulfill the financial portion of the school accountability statute. Additional members may be added from time to time by appointment by the board President; to include but not limited to staff, community members and one other board member.
- c. **Authority.** This committee reports to the Board through the Treasurer.
- d. **Responsibilities.** The finance committee shall meet at least quarterly throughout the school year to discuss:
 - Budget development to support the school’s mission, short- and long-term financial goals, audits, and other topics that affect the sound financial management of the school’s assets.
 - Report to students, parents, boards of education, educators, and the community on the financial performance of the school and providing accurate data for the appraisal of such performance, through the ACA Board of Directors.
 - Review annual financial audit findings and make recommendations for appropriate action by the November board meeting.
 - Review quarterly financial statements.
 - Review financial policies and procedures and make recommendations for changes/improvements.
 - Review any new debt issuance.
 - Make recommendation to the board, upon request, for expansion, renovation, relocation, or refinancing of the school’s physical plant.
 - Propose to the board, by the January meeting, a schedule of student fees for the upcoming school year that will be factored into the next budget.

2. Accountability Committee.

- a. **Purpose.** The accountability committee fulfills 22-11-402, C.R.S., however, in charter schools the accountability committee reports to the Board. Therefore, in addition to statutory responsibilities, the committee will address academic and curriculum issues as delegated by the Board.
- b. **Membership.** The accountability committee shall be comprised of parents, staff, community members and one board member and meet at least quarterly throughout the school year. The President and Executive Director will designate members of this committee each year and select a Chair for committee meetings. Terms will be for a one-year period. All meetings will be public. Agendas and minutes of the meeting will be posted on the school website.
- c. **Authority.** This committee reports to the Board through the Treasurer.
- d. **Responsibilities.**
 - Provide the means for determining whether decisions affecting the educational process are advancing or impeding student achievement.
 - Report to students, parents, boards of education, educators, and the community on the educational performance of the school and providing data for the appraisal of such performance, through the ACA board of directors.
 - Conduct the annual parent survey after receiving approval for the instrument from the board; prepare or analyze data as requested by the administration; and provide data for the board dashboard as needed.
 - Fulfill portions of the Board's strategic plan each year as assigned by the Board.
 - When necessary, make recommendation to the Board on policies relative to the academic achievement of students.
 - Report to the Board, in writing, in December and April each year providing an update on each of the committee's responsibilities.
 - Responsibilities do NOT include:
 - a. Approving the Unified Improvement Plan prior to submission to the District.
 - b. Developing the corrective action plan should the school fall into Priority Improvement or Turnaround categories on the School Performance Framework.
 - c. Considering personnel issues.
 - d. Becoming involved in individual student discipline issues.

Adopted: Sept. 14, 2021

3.12 Board Appointment Procedure

- A. Board Nomination Committee. When needed, the Board shall annually, commission and appoint members of a Board Nomination Committee ("BNC"), an advisory committee, to organize and administer the appointment of directors.

1. The Board shall determine any authority or responsibilities of the BNC in addition to those stated within this policy upon commission.
2. The BNC shall consist of the following members: A director, the Principal, and a member.
3. Once the Board has appointed members to the BNC, the members of the BNC shall determine its chairperson.
4. No Board candidate, spouse of a Board candidate, shall be a member of the BNC.

B. Candidacy. Candidacy shall be by self-nomination.

1. Directors of Addenbrooke Classical Academy (ACA) shall be natural persons at least eighteen (18) years of age or older.
2. Prior board experience is helpful but not required. Placing a high value on professionalism and the success of ACA is mandatory. The motivation for serving on the Board must be a desire to serve ACA's vision and mission in order to facilitate the educational success of its students.
3. Due to the inherent conflict of interest in having an employee of ACA on the Board, neither faculty nor staff, nor their spouses or immediate family members may serve on the Board. Immediate family members is defined as husband, wife, child, step child, or parent.
4. It is important for Directors to have a diverse set of competencies, e.g., law, finance, education, human resources, fundraising, technology, and real estate.
5. Two or more Directors should be parents of current students. At least one Director should not be a parent. At least one Director should be a community leader.
6. ACA will also seek Directors who are working or have worked as professionals in such careers as teaching (at the secondary or college level), business, human resources, development, real estate, military, government, law, or finance.
7. Those seeking to be considered as candidates must submit an abbreviated resume and a letter of interest to the BNC by the deadline provided by the Board President. The Board may extend this deadline if an insufficient number of candidates are nominated by this date.
8. The letter of interest must state:
 - a. why they are interested in the position;
 - b. what they believe classical education is and why it is important
 - c. what they believe is the difference between a governing board and a managing board

- d. what they believe are the strengths and weaknesses of ACA
 - e. what skills or expertise they bring to the position;
 - f. their commitment to sign the ACA Board of Directors Handbook, if appointed; and
 - g. their availability to serve the school and Board.
9. The BNC shall publish to the parents a list of candidates with their letters of interest and resumes no later than one week prior to the meeting scheduled to fill the director position.

C. Appointment process

1. The BNC chairperson shall present to the President a list of candidates for the open Board position no later than two weeks prior to the regular meeting when Board directors will cast their votes. The BNC will have vetted the list of potential candidates by confirming their eligibility for the position, lack of potential Conflicts of Interest, and willingness to sign the ACA Board of Directors Handbook, if appointed.
 2. The President shall place on the Board agenda the consideration of a new Board director and the meeting noticed in the typical manner. The agenda item will detail the term for this open position.
 3. At the meeting, seated Board directors will have opportunity to ask questions of the candidate(s) prior to their vote. The President will determine the length of time allotted for these questions.
 4. All Directors shall be appointed by the Board. During the meeting, directors will vote by secret ballot, or if there is only one acceptable candidate, may vote by acclamation. Newly appointed directors must sign the ACA Board of Director's Handbook and then are able to participate in the rest of the Board meeting.
 5. To be appointed, a potential new Director must satisfy the qualifications set forth in these Bylaws and receive a vote of at least two-thirds of the total number of Directors serving on the Board at that time, at any regular or special meeting at which a quorum is present.
- F. Vacancies. The Board may choose to, but need not, accept a director's resignation for it to become effective. A director may be removed from the Board and/or committees in accordance with Bylaws 3.5, 3.1, and 4.10.
1. In the event a director resigns, is removed, or for any other reason is unable to complete his term of service, the chairperson of the Board shall declare a vacancy at the next regular meeting of the Board.
 2. For two weeks after the vacancy has been declared the Board shall accept letters of interest with resumes from all those interested in being appointed to the Board to fill the remaining term of the former director. All candidates must commit to sign the ACA Board of Directors Handbook upon appointment.

