

Loveland Classical Schools Board Agreement



Vision Statement

To partner with parents to champion the following values:

The pursuit of excellence through vigorous diligence. The joy of success is found in hard work through academically challenging material.

The habituation of ethical virtues. Moral character is inculcated through our twelve core virtues.

The cultivation of social responsibility. Stewardship and service are encouraged as we work to better our community.

Mission Statement

Loveland Classical Schools assists parents in developing young minds with virtuous character, critical thinking skills, and a passion for learning to become exceptional community stewards.

Policy Statement on Decision Making

All decisions by the Board of Directors, the Principal and the Chief Financial Officer (consultant) shall be made within the parameters and uphold the principles of the vision and mission statements. As representatives of the school community, decisions shall be made first considering the vision and mission statements and then considering the health of the school, its members (parents and legal guardians), and the school's influence in the community.

Board Member Agreement

A member of the Loveland Classical Schools Board of Directors ("board") shall have a firm belief in the fundamental, traditional education delivery format and shall be committed to using the Core Knowledge sequence and the classical curriculum as approved by the board. Members of the board shall be fully committed to the charter school concept.

The purpose of the board is to set the general direction and policy of the school, not to manage it on a daily basis. Directors shall be able to govern in a manner to ensure the adherence to the Loveland Classical Schools (“LCS”) vision and mission statements. Furthermore, directors shall foster positive relationships with school personnel, the school community, and community at large, oversee the financial stability of LCS, and deal with school related issues as prescribed in the bylaws.

By signature below, each director agrees to uphold the terms of this agreement.

Qualifications

- Read the web site article on Classical Education:
http://www.lovelandclassical.org/classical_education.php
- Familiarity with the LCS educational program including Classical, Core Knowledge, Riggs, Singapore Math, Character Education, and Departmentalization
- Read the LCS charter application and contract
- Be in agreement with the educational philosophy, discipline policy and administrative structure of LCS.
- Read and sign the board agreement
- Complete the online board training modules at
<http://onlinelearning.enetcolorado.org/login/index.php>

All directors shall attend school events to show support and encouragement for our school.

Prior board experience is helpful but not required. Placing a high value on professionalism and the success of the school is mandatory. Motivation for serving on the board shall solely be to facilitate the educational success of students.

All directors are expected to attend an annual board retreat/conference where the goals of the board are defined through a strategic plan, a board self-evaluation critique, and qualified trainers present information on effective board leadership and other pertinent topics are discussed.

The board shall conduct a Board Visit Day at least once annually.

Directors shall fulfill their board and committee responsibilities to their fullest capability.

In order to increase grant opportunities for Loveland Classical Schools, Directors are encouraged to make a financial contribution to the LCS foundation. The amount of the contribution is at the discretion of the individual director.

All directors should remember that being a public relations representative is one of their key roles.

LCS employees, faculty, staff, teachers, or independent contractors may not serve on the Board of Directors in order to prevent conflicts of interest. Additionally, for the same reason, family and/or household member of LCS employees, faculty, staff, teachers, or independent contractors may not serve on the Board of Directors.

Behavioral Expectations

Directors shall abide by the open meetings law [C.R.S. § 24-6-401]. The open meetings law states that anyone discussing board business, policy, actions, resolutions, etc. amongst three or more directors, except at meetings for which notice has been properly posted at least 24 hours prior to the meeting, is illegal. "Meeting" with another director is defined as communication in person, by telephone, by electronic mail, or through any other means. Executive sessions and confidentiality laws are also outlined in the statute. Personnel matters, individual students, and negotiations are confidential by law and may be conducted in executive session.

Expectations include a professional demeanor at all board and school functions. Issues being discussed shall not be personalized and directed toward any other director, staff member, parent or anyone else. Discernment shall be used in interpersonal relationships and communications.

A diversity of opinions and solutions are necessary for the effective governance of LCS; however, directors shall respect and listen to ideas being presented by another director. Directors shall encourage each other to fulfill their responsibilities to the fullest of their potential.

When receiving criticism from parents or other parties about school personnel or other directors, the director shall direct the speaker to the director / personnel who is involved in the situation. Directors shall never speak negatively about school personnel or other directors to the school community, or parties outside the school community.

