

Policy – Board

B.6.3 – Board Purpose, Powers & Responsibilities

Governance and sustainability are intimately linked - the long-term sustainability of a charter school rests with its governing board. In order to assure the school's success, the governing board will meet the following objectives:

- ✓ *Act as a policy-setting board delegating the management of day-to-day operations to the [Chief Executive Officer].*
- ✓ *Set the strategic vision for the school.*
- ✓ *Make decisions based on what is best for the students at the school.*
- ✓ *Ensure the school acts in a fiscally responsible manner at all times.*
- ✓ *Make certain there is an ongoing training program to educate parents and other prospective board members in the work and responsibility of the governing board so that there are always knowledgeable individuals able to assume a vacant board position.*

- CLA Charter 2003

PURPOSE:

All Directors must be aligned with the goals and vision of the charter school, and possess key skills and values that will allow them to contribute effectively to the following:

- Govern as stewards
- Focus on organizational purpose
- Delegate authority & ensure accountability
- Speak and act as one
- Spend the board's time only on things that matter
- Commit resources and time to developing good governance

POWERS & RESPONSIBILITIES:

1. Recruit, select, support, and evaluate the Chief Executive Officer of the school.
2. Operate as policy maker and delegate day-to-day management of the school to the Chief Executive Officer.
3. Approve the annual budget for operations and maintenance.
4. Maintain fiscal affairs of the school, including assets represented by buildings, personal property, and grounds.
5. Consider and approve upon recommendations the Chief Executive Officer hiring of administrators, teachers and other employees.
6. Determine salary schedules, after consultation with the Chief Executive Officer and Chief Financial Officer.
7. Approve written governing policies.
8. Require and consider reports of business, transacted or pending, and of the financial status of the school.

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9. Require and discuss reports concerning progress of the school in terms of achievement of students, teachers or administrators.
10. Approve the expenditures previously authorized by the Chief Executive Officer that are within the approved budget.
11. Consider recommendations of the Chief Executive Officer on legal matters, deciding steps to be taken.
12. Approve textbooks selected by the Chief Executive Officer within the scope of the charter educational program guidelines.
13. Represent the needs of the school before the public and/or private authorities.
14. Act as appellate entity for staff and the public in cases which the Chief Executive Officer has not been able to mitigate and that may be revisited from the decision made.
15. Hear communications, written or oral, from stakeholders on matters of school business.
16. Visit the school, observe and explore the overall organizational operations.
17. Participate with administration in the establishment of strategic leadership, planning for long-term operation and sustainability of the school.
18. Conduct or influence the completion of an annual evaluation of the school which will culminate in a School Improvement Report or Strategic Plan.
19. Ensure that the applicable Open Meetings Law (Sunshine Act) is followed in the scheduling, conduct, and documenting of its meetings.
20. Establish working committees as needed and ensure Directors are actively involved in appropriate committee assignments.
21. Conduct an annual written self-evaluation. (The Chief Executive Officer should also evaluate the Board's performance.)
22. Be responsible for the renewal of the school's charter contract and for the renewal of any waivers the school has received.
23. Be responsible for ensuring that any board vacancies are filled promptly through the Board Selection Criteria process and that elections are held in accordance with the Bylaws.
24. Ensure that there are two board members who are residents of Adams 14 at all times.
25. Provide adequate training for all newly appointed/elected board members.

I have completely read and have an understanding of the purpose, powers, and responsibilities of helping to govern the Community Leadership Academy Charter School as a potential member of the Board of Directors:

Applicant Signature: _____ Date: _____

Printed Name: _____

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B.6.5 – Board Code of Conduct

The Community Leadership Academy board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