3. All letters of interest and resumes received during this two-week nomination period shall be included in the Board packets for the next regular Board meeting.
4. At the next regular Board meeting after the two-week nomination period has expired, the Board shall fill the vacancy for the remaining term of the former director from the candidates by majority vote of the remaining directors.
5. During the regular Board meeting in which the new director is appointed and immediately following appointment, the newly appointed director shall sign the ACA Board of Directors Handbook and shall take the former director's seat on the Board to serve the balance of the former director's term.

Adopted: Sept. 14, 2021

3.13 Board Training and New Board Member Orientation

- A. **Board Training.** To ensure high quality oversight of the school, the board at ACA is committed to continuous improvement. Board professional development activities shall be selected for their alignment with school goals, results from board self-assessment, and needs assessment. Reoccurring trainings will be included on the annual board calendar.
- B. Board professional development will take several forms:
1. Special presentations and speakers at regular board meetings based on board self-evaluation or needs assessment.
 2. External board training opportunities that board members can attend individually or as a group. Each board member shall attend at least one external training per year.
 3. New board member orientation, which includes being assigned a board mentor and being given a binder with documents pertinent to ACA board governance.
 4. Online board training modules for Colorado charter school board members, which each board member should complete within the first year of board service.
 5. Visits to other school board meetings, i.e. District board meetings and other charter school board meetings.
- C. **New Board Member Orientation.** All new board members will be expected to participate in new board member orientation. This is in addition to the professional development outlined above for all board members.

The board Vice President will meet with each new board member within the first month. At that time, the following topics will be addressed:

1. New board member binder
2. Board member agreement
3. Mission statement

4. The board speaking with “one voice”
5. Confidentiality requirements
6. Training expectations
7. Open meetings compliance
8. Role of the board versus administration’s role
9. School history
10. Conflict of Interest form and process

D. New Board Member Mentor Program. The board President will assign each new board member a mentor from existing, experienced board members for a one year period. New board members are free to seek assistance, ask questions, and request background information from their mentor as needed.

E. New Board Member Binder. Each new board member shall receive a binder with the following tabs and associated documents, which may be provided digitally:

1. Mission statement
2. Board member and key administrator contact information
3. Bylaws
4. Articles of Incorporation
5. Current contract with the District, including addenda
6. Board policies
7. Strategic plan from the previous two years
8. Board calendar
9. Board member agreement
10. Training materials
 - a. Open meetings & open records memo
 - b. Roberts Rules of Order handout
 - c. Acronyms list

Adopted: Dec. 14, 2021

3.14 Board Communications

A. Purpose. The purpose of this policy is to foster effective communication between the Board and our community by providing a means to address issues at the most appropriate levels possible. This policy implements transparent and professional communication with the school’s stakeholders.

B. Definition. Communication occurs in a variety of formats and for a variety of purposes. The school website will be the official means of communicating with school families. Information concerning school operation, school closing, school activities, school emergencies, and other information necessary for the efficient operation of the school. Secondary communication media such as email announcements, phone dialer messages, and

newsletters will be used to augment information dissemination as needed in an effort to ensure adequate and timely communication of events.

- C. **Social Media.** It is not the intention of the school to use other social media such as Facebook and Twitter as a means of official communication between the school and our community. The school will use these other social media outlets as a way to publish more informal accounts of activities at the school. Pictures and accounts of social events, club happenings and other school activities may be posted. These social media are in no way intended to be used for official communication between the school and community. Official communication with the school must be through more traditional means such as phone calls and email and not via “blog” responses and postings in a social media environment.
- D. **Administration.** It is the responsibility of the school to guard and protect the image and reputation of the school by creating a climate of transparency and cooperation through the effective use of communication pathways. Often the administration is perceived as the first point of contact and may be the most recognizable resource at the school. However, it is important that everyone understand the importance of maintaining effective communication pathways to prevent confusion that can be created from inconsistent information dissemination sometimes found from multiple sources.
1. Administrators will remain continually aware of the importance associated with their positions and the impact they have on happenings in the school. As such, administrators will maintain a professional demeanor at all times.
 2. Administrators will strive to abide by the 48 hour expectation when responding to communication requests.
 3. Administrators will continually work to resolve issues at the most effective level possible and with the focus on maintaining a unified vision and direction for the school.
- E. **Board.** Board members play an important role in establishing and maintaining the overall vision and direction of the school. It is important that Board members recognize the influence they have on operations merely by their presence. This affect is often complicated by their dual roles as parents. Effective communication pathways will establish the guidelines to allow smooth operations by eliminating complications created by Board members’ various roles at the school.
1. Board members will make every effort to be aware of their influence based on their position and will communicate clearly with faculty, staff and administration when asking questions or working on projects as Board members in a Board capacity. Consideration shall also be given to reminding faculty, staff and administration when NOT acting in this capacity.
 2. Board members must abide by Open Meetings laws and will not discuss Board or public business in groups of three or more board members unless the meeting has been duly posted.

