

# Prospect Ridge Academy Board of Directors Agreement

Revised June 12, 2012

## **Vision Statement**

Creating academic, social, and ethical leaders

## **Mission Statements**

- Providing a rigorous, quality K-12 education with an intensified math and science focus
- Using the Core Knowledge Sequence and research-based college preparatory programming to provide a comprehensive foundation for life-long learning
- Providing social and physical development through athletics
- Utilizing character education and service learning programs that encourage community partnerships

## **Policy Statement on Decision Making**

All decisions by the Board of Directors and the Administration shall be made within the parameters and uphold the principles of the vision and mission statements. Decisions shall be made first considering the vision and mission statements and then considering the members, always keeping in mind that parents should have a meaningful voice in their children's education.

## **Board Member Agreement**

A member of the Prospect Ridge Academy Board of Directors (“Board”) shall have a firm belief in the vision and mission of the school and shall be committed to using the Core Knowledge program and other curriculum as approved by the board. Members of the board (“Directors”) shall be fully committed to the charter school concept.

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

By signature below, each director agrees to uphold the terms of this Board Member Agreement (“Agreement”).

### **Qualifications**

- Read Professor E.D. Hirsch's books "Cultural Literacy" and "The Schools We Need and Why We Don't Have Them" and agree with the principle that our society has a foundation of knowledge upon which subsequent learning is built.
- Be familiar with the Core Knowledge Scope and Sequence.
- Understand the curriculum that has been approved by the Board.
- Be in agreement with the educational philosophy, discipline policy, and administrative structure of PRA.
- Prior board experience is helpful but not required. Placing a high value on professionalism and the success of the school is mandatory. Motivation for serving on the Board shall be to facilitate the educational success of students.

All Directors are required to attend a yearly board retreat where the goals of the Board are defined. Directors will engage in professional development and training

through the CDE, the Colorado League of Charter Schools, and other organizations to assure a professional and highly-functioning Board. All new members will be required to take the Board Training seminar given by the Colorado Department of Education or the Colorado League of Charter Schools.

The Board shall at least annually conduct a Board Visit Day. During this time, Directors will visit classrooms, talk with the faculty and staff, and become familiar with current school concerns.

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

### **Behavioral Expectations**

Directors shall abide by the open meetings law [C.R.S. § 24-6-401]. The open meetings law states that anyone discussing board business, policy, actions, resolutions, etc. amongst three or more Directors, except at meetings for which notice has been properly posted at least 24 hours prior to the meeting, is illegal.

A “meeting” is defined as communication in person, by telephone, by electronic mail, or through any other means. Executive sessions and confidentiality laws are also outlined in the statute. Personnel matters, individual students, and negotiations are confidential by law and may be conducted in executive session. Directors will protect the confidentiality of the discussions held in executive session.

Expectations include a professional demeanor at all Board and school functions. Issues being discussed shall not be personalized or directed toward a fellow Director, PRA personnel, parent, or other person.

A diversity of opinions and solutions are necessary for the effective governance of PRA. Directors shall respect and listen to ideas being presented by other Directors. When receiving criticism from parents or other parties about school personnel or other Directors, the Director shall direct the speaker to the person in which the situation involves. Directors shall never speak negatively about school personnel, other directors, or Board decisions to the PRA community or to those outside the community.

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

Directors shall exemplify integrity, honesty, and respect. It is important that each Director exemplify the vision of the school by being an ethical leader. A dedication and commitment to the vision and mission of PRA shall be the top priority for any Director. Any Director finding himself or herself involved in an irresolvable conflict shall put the vision, mission, and interest of the school first.

Directors are expected to attend all Board meetings unless excused. A Director missing more than two consecutive Board meetings without prior approval for their absence from the President or at least two other Directors shall receive a notice of probation. Missing four meetings without prior approval is considered a resignation by that Director.

Unless a conflict of interest exists, no Director shall abstain from voting. There will be times when difficult or controversial decisions are to be made and it is important that all directors present participate in these votes.

Unethical or illegal conduct shall be grounds for immediate removal, whether or not such conduct occurs while acting in the capacity of a Director. No Director (or his or her family member) shall benefit financially from serving on the Board.

All Board meetings shall be governed according to appropriate parliamentary procedure.

### **Governance of Prospect Ridge Academy**

PRA shall be governed by the Board. The Board shall establish and maintain fundamental school policies to ensure adherence to the vision and mission statements. PRA's Principals shall serve as non-voting, ex-officio members of the board. The Principals shall make day-to-day management decisions and are responsible for all administration duties for the school. The Principals shall report directly to the Board and serve at the pleasure of the Board. As with all charter schools, PRA is an entity separate from the school district in the area of

governance. Each Director shall guard this unique characteristic of PRA and other charters schools.

While at the school, Directors shall be mindful of the different roles they play: parent, volunteer, Director, etc. Directors shall not use their position of authority while acting in their parent or volunteer roles. The PRA Board President shall be the only Director to serve as the liaison to the school administrators.

Directors shall remember that stepping out of their advisory or director capacity and attempting to manage or unduly influence the operations of the school will always cause problems. It is the responsibility of the school administrators to manage these day-to-day operations and supervise staff.

### **Responsibilities and Duties of the Board of Directors**

1. Recognize, be knowledgeable of, and act in accordance with all of the essential documents and applicable laws binding or affecting PRA.
2. Ensure compliance with all district, state, and federal policies and requirements.
3. Uphold the school's mission and vision.
4. Elect officers as required by the bylaws.
5. Hire Principals who share the vision and mission of the school. Perform an annual evaluation of the administrator, setting professional goals for improvement, and providing the administrator with the resources needed to accomplish these goals.
6. Create and adopt a budget and provide financial security to the school by overseeing financial operations of the school.
7. Establish standing and ad hoc committees.

8. Have final approval of staff hiring and approval of terminations as recommended by the administration to assure compliance with district, state, and federal guidelines.
9. Develop a long-term strategic plan to ensure the vision and mission of the school is fulfilled, and generally create a strategic planning process that assures the school is meeting its vision and mission. .
10. Give final approval of changes to curriculum, texts, and assessments as recommended by the administration.
11. Regularly attend Board meetings or be subject to removal from his/her position by a vote of the Board in accordance with the bylaws.
12. Engage in professional development and training through the CDE, the Colorado League of Charter Schools, and other organizations to assure a professional and highly-functioning board. All new members will be required to take the Board Training seminar given by the Colorado Department of Education or the Colorado League of Charter Schools.
13. Maintain the confidentiality of discussions in executive session, especially as it involves legal matters, and where necessary to preserve the confidentiality of personnel matters, parental and student matters, and school business.
14. Regularly communicate to the members about key governance topics, including but not limited to: the strategic plan, the budget, policies, and meeting minutes.
15. Survey the members at least annually to assess satisfaction and identify areas for improvement.
16. Conduct annual Board self evaluation.

Agreed to and Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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Director, Prospect Ridge Academy

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## Appendix

The following documents may be reviewed in the Prospect Ridge Academy office:

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