1. Board members represent the students of the school and must make decisions in light of what’s best for all students. This representation must be without conflict due to loyalties with staff, other organizations, or any personal interest.
2. Board members have a responsibility to become informed about the school’s history, goals, current operations and concerns. Each Board member must be familiar with the governing documents and annual reports of the school, at a minimum.
3. Members must avoid conflict of interest with respect to their fiduciary responsibility:
 - a. There will be no self-dealing or business by a Board member and the organization except when openness and appropriate competition are ensured.
 - b. When the Board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall abstain without comment from not only the vote, but also from the deliberation.
 - c. Board members will not use their Board position to obtain employment in the organization for themselves, family members, or close associates. Should a Board member or his/her spouse apply for employment, he or she must first resign.
 - d. Members will immediately disclose their involvements with other organizations, with vendors, or any other associations that might produce a conflict.
4. Board members may not attempt to exercise individual authority over the school except as explicitly set forth in board policies.
 - a. Members’ interactions with the Chief Executive Officer or with staff must recognize the lack of authority vested in individuals except when explicitly board-authorized.
 - b. Members’ interactions with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.
5. Board members will respect the confidentiality appropriate to issues of a sensitive nature.
6. Board members are obligated to make every effort to attend all meetings, to prepare for meetings, and to participate productively in discussion, always within the boundaries of discipline established by the Board.

I have completely read and have an understanding and agree to abide by the BOARD CODE OF CONDUCT of Community leadership Academy as a potential member of the Board.

Applicant Signature: _____ Date: _____

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B.6.6 – Board Eligibility / Selection Criteria

The nomination, appointment of members to Community Leadership Academy's board of directors, is one of the most fundamental and critical challenges the organization must undertake.

This policy prescribes the eligibility and selection criteria for available appointed seats and the eligibility criteria for available elected seats on the Community Leadership Academy Board of Directors. It establishes the process for identifying, nominating, and selecting or electing members to the board of directors. It provides a written source of an objective set of key qualifications that allow side-by-side comparison of candidates. It also provides the expectations to prospective members well in advance so that candidates who differ from Community Leadership Academy's organizational views may recognize this early and withdraw from the process.

ELIGIBILITY CRITERIA (for appointed & elected seats)

- A. All board applicants must submit information necessary for a Colorado Bureau of Investigation(CBI) background check and pass that inquiry.
- B. All board applicants must advocate for charter schools and specifically Community Leadership Academy Charter School.
- C. All board applicants must demonstrate positive support for the mission, vision, and leadership of Community Leadership Academy.
- D. All board applicants must be in good standing with the Community Leadership Academy Charter School organization.
- E. All board applicants must interview with current board members, CLA administration, and potentially with other stakeholder representatives and complete the board application review process.
- F. All board applicants should serve a minimum of one school year on a committee, preferably the Accountability Committee or meet the "consistent involvement" or "strong foundation" criteria.
- G. All board applicants must be able to speak and write in English.

*Accountability Committee service may be waived in lieu of past board experience(s), consistent involvement with CLA over a significant period of time, or a strong foundation of involvement in the education business arena.

Board applications will not be accepted from any person considered to be a current or future public safety concern for students, families, staff, or leadership of the Community Leadership Academy Charter School organization.

**COMMUNITY LEADERSHIP ACADEMY
BOARD OF DIRECTORS APPLICATION**

Name: _____

Date of Birth: _____ Email Address: _____
(CLA Bylaws, requires that you must be 21 years of age to serve)

Home Address: _____

_____ Cell Phone: _____
Home Phone: _____

Employer Name/Address: _____ Title: _____
_____ Work Phone: _____
_____ Work Email: _____
Preferred Email: Work Home

I am submitting my application for (circle one):

Appointed Position

IMMEDIATE FAMILY MEMBERS (CLA discourages employment or board membership to any person in which an immediate relative would directly/indirectly supervise; verify/receive/be entrusted with money; have access to employer's confidential information. Colorado statute defines "immediate family members" as a "party related to a director" meaning "spouse, a descendent, an ancestor, a sibling, the spouse or descendent of a sibling" per C.R.S. § 7-128-501(5)).

