

Board documents will be emailed to members at least one week prior to the meeting. Hard copies will be sent home with their student the Monday prior to the meeting, if desired. Members without children in the school will have their documents mailed if desired.

General Academy Board communication with parents and staff will follow the school's procedure in regards to hard copy versus the email blast.

Academy Board meeting agendas will be sent the Monday prior to the meeting to all parents and staff.

An Academy Board meeting highlights will be sent by the second Monday following a meeting to all parents and staff.

The Board President or designee will welcome staff during their first week back before school starts.

A welcome letter will be sent to parents from the Board the first full week of school.

The Academy Board will present at Back-to-school night meetings.

A welcome letter will be sent to individuals signing up for board committees the first Monday after Back to School Nights. The letter will outline role of Chair and Secretary, how to schedule a meeting and when they should expect to hear from the Board Liaison.

A letter soliciting parental input for the Director's Evaluation will be sent following the Thanksgiving break.

Articles will be written at least once a month for the CPA Update. The President or designee is responsible for the articles.

The adopted goals, achievements and objectives will be sent to parents in October.

Staff-Board socials will be conducted at least 2 times a year.

All school committees will be invited, by written invitation from the Academy Board President, to Academy Board meetings to present and observe.

Academy Board members will participate in the CPA booth during the Westminster Faire.

Correspondence by the Academy Board is ultimately the responsibility of the President. Inquiries will be addressed at least 24 hours from initial contact. If the correspondence requires further attention, a time frame for response will be indicated in the original contact. The President or designee will solicit input from Board members prior to responding.

Acknowledgement of public comments from Academy Board meetings will be sent at least two business days from the meeting date. If the public comment requires further attention, a time frame for response will be indicated in the original contact.

The Academy Board President or designee will perform exit interviews with all parents and staff.

**Adopted: September 8, 2004**

**Reviewed: annual**

**Revised: October 20, 2008, August 1, 2009, August 13, 2011, November 11, 2015**

**Approved: November 17, 2008, August 17, 2009, September 8, 2011,  
November 11, 2015**

**Crown Pointe Academy of Westminster**  
**Communication Plan**  
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**Rational:** 2015 A governance brochure is incorporated into the Parent/Student handbook (Appendix A) removed. Removal of number GP 5 doc 1 new Charter Contract Authorizer