



Dear Crown Pointe Academy Community,

The CPA Board is currently in the process of conducting the annual Executive 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 completed and signed document to Dawn Baird, the Academy Board Designee, at 7020 Utica St., Westminister, CO 80031, or drop off your completed and signed document in a sealed envelope titled, "To CPA Board" in the locked, wooden box in the front entryway to the school. Your evaluation must be postmarked no later than January 3, 2024 if mailed, or received in the drop box no later than January 5, 2024 at 4:00 p.m. Evaluations will be collected by the Academy Board Designee for review by the Board. You may write a letter or use the attached form. Unsigned submissions will not be considered by the Board

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 Executive Director's Evaluation Process.

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

- 1) The Executive Director ensures all school policies and procedures are followed.
- 2) The Executive Director ensures the terms of the Charter Contract are met.
- 3) The Executive 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 Executive Director is expected to be deeply involved:

- 1) Overseeing new school build including financial and physical oversight, legal compliance fundraising and fostering partnerships with the city and other key players
- 2) Overseeing the current school, including financial and physical oversight, legal compliance, staffing and operations
- 3) Marketing and PR for current school and new build
- 4) Effective Leadership/human resources/staff evaluation and training
- 5) Senior advisor regarding decision-making processes and grievances
- 6) Academy Board Relations

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

Kind Regards,
Dawn Baird
CPA Board President

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The Executive Director ensures the terms of the Charter Contract are met.

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

Overseeing new school build: including financial and physical oversight, legal compliance, fundraising and fostering partnerships with the city and other key players.

Overseeing the current school, including financial and physical oversight, legal compliance staffing and operations

Marketing and PR for current school and new build

Effective Leadership/human resources/staff evaluation and training

Senior advisor regarding decision-making processes and grievances

Academy Board Relations