3. Communications sent from the Principal to members of the Board will be copied to all members of the Board to maintain transparency.
4. Board members will refrain from engaging in discussions with other stakeholders on school issues or concerns with the exception of referring the issue to the appropriate place.
5. The Board President and the Executive Director will meet regularly to discuss topics of action or concern to facilitate communication between the Board and the community. The meetings may be in person, via phone call or email. Care should be given when using email to make sure confidential or sensitive issues are not discussed when using that media.

F. Scheduled Board Communication to its Stakeholders.

The Board values regular, transparent communication with its stakeholders and will therefore schedule monthly communications using the following table:

Month	Author	Topic
August	President	Welcome and Board goals/ priorities for the year
September	Treasurer	Finances
October	Director	Academic performance
November	Director	Charter school philosophy
December	Secretary	Explanation of Board functions and operations
January	Director	National/state level charter school information
February	Treasurer	Budgeting process
March	Vice President	Board dashboard
April	Director	Implementing the mission through the strategic plan
May	President	Summary of progress on Board goals

Adopted: Jan. 11, 2022

3.15 Board Member Compensation, Insurance, and Liability

- A. **Compensation.** Board members shall receive no compensation for their services. However, upon the submission of vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Board, Board members may be reimbursed from school funds.
- B. **Insurance and Liability.** The Board shall purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively for claims made against them a result of their Board membership on the Board.

Adopted: Dec. 14, 2021

3.16 Board Communication with Staff

- A. **Single Employee.** It is important for the Board to remember that their only employee is the Executive Director. The Executive Director employs all ACA staff. However, sometimes communication with the school staff may be necessary for facilitating the continuous improvement of the educational program and for the proper disposition of personnel problems, which may arise from time to time. If the Board wants to communicate with staff, it will be done through the Executive Director, not directly.

- B. **Communication to the Board.** All reports or communications from ACA staff members shall be submitted to the Board through the Executive Director. Exception to this policy will include, but not be limited to a claim of sexual harassment or something of a similar nature against the Executive Director. Employee claims of not being treated fairly will not be exempt from this communication pathway.

Adopted: Dec. 14, 2021

3.17 Board Evaluation of Executive Director

The Board shall institute and maintain a comprehensive program for the evaluation of the Executive Director on a regular basis that is agreed upon by the Board and the Executive Director (ED) and is consistent with both state law and the ED's employment offer letter.

- A. Through evaluation of the ED, the Board shall strive to accomplish the following:
 - 1. Clarify the ED's role in the school system as seen by the Board that will contribute to the achievement of schoolwide performance goals.
 - 2. Clarify for all Board members the role of the ED in view of the qualifications and duties of the ED and the immediate priority among responsibilities as agreed upon by the Board and the ED through the strategic planning and review period.
 - 3. Develop positive communication and harmonious working relationships between the Board and the ED.
 - 4. Provide administrative leadership for the implementation of the school's educational program.
 - 5. Measure the ED's professional growth and development and level of performance.

- B. Nothing in this policy shall be construed to imply in any manner the establishment of any personal rights not explicitly established by law or offer letter. Further, nothing in this policy shall be construed to be a prerequisite to or a condition of suspension, dismissal, or

termination. All employment decisions remain with the sole and continuing discretion of the Board.

Legal Ref:

C.R.S. 22-9-106 (4)(b) (local board of education shall have exclusive authority for evaluating the ED)

C.R.S. 22-9-109 (specific portions of Executive Director's evaluation open to public inspection)

Adopted: April 12, 2022

3.18 Board Use of Data

A. The board uses data in a variety of ways, including monitoring progress, recognizing gaps, identifying goals, quantifying performance measures, informing needs assessments, and determining resource allocation. Herein are some of the data the board uses and how the data is monitored.

1. **Annual School academic performance workshop.** In the fall of each year, the ED will provide for a presentation to the board a summary of state assessment results, what hypotheses or conclusions the staff has drawn from the data, achievement gaps and trends that have been identified, and what performance metrics will be closely monitored. The workshop will include information garnered from the Unified Improvement Plan (UIP) process. In addition, the ED and staff will discuss interim assessments or other metrics used to support state assessment data.
2. **Administration reports.** Periodically, the ED and Principals will report to the board on benchmark data in the Unified Improvement Plan, NWEA Measure of Academic Progress (MAP) data, college entrance exam results, or other data that is of interest to the board.
3. **Parent survey results.** The board monitors parent satisfaction data through the annual parent survey administered each year by the School Accountability Committee.
4. **Board dashboard.** At least annually, in alignment with the strategic plan, the board will confirm the inclusion of specific data for inclusion in the board dashboard. The board will update and review the dashboard at least twice a semester during regularly scheduled board meetings. The board member serving on the School Accountability Committee shall be responsible for updating the dashboard and presenting it to the board.

5. **Financial Reports.** The board receives monthly financial updates and in the first quarter of each school year participates in a finance workshop conducted by the Treasurer and Business Manager.

B. The board will only use data that complies with confidential student information as detailed in the Family Educational Rights and Privacy Act (FERPA) and the Colorado Student Data Transparency and Security Act (C.R.S. 22-16-101 et. seq.)

Adopted: April 12, 2022

4. Administration

4.1 Administrative Structure

- A. ACA shall have an Executive Director as its administrator who shall serve as an at-will employee at the pleasure of the board and may be terminated by the board, at the board's sole and absolute discretion, with or without cause.
- B. The Executive Director shall be responsible for the day-to-day management and operation of the school.
- C. The Executive Director shall provide the board an organization chart at least annually that includes, at least, the structure of the administration, faculty, and staff.
- D. The Executive Director shall update the organization chart from time to time and as necessary to effectively administer ACA in accordance with the vision and mission statements.

Adopted: Sept. 14, 2021

4.2 Job Description—Executive Director

- A. The Executive Director will promote the success of every student by facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by students, their parents, the community, peers, and administrative staff. The Executive Director will promote and encourage the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.

B. Education/Certification.

1. Must have a Bachelors degree from a four-year accredited College or University, Masters degree preferred.
2. Successful completion or working towards an Administrator License.