Conflict shall be resolved by those between whom it exists. Directors shall commit to resolving conflict directly with each other or with the appropriate school personnel and not share the conflict with anyone outside of the conflict except as necessary to follow the approved dispute resolution policy of LCS, including, but not limited to, other parents, other school personnel, or the media.

Directors shall exemplify integrity, honesty, and respect. A dedication and commitment to the vision of LCS and the charter school movement shall be top priority for any director. Any director finding himself or herself involved in an irresolvable conflict shall put the vision and interest of the school first.

Directors are expected to attend all board meetings unless excused. A director missing two consecutive board meetings without prior approval for their absence from the President or at least two other directors shall receive a notice of probation. Missing a third meeting without prior approval is considered a resignation by that director.

Directors not upholding professional standards of conduct will be considered for disciplinary action.

All board meetings shall be governed according to appropriate parliamentary procedure. Board members shall exemplify good judgment when using social media, e-mail and other electronic channels when discussing LCS related content. Board members agree to only communicate positive related content when discussing LCS related matters and/or posting publicly. Any negative related content that is publicly posted regarding the school will be viewed as detrimental to the efforts of the board, administration and various committees and is subject to review and dismissal of the board member from their respective role.

Governance of Loveland Classical Schools

LCS shall be governed by its Board of Directors. The board consists of a maximum of seven directors, at least two of whom shall be elected and/or appointed parents or guardians as per board policy BBB.2_LCS. The board shall establish and maintain fundamental school policies to ensure adherence to the vision and mission statements. The Principal makes day-to-day management decisions and is responsible for all administration duties for the school. The Principal reports directly to the board and serves to fulfill the goals of the board.

As with all charter schools, LCS is an entity separate from the school district in the area of governance. Each director shall guard this unique characteristic of LCS and other charter schools.

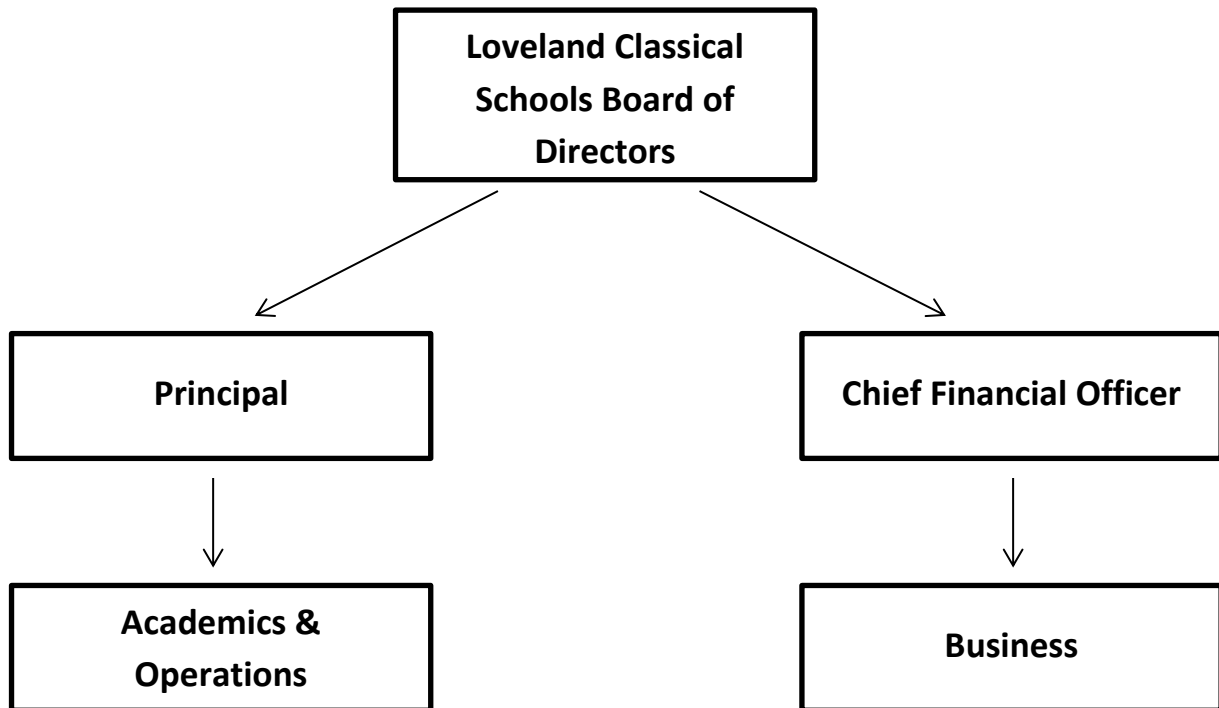
Directors should remember that derogatory statements concerning matters regarding LCS in a public forum tend to bring disrepute on the school as a whole and could be counterproductive to not only LCS, but also the Colorado charter school movement. If a director questions a school related decision, he or she shall immediately take the concern or disagreement to the Principal and/or the Chief Financial Officer in a confidential and diplomatic manner. Likewise, the Principal or the Chief Financial Officer agrees to the same commitment regarding board decisions. All communications should align with the school's core virtues: Generosity, Honesty, Responsibility, Service, Perseverance, Loyalty, Forgiveness, Integrity, Courage, Humility, Prudence, and Temperance.

