

1. The primary function of the Crown Pointe Academy Board of Directors (Academy Board) is to understand and uphold the School's contracts, bylaws and associated federal and state laws. It will govern with emphasis on organizational vision, encourage diversity in viewpoints, focus on strategic leadership rather than administrative detail, observe clear distinction between the Academy Board and the Director roles, make collective rather than individual decisions and govern proactively rather than re-actively.
2. The Academy Board will ensure that the School operates within Federal and State laws, Colorado Charter School Institute policies and the School's bylaws, policies and procedures.
3. The Academy Board recognizes the importance of involving individuals, who will be affected directly by a decision, in the decision making process. Staff and parents should be informed about and involved in Academy Board procedures.
4. The Academy Board, not the Director, will be responsible for excellence in Academy Board governance. The Academy Board will use the expertise of individual Academy Board members to enhance the ability of the Academy Board as a body, but will not substitute individual judgments for the Academy Board's collective values. The Academy Board will seek outside expertise as needed and will work to develop expertise within its membership.
5. The Academy Board will hold itself accountable to govern with excellence. This self-discipline will apply to matters such as attendance, preparation for meetings, policy making principles, respect of roles, and ensuring the continuity of governance capability.
6. The Academy Board has a fiduciary responsibility to ensure that the community and the School's students receive the maximum benefit from the educational resources the School has at its disposal. The Academy Board has complete and final responsibility in all fiscal affairs of the school, including assets represented by buildings and grounds. The Academy Board will ensure a fiscal audit will be conducted annually.
7. The Academy Board will ensure the provision of its quality educational program to all students at the School. The Academy Board will set achievement goals and standards and monitor their achievement.
8. As authorized by waiver to State law, the Academy Board has final responsibility for conducting Academy Board elections, adopting and revising bylaws, adopting policies, employing and discharging personnel, establishing the school calendar, determining the educational program, adopting textbooks, adopting a discipline code and accepting donations.

9. The Academy Board will ensure every decision or action taken by the Academy Board is made in the best interest of all the School's students, avoiding personal conflicts of interest or deference to individual parents or staff members.
10. The Academy Board will operate as a policy maker and delegate the day-to-day operation of the School to its Director. The Academy Board will establish the policies under which the Director will administer the school. All staff members will be accountable to the Director. Academy Board members will not give instructions to staff members unless required by law. The Academy Board will not be responsible for formally evaluating staff members.
11. The Academy Board will insure a policy book and governance operations manual is maintained.
12. The Academy Board will operate in openness and keep communication frequent and clear. Academy Board will respond to public comments made at Academy Board meetings within two business days if possible. If the public comment requires further attention, a time frame for a response will be indicated in the original contact
13. The Academy Board will establish advisory committees as needed. An Academy Board member will sit on each Academy Board advisory committee in support of the committee's goals and objectives. The Academy Board member's role is to provide an Academy Board perspective and ensure the committee's direction and actions support the Charter Contract. The Academy Board member will not report on behalf of the committee to Academy Board nor hold the position of committee chair.
14. The Academy Board members will support the parent organization but will not hold an office on the parent organization's board.
15. The Academy Board will ensure that the school has sufficient public relations capacity, under competent leadership, to convey the School's message to the public and to the School's constituencies.
16. The Academy Board will conduct a written annual evaluation of the School's performance, taking into consideration the School's contracts, Federal and State law and Academy Board policies. The Academy Board will conduct a written annual self-evaluation, including consideration of whether the Academy Board and its committees are independently knowledgeable concerning school matters or are relying too heavily upon the Director or other staff for guidance. The Director shall also evaluate the Academy Board's performance.

17. The Academy Board will hire the Director and conduct a written annual formal evaluation of the Director's job performance.
18. Only decisions of the Academy Board acting as an entity, are binding, unless the Academy Board has specifically authorized such activity. If the Academy Board members or committees request Information from the Director without Academy Board authorization, the Director can refuse the request if the amount of staff time or resources is disruptive.
19. The Academy Board is responsible for providing strategic leadership for the School. It must plan for the long-term operation of the school. The Academy Board is responsible for developing leadership within the parent body so that there are always qualified candidates to run for Academy Board positions. Continuous Academy Board development will include orientation of new members in the Academy Board's governance process and periodic Academy Board discussion and evaluation of process to assure continued improvement. The Academy Board will utilize work sessions and retreats as needed.

Adopted: April 5, 2004
Reviewed: October 20, 2008, May 4, 2014
Revised: August 9, 2004, November 17, 2008
Rationale: Reformatted and updated during policy rewrite April 2004,
Changed Council to Board 2004. 2015 Removal of Number GP 2
New Charter Authorizer