C. Experience.

1. Must have 3+ years of experience in supervising a staff of 5 or more.
2. Must have 3+ years of experience in managing budgets.
3. Must have 3+ years of vendor management.

D. Required Knowledge, Skills and Abilities.

1. Must have advance knowledge of federal and state education laws.
2. Must have a successful background in Classical education, especially utilization of the trivium and of Socratic seminars.
3. Must have strong organizational, time management, communication, and interpersonal skills.
4. Must be computer literate and be able to instruct teachers in technology integration in their classroom.
5. Must have the ability to understand the individual needs of each student and train others on the development of Individual Education Plans (IEPs).
6. Must have a clear understanding of goal setting for students and the individualized approach.
7. Must have the ability to develop and maintain effective working relationships with students, their parents, teachers, the community, peers, and administrative staff.
8. Must have the ability to communicate with all levels of students, their parents, teachers, the community, peers, administrative staff, superintendent, and corporate staff.
9. Must have the ability to interpret policy, procedures, and student data such as diagnostic test results, state assessments scoring, transcripts, and grade point average.
10. 3-5 years of experience teaching at a Middle School/High School level (Preferred).
11. 3-5 years of experience as an administrator for a Middle/High School (Preferred).
12. 3-5 years of experience developing and managing budgets for a Middle/High School (Preferred).
13. 3-5 years of experience managing a Middle/High School that was Acceptable or Higher (Preferred).

E. Responsibilities and Duties.

1. Directly supervises employees in accordance with the organization's policies and applicable laws.
2. Interviewing, hiring, and training employees.
3. Planning, assigning, and directing work.
4. Appraises the performance of staff, rewards and disciplines employees according to Addenbrooke Classical Academy's policies and procedures, and addresses and resolves complaints and problems.
5. Promotes and encourage the success of every student by advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth.
6. Promotes and encourages the success of every student by ensuring management of the organization, operation, and resources for a safe, efficient, and effective learning environment.
7. Promotes and encourages the success of every student by collaborating with faculty and community members, responding to diverse community interests and needs, and

mobilizing community resources.

8. Promotes and encourages the success of every student by acting with integrity, fairness, and in an ethical manner.
9. Promotes and encourages the success of every student by understanding, responding to, and influencing the political, social, economic, legal, and cultural context.
10. Develops and evaluates educational program to ensure conformance to state and school board standards.
11. Develops and coordinates educational programs through meetings with staff, review of teachers' activities, and issuance of directives.

Adopted: Sept. 14, 2021

4.3 Staff Handbook

The staff handbook is revised each year by the June Board meeting at which time the Board will consider it for adoption. The staff handbook applies to all employees of ACA and provides general policies and procedures, information about benefits and rules of conduct. ACA employees are employees of the charter school and not the school district; thus, the handbook supersedes any publication of District staff policies. ACA employees are employed at-will.

Adopted: Dec. 14, 2021

5. School Personnel

5.1 Staffing Philosophy and Goals

- A. ACA endeavors to employ dynamic, effective, well-qualified, and efficient personnel to carry out a constantly improving educational program.
- B. ACA's specific personnel goals are as follows:
 - 1. Recruit, select, employ, and retain the best qualified personnel available to operate the school;
 - 2. Provide equal employment opportunities for all candidates for positions in accordance with ACA's non-discrimination policy (Policy 2.5);
 - 3. Develop high quality human relationships to foster high levels of personnel performance and satisfaction;
 - 4. Deploy available personnel to use their skills and experience as effectively as possible to achieve ACA's goals and objectives;
 - 5. Develop and manage a personnel compensation, leave, and benefit program to attract and retain qualified employees;
 - 6. Manage the development and maintenance of job descriptions to ensure all personnel fully understand their role at ACA;
 - 7. Oversee an employee evaluation program to contribute to the improvement of personnel performance and professional development; and
 - 8. Administer effective personnel policies to create and maintain a positive working relationship between the board, the administration, and school personnel.

Adopted: Dec. 14, 2021

5.2 School Personnel Conflicts of Interest

- A. Any school personnel engaged in additional employment outside of ACA shall notify the Executive Director in writing. Such notification shall include the job responsibilities and time requirements of the outside employment.
- B. At no time shall any employee of ACA engage in any additional employment that would:
 - 1. Adversely affect their usefulness as employees of the school;
 - 2. Make time and/or energy demands upon the individual that interfere with their effectiveness in performing their duties;
 - 3. Compromise or embarrass the school;
 - 4. Adversely affect their employment status or professional standing; or
 - 5. In any way conflict with or violate professional ethics or ACA's policies.
- C. Faculty may not engage in any other employment or in any private business during the hours required to fulfill assigned educational duties.

- D. Faculty may not engage in the provision of educational services outside of their school responsibilities or outside of school hours without notifying the Executive Director in writing. The faculty member shall provide any advertisement for such services at his or her own expense and shall specifically state whether the services offered are endorsed, sanctioned, or sponsored by ACA.
- E. Employees may not sell any books, supplies, musical instruments, or equipment to any student or members unless prior written approval has been received from the Executive Director.

Adopted: Dec. 14, 2021

5.3 Discrimination and Harassment

- A. ACA prohibits unlawful discrimination and/or harassment based on age (40 and over), race, sex, color, religion, creed, national origin or ancestry, childbirth, disability, military status, sexual orientation, gender identity or any other status protected by applicable state or local law. This policy applies to all school employees, students, and non-school employees, such as vendors, consultants, and contractors.

A. Sexual Harassment

ACA prohibits sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment or education;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment or education; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees, students, and non-employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct that violates this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, or emails;
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or asking questions about another's sex life, or repeated unwanted requests for dates; or
- Physical gestures and other nonverbal behavior, such as unwelcomed touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

B. Abusive Conduct

ACA does not tolerate abusive conduct or bullying in the workplace. Abusive conduct is generally defined as repeated, health-harming mistreatment of an employee or student or abusive conduct that is verbally abusive; threatening, humiliating, or intimidating; or interference that prevents work from getting done. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets; verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating; or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless it is especially severe and egregious.