While at the school, directors shall be mindful of the different roles they play: parent, volunteer, director, etc. Directors shall not use their position of authority while acting in their parent or volunteer roles. With humility, each director shall serve the best interests of the school.

Directors shall remember that stepping out of their advisory or director capacity and attempting to manage or unduly influence the operations of the school will often cause problems.

The vision and mission statements of LCS, a Classical and Core Knowledge charter school, shall serve to guide and direct the function and decisions of the board. The goal to continually improve, maintain integrity, serve LCS families, and ensure academic success for LCS' students shall take precedence in all situations.

Governance Chart



Responsibilities and Duties of the Board of Directors

The board is responsible for:

1. Implementing the vision and mission statements and taking them into consideration whenever possible changes of policy are under discussion.
2. Establishing policies for operation of Loveland Classical Schools, ensuring that the provisions of the corporation's Articles of Incorporation, By-laws and the contracts with the Thompson R2-J School District are being followed.
3. Establishing fiscal policy and boundaries, with budgets and financial controls for the schools.

4. Selecting a new Principal and/or a new Chief Financial Officer when needed.
5. Establishing the policies under which the Principal and the Chief Financial Officer shall administer the school.
6. Establishing necessary working committees and being sure that all members are actively involved in appropriate committee assignments.
7. Periodic evaluations of the school, taking into consideration the school's stated mission and vision.
8. Conducting a written annual evaluation of the performance of the Principal and establishing goals for the following year.
9. Conducting a written annual self-evaluation, including consideration of whether the board and its subcommittees are independently knowledgeable concerning school matters or are relying too heavily upon the Principal, the Chief Financial Officer and other staff for guidance.
10. Keeping full and accurate minutes of its meetings and those of its committees.
11. Maintaining a policy book so that governing decisions made over a period of years may be readily available to subsequent leadership and administrators.
12. Developing and maintaining a communication link to the community.
13. Serving on at least one board subcommittee or ad hoc committee.

Board Officer Descriptions

- Chair
 - Chair board meetings, utilizing Roberts rules of order for clarity of action taken at board meetings
 - Understand Roberts rules of order and be prepared to make a judgment calls on whether proper parliamentary procedure has been used
- Vice chair
 - Chair meetings if chair is absent, or as assigned
 - Monitors compliance with open meetings law
- President
 - Prepare meeting agendas and ensure proper posting of the agendas
 - Primary contact for Principal
 - Primary contact for legal issues with counsel
 - Sign contracts (employee, charter or vendor) on behalf of the board
 - Ensure the agenda focuses on the strategic plan
 - Ensure standard board calendar issues are addressed
 - Facilitate conflict management among directors
- Vice president
 - Fulfill president's duties if president is absent, or as assigned
- Secretary

- Prepare meeting minutes
- Sign contracts when two signatures are required
- Distribute board packets prior to the meeting
- Maintain audio recordings of executive session as required by law
- Monitor time (if restricted) during public comment
- Treasurer
 - Interpret and clarify the school budget for the rest of the board and school community
 - Member of the finance subcommittee.
 - Present the budget at the annual membership meeting
- Director (all)
 - Network with constituents and community members
 - Monitor charter school legislation; get involved as may become necessary
 - Recruit new directors
 - Raise funds for the school as needed and as guided by the strategic plan
 - Read, understand and adhere to the school bylaws and board policies
 - Understand and adhere to Colorado open meetings laws
 - Participate in the development and implementation of the strategic plan
 - Attend meetings having read the board packet and ready to succinctly discuss agenda items
 - Provide financial oversight and budget approval
 - Recommend and adopt board policy
 - Commit to a director code of conduct
 - Negotiate contracts and charter renewal
 - Delegate work to committees
 - Select, review and support the Principal