1. Spouse/Significant Other: _____

2. Children: _____

3. Are you or any immediate family members employed by CLA? Yes No
If yes, please identify by name and title: _____

4. Have you or any immediate family members have contracts with CLA for the sale, purchase or lease of materials, equipment, services or personal property? Yes No
If yes, provide relevant information: _____

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PUBLIC OFFICIAL/EDUCATIONAL EMPLOYMENT

5. Do you or any immediate family member currently serve as a public official or have you/immediate family served as a public official within the past year? Yes No

If yes, please identify the position/entity/years of service:

6. Are you/immediate family currently employed by, or have you been employed by, a school, charter school, school district, educational institution, or educational institution whose purpose is to serve other educational institutions, schools/districts? Yes No

Please provide title/name of entity/years employed: _____

7. Do you/immediate family currently serve on any other school boards? Yes No

If yes, please identify school board and term: _____

8. Will any of your past or present employment or outside activities or membership preclude you from serving on the Board of Directors, fulfilling your obligations or create either potential/real conflict of interest? (CLA Contract, Section 8, Conflicts) Yes No

If yes, explain: _____

CLA EXPERIENCE AND INTEREST

9. Please state your involvement with CLA: _____

10. Why are you interested in serving on CLA's Board of Directors?

11. What special qualifications or skills do you possess that would increase the capacity of the CLA Board of Directors? _____

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12. CLA requires all board members applicants to undergo a Colorado Bureau of Investigation criminal background check. Are you willing to submit to a criminal background check? Yes No

13. CLA's Board of Directors meets monthly and requires additional time for committee work and/or based upon the school's needs. Are you willing to contribute the amount of time required to satisfactorily fulfill these board duties? Yes No

14. Please provide any other information about you or your experience that you would like to share.

Signature

Date

I have submitted the following completed forms with my application (please check all boxes):

- Written letter of interest
- Signed & Completed Board of Directors Application with CBI background check form
- Resume (If Applicable)
- Signed Governing Board Purpose, Powers & Responsibilities
- Signed Governing Board Code of Conduct

Note: an application will be considered incomplete if all of the above documents are not completed, signed and attached to this CLA Board Application.

CLA School Dept or Program _____

REQUEST FOR CRIMINAL HISTORY/BACKGROUND CHECK (PRINT CLEARLY)

Last _____ First _____ Middle _____

Date of Birth / / / SSN# _____ Driver's Lic.# _____

(NOTE: THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 YEARS OF AGE)

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PLEASE READ CAREFULLY

Community Leadership Academy Charter School may conduct a complete criminal background investigation of each board applicant, which may include consultation with other federal/state law enforcement agencies and the Colorado Department of Education.

NOTE: A CRIMINAL CONVICTION IS NOT AN AUTOMATIC BAR TO INVOLVEMENT. AN APPLICANT'S SUBMISSION BELOW OF FALSE OR MISLEADING INFORMATION, OR FAILURE TO DISCLOSE REQUESTED INFORMATION, MAY DISQUALIFY THE APPLICANT FROM FURTHER CONSIDERATION FOR INVOLVEMENT, RESULT IN DISMISSAL FROM THE BOARD IF DISCOVERED AT A LATER DATE, OR CAUSE CLA TO SUBMIT THIS APPLICATION AND INVESTIGATION RESULTS FOR POSSIBLE CRIMINAL PROSECUTION.

For purposes of the certification below, a "conviction" means any conviction by a jury or a court, any payment of a fine, a plea of "no contest"/nolo contendere, imposition of a "deferred" or "suspended" sentence, or forfeiture of any bail, bond or other security. "Misdemeanor" includes any drug or alcohol-related misdemeanor driving offense, but does not include any other misdemeanor traffic offense or traffic infraction.

Under penalty of perjury, I hereby certify:

I have never been convicted of committing any felony or misdemeanor; or

I have been convicted of the following felony(ies) or misdemeanor(s):

Date _____ City/County/ State. _____ Charge/s _____
Date _____ City/County/State, _____ Charge/s. _____
Date _____ City/County/State, _____ Charge/s _____

I have _____ have not _____ ever been dismissed or resigned from employment following an allegation of unlawful behavior involving a child.

The above information is true and correct to the best of my knowledge.

APPLICANT'S SIGNATURE _____ DATE _____

For Community Leadership Academy Internal Use Only Below This Line

CBI Record Found _____ No Record Found _____

Date _____ Staff Initials: _____