C. Complaint Procedure

If anyone believes there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, the following complaint procedure applies. The school expects employees to make a timely complaint to enable the school to investigate and correct any behavior that may be in violation of this policy.

Report the incident to the Executive Director or Principal who will investigate the matter and take corrective action. The complaint will be kept as confidential as practicable. If the individual prefers not to take their complaint to either of these individuals, the complaint should be reported to a different school administrator or the ACA Board President.

If the complaint is related to a potential violation of Title IX, ACA's Title IX representative Evelyn Fiadonu, efiadonu@addenbrooke.org

The school prohibits retaliation against an employee for filing a complaint under this policy or for assisting in complaint investigation. If retaliation is perceived for making a complaint or participation in an investigation, notify the administrative staff, as noted above, and the situation will be investigated.

D. Notice and Training

To reduce harassment and ensure a respectful school environment, this policy will be included in the school's Student and Family Handbook and ACA Employee Handbook. Comprehensive Harassment training will be conducted annually for all school staff and students.

Legal References:

20 U.S.C. §1681 (Title VII, Education Amendments of 1972)
20 U.S.C. §1701-1758 (Equal Employment Opportunity Act of 1972)
29 U.S.C. §621 et seq. (Age Discrimination in Employment Act of 1967)
29 U.S.C. §701 et seq. (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. §12101 et seq. (Title II of the Americans with Disabilities Act)
42 U.S.C. §2000d (Title VI of the Civil Rights Act of 1964, as amended in 1972)
42 U.S.C. §2000e (Title VII of the Civil Rights Act of 1964)
42 U.S.C. §2000ff et seq. (Genetic Information Nondiscrimination Act of 2008)
34 C.F.R. Part 100
C.R.S. 2-4-401(13.5) (definition of sexual orientation)
C.R.S. 18-9-121 (bias-motivated crimes)

C.R.S. 22-32-109(1)(II) (bboard duty to adopt written policies prohibiting discrimination)
C.R.S. 24-34-301(7) (definition of sexual orientation)
C.R.S. 24-34-301 et seq. (Colorado Civil Rights Division)
C.R.S. 24-34-401 et seq. (discriminatory or unfair employment practices)
C.R.S. 24-34-601 (unlawful discrimination in places of public accommodation)
C.R.S. 24-34-602 (penalty and civil liability for unlawful discrimination)

Adopted: Dec. 14, 2021

5.4 Personnel Evaluations

5.5 Employee Performance Issues

The board values school employees and while maintaining an at-will relationship will adhere to good practices for communication. Nothing in this policy can be used to alter the at-will nature of the employee relationship.

- A. **Verbal Warning.** When the ED or principal is aware of an employee with performance issues that interfere with them performing their job responsibilities completely and satisfactorily, the administrator may acknowledge this inappropriate behavior with a verbal warning, which specifically notes the issue(s) and expectation(s). After a verbal conversation, the administrator should write a “Memo for the Record” documenting the conversation. This will be sent to the HR Manager to include in the employee’s personnel file.
- B. **Written Warning.** If the unsatisfactory performance continues, or an employee does something of serious magnitude, they should receive a written warning or immediately be terminated. The written warning will clearly state that such behavior will not be tolerated and reminding the employee of the at-will relationship. In this situation, the administrator will write a memo to the employee, detailing the actions that are not acceptable. The memo should be signed by the administrator and provided to the employee to sign, acknowledging receipt of the memo. If the employee refuses to sign acknowledgement they received the memo, a witness may verify the employee received it and refused to sign acknowledgment. A copy of the signed memo should be sent to the HR Manager.

Adopted: Feb. 8, 2022

5.6 Employee Termination

- A. **Termination Meeting.** Should it become necessary to terminate an employee relationship, the ED and the employee’s supervisor will conduct a meeting with the employee. The HR Manager will be included in this meeting, as a witness.

The supervisor will state the school's decision to terminate the employment relationship and may briefly summarize the issues leading to the decision. The supervisor, or the HR Manager, will explain the employee's COBRA benefit process and provide their final paycheck.

- B. **Collection of School Items.** The supervisor will collect keys or other school property the employee has been given and stay with them until their desk/personal items are packed. The assigned staff member will escort the employee from the building. The supervisor will notify the technology manager to stop the employee's email account and access to school records.
- C. **Documentation.** The supervisor will prepare a memo for the record, summarizing the termination meeting and send it to the HR Manager for the employee's personnel file.

Adopted: Feb. 8, 2022

6. Students

6.1 Student Rights and Responsibilities

Student Rights and Responsibilities. All students are expected to accept responsibility for their education and actions. ACA's policies encourage discipline, cooperation, decision-making, and acceptance of consequences for decisions made. Students are taught to show respect for themselves, property, and staff and for those around them by observing school guidelines, rules, and policies.

Adopted: Dec. 14, 2021

6.2 Student Attendance

- A. **Attendance Policy.** Regular, daily attendance in class is extremely important to the educational process. In accordance with state law, all students are expected to attend school for all days of the established school calendar. If a student is absent for 10 or more days, a letter shall be sent notifying parents or guardians of the compulsory attendance law.
- B. **Tardy Policy.** Punctuality is of great importance to ACA. Tardiness interferes with student achievement. Excessive tardiness shall result in a conference to include a parent or guardian, the student, and the Executive Director. If a student arrives more than 15 minutes after the start of school, the student must be signed in and a tardy slip shall be given to the student to turn into his/her classroom teacher. This shall indicate to the teacher that the student has checked in at the front office.