Training Expectations:

Month One

Get setup with LCS E-mail and email distribution list

Be notified of Sunshine Laws in relation to email use

Write board bio for the website (<http://www.lovelandclassical.org/bod.php>)

Peruse the LCS Website (<http://www.lovelandclassical.org>)

Familiarize yourself with the Virtual Board Binder
(<https://sites.google.com/a/lovelandclassical.org/virtual-board-binder/home>)

Review the school's mission and vision (<http://www.lovelandclassical.org/about.php>)

Attend Informational Meeting (http://www.lovelandclassical.org/open_house.php)

Month Two

Read the charter contract, which is listed in the Virtual Board Binder
(<https://sites.google.com/a/lovelandclassical.org/virtual-board-binder/home>)

Review the school's mission and vision (<http://www.lovelandclassical.org/about.php>)

Complete the following Board Training Modules
(<http://onlinelearning.enetcolorado.org/login/index.php>)

1. Board Self-Assessment
2. Legal and Policy Issues
3. Board Member Conduct
4. Board Structure and Responsibilities
5. Holding Productive Meetings
6. Promoting the Vision and Mission

Month Three

Review the school's mission and vision (<http://www.lovelandclassical.org/about.php>)

Complete the following Board Training Modules
(<http://onlinelearning.enetcolorado.org/login/index.php>)

7. Strategic Planning
8. Special Education
9. Board Financial Oversight
10. Charter School Finance
11. Policy Development
12. Board Relationships

Month Four

Review the school's mission and vision (<http://www.lovelandclassical.org/about.php>)

Complete the following Board Training Modules
(<http://onlinelearning.enetcolorado.org/login/index.php>)

13. Pitfalls to Avoid
14. Charter School Waivers
15. Data Driven Decisions
16. Accountability and Program Assessment
17. Sunshine Law
18. Selecting, Reviewing, and Supporting the Administrator

Month Five

Review the school's mission and vision (<http://www.lovelandclassical.org/about.php>)

Complete the following Board Training Modules
(<http://onlinelearning.enetcolorado.org/login/index.php>)

19. Professional Development
20. Renewal and Accreditation
21. Grant Writing
22. Communication
23. Charter Schools Act
24. Effective Committees

Month Six

Review the school's mission and vision (<http://www.lovelandclassical.org/about.php>)

Complete the following Board Training Modules
(<http://onlinelearning.enetcolorado.org/login/index.php>)

25. Board Officer Responsibilities

26. Parental Involvement

27. Capital Improvement

28. Fund Development Resources

29. Needs Assessment

30. Additional Best Practices

Other

- Board President (and/or Vice President): Board Continuing Development (formerly President's Council Seminars)
- Board Treasurer: Business Manager's Network Meetings
- Board Treasurer (or designated member): CDE Financial Seminar
- All: Attend two trainings through the Colorado Charter League or CDE annually (includes webinars)
- All: Attend Classical Symposium session provided by LCS at least once annually
- All: Attend a Financial Seminar provided by CFO at least once annually
- Board Representative: Attend the CDE's Board Fundamentals (formerly CDE's Regional Board Training) as scheduled
- Board Representative: Attend the Annual Colorado League of Charter Schools Conference (February)
- Board Representative: North Area Regional Meeting
- All: Attend any other continuing education identified by the Board Development Committee and provided during scheduled Board meetings.

Suggested Reading:

- E.D. Hirsch's books "Cultural Literacy" and "The Schools We Need: And Why We Don't Have Them."
- Sayers article on the Trivium, "The Lost Tools of Learning"
- Other readings as periodically suggested by the Principal

Agreed to and signed, this _____ day of _____, 20__.

Director, Loveland Classical Schools

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*Adopted August 9, 2012
Amended November 14, 2013
Amended and Approved January 29, 2015
Amended and Approved July 23, 2015
Amended and Approved September 24, 2015*