



Dear Crown Pointe Academy Community,

The CPA Board is currently in the process of conducting the annual Director's Evaluation. As a parent run charter school, Parents, Guardians, Staff and Community Members are all welcome to provide written feedback during this evaluation process.

If you would like to provide written feedback, please return your signed document in a sealed envelope titled, "To CPA Board" to the wooden box located in the office by Tuesday, January 8, 2019. Evaluations may also be mailed to Dawn Baird, the Academy Board Designee, at 7020 Utica St., Westminster, CO 80030, and must be postmarked by January 4, 2019. Evaluations will be collected by the Academy Board Designee for review. You may write a letter or use the attached form.

Please note that any feedback from the community must be signed and turned in by the timeline. Written feedback will be kept confidential and seen only by the Academy Board. Community feedback is not to be considered a public vote on retention or removal, but the sentiment of those who wish to give their feedback into the Director's Evaluation Process.

For the Director's contract to be renewed, the Academy Board evaluates whether the following conditions have been met:

- 1) The Director ensures all school policies and procedures are followed.
- 2) The Director ensures the administrative and educational terms of the Charter Contract are met.
- 3) The Director manages the financial matters in accordance with school policies.

In addition to these mandatory areas, the Academy Board will evaluate six other areas where the Director is expected to be deeply involved:

- 1) Manage Daily Operations
- 2) Curriculum and Program Implementation
- 3) Personnel Management
- 4) Effective Leadership
- 5) Academy Board Relations
- 6) Communication

The CPA Board appreciates your feedback and thanks you in advance.

Kind Regards,
Michelle Kline

CPA Board President

The Director ensures all school policies and procedures are followed.

The Director ensures the administrative and educational terms of the Charter Contract are met.

The Director manages the financial matters in accordance with school policies.

Manage Daily Operations

Curriculum and Program Implementation

Personnel Management

Effective Leadership

Academy Board Relations

Communication