Adopted: Dec. 14, 2021

6.4 Bullying

- A. ACA recognizes the need to maintain a learning environment that is free from bullying and harassment. ACA prohibits any and all forms of bullying as it violates the basic right of students to be in a safe, orderly learning environment. This policy promotes positive interpersonal relationships among all members of the ACA community.
- B. It is a violation of this policy for a student to bully another while on ACA property (leased or owned), in school buildings, on school vehicles, school sponsored events and/or activities occurring in the community sponsored by ACA. It is a violation of this policy for any ACA staff member to tolerate bullying.
- C. **Definition.** Bullying may be a single incident or may involve a pattern of repeated harmful behaviors by a person with physical or social power toward a person who is perceived less powerful person. This may include a variety of behaviors, direct or indirect, physical, or nonphysical, which hurts, intimidates, threatens, embarrasses, or humiliates the person(s).

Bullying includes, but is not limited to: physical, verbal, psychological or relational, and cyber/electronic bullying.

E. Determining Acts of Bullying. Acts of bullying may include, but are not limited to:

1. Physical.
 - a. Physically harming a student, for example kicking, hitting, pushing, tripping, or invading one's personal space in an aggressive manner.
 - b. Damaging, extorting, or taking a student's personal property.
 - c. Placing a student in reasonable fear of physical harm.
2. Verbal.
 - a. Taunting, malicious teasing, name calling, intimidating remarks, and threats.
 - b. Creating verbal statements, gestures, or written remarks that are taunting, malicious, threatening, or sexual.
 - c. Extortion.
3. Psychological or Relational.
 - a. Spreading rumors, posting graffiti, manipulating relationships, and engaging in social exclusion, isolation, or intimidation.
 - b. Upsetting a student by spreading rumors, manipulating social relationships or environment, engaging in social exclusion, isolation, extortion, intimidation, and ridicule.
 - c. Creating an intimidating or hostile environment that interferes with a student's education opportunities.
 - d. Undermining or destroying personal relationships.
4. Cyber/Electronic Bullying.
 - a. Verbal and physical bullying via the Internet, email, instant messaging, or personal profile websites, for example Instagram and Facebook.
 - b. Misuses of technology for harassing, teasing, intimidation, threatening, or terrorizing another student or employee of ACA. Sending and posting inappropriate or derogatory email messages, instant messages, digital pictures or images, or website postings (including blog forms) to the extent that such activity disrupts the educational process.
 - c. Mutual "teasing" should not be confused with bullying behavior. The term is not interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

F. Responsibility for Action. The board expects employees and students who observe or become aware of an act of the above defined bullying to take immediate and appropriate action to intervene. The employee should notify his/her Executive Director or designee of the incident(s) and action taken. An Incident Report Form should be completed. If an employee fails to report a bullying incident(s), ACA reserves the right to impose discipline on the employee as deemed appropriate under the circumstances up to and including termination. All Incident Reports shall be presented to the board and shall be updated as to any actions taken.

Students who experience bullying are encouraged to report it to any adult employee of ACA including their teachers, Executive Director, or other school official supervising school

sponsored activities. Parents/guardians may contact the school to report acts of bullying and are highly encouraged to do so immediately.

G. Investigation Procedures. The Executive Director or designee is authorized to investigate reports of bullying brought to their attention by students, parents/guardians, school employees or vehicle drivers. Any investigation of a report may include meetings with students, parents/guardians or employees, a review of student records, and other reasonable efforts to understand the facts surrounding a reported incident.

Any retaliatory behavior directed against complainants, victims, witnesses, and/or other individuals who participate in the investigation of allegations of bullying is prohibited.

H. Consequences and Discipline. Consequences for students who are found to have bullied others may include counseling, a parent conference, detention, suspension, expulsion, a loss of school privileges and/or exclusions from school-sponsored activities as defined by school policy. Depending upon the severity of a particular situation, the Executive Director or designee may also take the appropriate steps to ensure student safety. Such steps may include separating and supervising the student involved, providing support to the student as needed, reporting incidents to law enforcement if appropriate, and the implementation of a safety plan with parents/guardians. Additionally, parents/guardians can be held accountable for the actions of their child pursuant to 19-2- 109 (c) and 19-2-113 (2), C.R.S.

I. False Reporting. Students are prohibited from knowingly or willfully accusing one another of bullying. Disciplinary actions will be taken if needed.

J. Confidentiality. The board recognizes the need to maintain the confidentiality of the allegations and related information. The privacy of the complaint, the individual(s) against whom the complaint is filed, and the witness(s) will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate actions, and to comply with the federal and state privacy acts that may apply, and any discovery or disclosure obligations. As limited by such state privacy laws the board may inform the student/parent/guardian of the outcome of any such investigation.

Adopted: Dec. 14, 2021

7. Educational Program

8. Finance and Accounting

8.1 Fiscal Accounting and Reporting

- A. **Financial Reporting.** The Executive Director shall be responsible for properly accounting for all funds received and all expenses incurred in the operation of ACA. The Executive Director shall exercise his/her responsibility to the highest ethical standards and shall conform to generally accepted principles for government accounting. Such accounting shall be done in a manner that is easily reviewed by the board and lends itself to auditing. Financial statements shall be prepared for review and for regular board meetings held in September, December, March, and June, and as necessary when significant financial changes require board review and/or approval, or as requested by the President or Treasurer. Financial statements shall be made available to directors in the board packets prior to the meeting.
- B. **Financial Accounting Audits.** All funds and accounts of ACA shall be audited annually after the close of each fiscal year in accordance with state law. The board shall appoint an independent auditor licensed to practice in Colorado and knowledgeable in government/non-profit accounting to conduct the audit. The independent auditor shall submit a report to the board that includes the audited financial statements and an opinion regarding those financial statements. The auditor shall also include in the report any information and documentation required by the District. If a specific auditor or audit is required or selected by contract or law by the District, the required audit may serve as the independent audit required by this policy.

Adopted: Sept. 14, 2021

8.2 Preparation and Adoption of Annual Operating Budget

The annual budget is the financial plan for the operation of ACA. The annual operating budget shall be based on a fiscal year that runs from July 1 to June 30. It provides the framework for both expenditures and revenues for the fiscal year and translates into financial terms the educational programs and goals of the schools. The operating budget should ultimately support the mission of ACA. The board assigns to the Executive Director the overall responsibility for the preparation and administration of the budget. It is expected that the Executive Director will utilize the Finance Committee to develop the budget and make recommendation. The annual budget shall contain the following sections and corresponding detail: Revenues, Operating Expenses broken down by staff salaries, employee benefits, purchased services, supplies and materials, capital outlays, and facility costs, and Revenues over Expenses, and Transfers to Capital Reserves. The annual budget for the upcoming fiscal year shall be submitted for review and approval by the board during the regular April board meeting.

Adopted: Sept. 14, 2021

8.3 Budget Management

- A. The board, business manager and staff each have roles and accountabilities in the exercise of fiscal due diligence and prudence in operating and managing the school.
- B. The annual budget is the financial plan for the operation of ACA. The annual operating budget shall be based on a fiscal year that runs from July 1 to June 30. It provides the framework for both expenditures and revenues for the fiscal year and translates into financial terms the educational programs and goals of the school. The operating budget should ultimately support the vision and mission of ACA. The board assigns to the Executive Director the overall responsibility for the preparation and administration of the budget in cooperation with the Finance Committee. The annual budget shall contain the following sections and corresponding detail: Revenues, Operating Expenses broken down by staff salaries, employee benefits, purchased services, supplies and materials, capital outlays, and facility costs, and Revenues over Expenses, and Transfers to Capital Reserves. The annual budget for the upcoming fiscal year shall be submitted for review and approval by the board during the regular April board meeting.
- C. Summary of Accountabilities
 - 1. **The Board.** It is the board's fiduciary responsibility to provide corporate financial oversight and financial direction (including short and long-term fiscal goals and targets). The board approves the annual operating budget and shall oversee the school's financial performance and compliance with legal requirements, operating budgets, and financial plans.
 - 2. **The Finance Committee.** This board committee reviews monthly financial activities and assists the board in their fiduciary duty of financial oversight.
 - 3. **The Staff.** Every ACA staff member has an accountability to follow leadership direction and guidelines and to exercise financial prudence and conservatism in every action and decision made on behalf of the school.
- D. Budget Control
 - 1. **Budget.** The board will receive a working draft of the annual budget for the upcoming year by March 15. The final budget will be presented to the board for their approval and forwarded to the District no later than June 15.
 - 2. **Budget Flexibility.** Actual totals for any expense line item within a program will usually not match the budget exactly. These discrepancies will be tracked in a "Projected Year End" column next to the "Board Approved Budget" in the monthly income statements. These "Projected Year End" figures become the "Working Budget." Further, the comparison of monthly to year-to-date totals to the Projected Year End budget does not lose its effectiveness as a management tool.

3. **Budget Revisions.** If a change of circumstances or an unforeseen event causes staff to believe that the current budget has become unrealistic and it is no longer possible for staff to operate within the boundaries of the budget, staff will give a report of the circumstances to the board along with recommendation for a course of action. The board may approve a revised budget or give the staff other direction. The District will be notified of any revision to the budget.

Adopted: Sept. 14, 2021

8.4 Financial Management

- A. School accounting records will be maintained using fund accounting and the modified accrual basis of recording revenue and expenditures.
- B. **Budgets.** One and three-year budgets will be created and maintained. These budgets will support the school's mission and stated goals. To that end, these budgets must:
 1. Contain enough detail to enable reasonable accurate projections of the revenues and expenses, separation of capital and operational items, cash flow, and subsequent audit trails.
 2. Expenditures must be planned in a way so that they equal or are less than anticipated revenues.
 3. Be in line with board-stated revenues
 4. Be in line with board-stated priorities.
- C. **Fixed assets.** Fixed assets will be acquired and disposed of only upon proper authorizations, and will be adequately safeguarded and insured to 90% of replacement value. Assets worth more than \$5,000 will be properly recorded and inventoried.
- D. The school will establish and adhere to a set of effective internal accounting controls that require good accounting practices.
- E. The school will operate in a manner that insures its long-term financial strengths:
 1. The school will operate in the black.
 2. Cash will be managed in a way that ensures maximum liquidity and safety.
 3. Restricted contributions will be used only for the reason the donations were given.
 4. Restricted fund balances will not be used for operations.
 5. Payroll and other debt obligations will be paid in a timely manner.
- F. The school will report its information in GASB 34 format at the end of the fiscal year.
- G. **Contractual Commitments.** Pursuant to the Bylaws, the Board President is the only person authorized to sign financial contracts on behalf of the school. This signing authority may be delegated to the ED and designated financial administrator for ongoing vendor contracts or contracts within the approved budget. The school's policy is to schedule or make payments

after goods and/or services have been successfully received unless the ED has given their approval to 'pre-pay' an expense. The financial administrator should review contracts that include scheduled payments before execution to ensure the availability of sufficient cash. The financial administrator must be copied with every finalized contract.

H. **Value-in-kind Donations.** Value-in-kind donations to the school are only accepted with ED and/or financial administrator approval.

I. **Check Signature.** Authorization. Checks may be signed by the Board Treasurer, ED, or financial administrator.

J. **Minimum Fund Balance.** ACA will maintain a minimum fund balance equal to 90 days of operating expenses.

Adopted: Sept. 14, 2021; Feb. 8, 2022

8.5 Asset Protection

Staff may not allow assets to be unprotected, inadequately maintained nor unnecessarily risked. Accordingly, they may not:

- A. Fail to ensure against theft and casualty losses and against liability losses to board members, staff or the school itself to beyond the minimally acceptable prudent level.
- B. Allow unbonded personnel access to material amounts of funds.
- C. Subject facilities and equipment to improper wear and tear caused by insufficient maintenance.
- D. Unnecessarily expose the school, its board or staff to claims of liability.
- E. Make any purchase without consideration being given to securing a competitive price.
- F. Make any purchase wherein normally prudent protection has not been given against conflict of interest.
- G. Make any purchase in excess of \$1,000 without obtaining a minimum of three (3) bids unless specifically waived by the board Chairman. Exceptions may be granted in the case of required curriculum that is only available through one vendor. Generally, the term of any contractual relationship shall not exceed one (1) year, at which time it will be re-bid.
- H. Make any purchase of \$2,500 without prior board approval unless it is specifically included in the current budget.
- I. The school shall maintain the following insurance coverage levels:
 - 1. Commercial package (property, crime, business income, money and securities);
 - 2. General liability;

3. Pension bond;
4. Non-owned and hired automobile
5. Directors and Officers liability
6. Workman's Compensation Insurance

J. Each year the Treasurer will take appropriate actions to ensure that quality insurance coverages are secured at the most favorable premiums available.

Adopted: Sept. 14, 2021

8.6 Accounting

The Board has policies to support its fiduciary responsibilities to ensure the school has financial viability to support its program and is a wise use of taxpayer funds. These policies shall guide the ED's administrative procedures for the school's finances.

- A. **Purchases.** All purchases must be pre-approved by the ED or financial administrator before ACA will be financial obligated.
 1. Each school Principal will have a designated person to whom they have delegated the authority to initiate the purchase process (budget authority or BA). Requests for authorization to purchase items will include the following steps:
 - a. The principal or BA will email a completed Purchase Order to the financial administrator.
 - b. The financial administrator will approve the request, assign a Purchase Order (PO) number, and return the PO with the assigned number to the originator of the request.
 - c. The order will be placed by the BA.
 - d. When the invoice is received by the financial administrator, it will be paired with the PO and packaging slip prior to payment.
- B. **Accounts Payable.** ACA will only pay expenses upon receipt of an invoice, purchase order, and packaging slip. ACA will not pay in response to a statement of account. Invoices will be paid when due, and discounts offered for prompt payment will be utilized, if available.
- C. **Check Requests.** A check request form will be used to initiate a pre-payment or expense reimbursement. The check request form includes the purpose, amount, description of the purchase, and name of the program/account to which it should be charged, and the form should be signed by the BA.
- D. **Company Credit Card Receipts.** The use of a company charge card is a privilege. Any use of a company charge card for personal charges will not be tolerated. It is the cardholder's responsibility to use safeguards with the card and to turn in receipts to the financial administrator in a timely manner. Violations of these requirements may result in the loss of this privilege. Credit card purchases must still be pre-approved by PO.
- E. **Bank Deposits.** When cash and checks are collected, a receipt should be given to the person paying the money. Checks should immediately be endorsed with the bank stamp. Cash and checks should be stored in a safe or locked filing cabinet. Deposits will be made in a timely manner, by the financial administrator.

- F. **Month-end Procedures.** Financial statements are produced and distributed each month. In order for these reports to be accurate and timely, it is imperative that all personnel recognize the importance of submitting outstanding packaging slips and invoices to the financial administrator no later than the last day of each month.
- G. **Petty Cash.** The financial administrator will maintain petty cash that may be used when staff needs to make an impromptu, routine purchase for an expense less than \$50. The petty cash account should not exceed \$500. Reimbursement from petty cash requires the original receipt and the staff member must sign a petty cash voucher.
- H. **Returned Checks.** ACA will charge \$35.00 for each check that is returned by the bank due to insufficient funds.

Adopted: Feb. 8, 2022

8.7 Financial Control

- A. ACA proactively implements internal control procedures to:
 - 1. Encourage adherence to prescribed managerial policies
 - 2. Promote operational efficiencies
 - 3. Safeguard business assets from misuse, fraud, and theft
 - 4. Ensure accurate and reliable accounting data
- B. Basic principles considered in the development of the school's system of internal control are:
 - 1. Responsibilities should be clearly established
 - 2. Adequate records should be maintained
 - 3. Assets should be insured, and employees bonded
 - 4. Record keeping and custody should be separated
 - 5. Responsibility for related transactions should be divided
 - 6. Personnel should be rotated
 - 7. Employees should be informed
 - 8. The system should be under constant review
 - 9. Appropriate documentation should exist
 - 10. Prescribed policies and procedures should be consistently applied
 - 11. Confidentiality of information
- C. **Operating Controls.** Some specific controls that must be implemented are: a segregation of duties in regard to cash disbursements, bank statements and signing authority; locked cabinets for payroll, personnel records and monies to be deposited; checks are stamped for deposit upon receipt; the purchase order system; and a line of authority have been established for all check requests.

Internal controls are regularly reviewed by the financial administrator as well as by independent auditors during financial audits.
- D. **Legal Contracts.** Contracts will be reviewed by the ED and/or financial administrator and a copy of the finalized contract will be given to the financial administrator or their appointee.
- E. **Cash Advances.** Cash advances may be made for staff traveling on behalf of the school, based on the per diem rate for that travel. As with all purchases, a check request form should be completed with anticipated expenses. This form must be pre-approved by the BA and financial administrator via a

PO. Once the event or travel is over, an expense report should be completed with itemized receipts and turned into the financial administrator. Cash advances will not be approved for any employee who has an outstanding cash advance that has not been accounted for. Staff members are liable for cash advances until their expense report with attached itemized receipts have been approved by the financial administrator.

F. **Expense Reports.** An expense report must be completed for travel expenses conducted on behalf of the school. Forms are provided by the financial administrator. Personal expenses, such as alcoholic beverages or entertainment costs are the responsibility of the staff member and may not be included in an expense report.

G. **Per Diem.** The federal government's per diem rate will be used for all travel costs. The expense report should be completed with the per diem rate for the location visited. Meals provided by the conference or host will not be reimbursed.

Adopted: Feb, 8, 2022

Policy Revision Log

April 19, 2022: Clean up and Packet 5 incorporated.