

Appendix F

Bylaws of the Twin Peaks Charter Academy Board of Directors

ARTICLE I: NAME

The name of this committee shall be the Twin Peaks Charter Academy Board of Directors herein referred to as the “Academy Board” or “Board.”

ARTICLE II: MISSION, PURPOSE, OBJECTIVES

Section 1: Mission Statement

Twin Peaks Charter Academy provides students with a rigorous education and the foundations of virtue and character, building cultural literacy through a content-rich curriculum in an encouraging environment. Our Legacy: Academic Excellence.

Section 2: Purpose

The Academy Board shall uphold the goals and objectives of the Twin Peaks Charter Academy as reflected in the Mission Statement, the Guiding Principles and Founding Philosophies and the operating charter granted by the St.Vrain Valley School District RE-1J.

Section 3: Objectives

The objectives of the Academy Board are as follows:

- A. To model, protect, and ensure that the Mission Statement and the Guiding Principles and Founding Philosophies are adhered to in all activities and decisions of the Board and the daily activities of the staff, students, parents and school advisory committees as it relates to the Academy’s operations.
- B. To serve as final authority in matters affecting executive staffing, budget, curriculum, calendar decisions, marketing, ideological focus, school concerns, and to ensure that these are consistent with and promote the educational goals of the Mission Statement and official Academy policy.
- C. To encourage staff, parents and students to be responsive to the needs and concerns of the school as a whole, and of the unique learning styles, challenges and talents of individual students.
- D. To act as the official voice of the Twin Peaks Charter Academy with regards to public information, media contacts and public relations.

ARTICLE III: MEMBERSHIP

Section 1: Voting Board Members

The Academy Board shall consist of seven voting members who shall be elected by parents of children enrolled at Twin Peaks Charter Academy and who are themselves parents of children enrolled at the Academy, except that one member may be from the community at large, provided he or she resides within the St. Vrain Valley School District RE-1J. All voting Board Members must sign a Board member and a code of conduct agreement prior to serving. Only one Academy family member may serve on the Board at any given time. No voting member may receive remuneration for Board service.

Section 2: Non-voting members

The Director and Principal(s) shall attend all Board meetings in an advisory or consultative role but shall have no vote.

Section 3: Elections

- A. Elections shall be held annually. Elections shall be held during the week prior to the school's Spring Break. Voting shall take place during business hours on Wednesday and Thursday of that week, and the polls shall stay open until 7pm on one of those days.
- B. The Academy Board shall advertise for Board candidates at least one month prior to the scheduled election. Candidates shall declare themselves to the Board at least two weeks prior to the scheduled election. The Board shall publish a list of candidates not less than ten days prior to the scheduled election.
- C. Each Academy family will be accorded one vote per available position. Proxy voting is prohibited.
- D. Those candidates receiving the most votes will fill the available seats in the Academy Board. In the event of a tie vote for a position, a result will be obtained by the Director flipping a coin.
- E. Terms are for two years and are staggered. Four members will be elected one year and three will be elected the following year. If a member resigns, or is removed from office, he or she must wait one full election cycle before being eligible for election again.
- F. The term of office for Board members shall begin and end with the opening of the last regular meeting in June following the election. Between the election and taking office, the Board member elect shall be required to attend all regular meetings of the Board, as well as a training session designed to acquaint the member with the duties of office. Board members-elect shall be bound by all responsibilities of membership but have no vote on the Board. Board members-elect may participate in Board discussions.
- G. The Academy Board shall select its own leadership at the first meeting of the new board. At its own discretion, it may reorganize following the filling of a vacancy.
- H. In the event of dismissal, resignation, or other vacancy of the Academy Board other than any vacancy which occurs six months, or more before a regularly scheduled election, the Board will conduct a special election to fill the remaining portion of the vacant member's term. For a vacancy which occurs six months or less before a regularly scheduled election (three months in the event that such vacancy was the result of a successful recall vote), the remaining Board members will appoint a replacement from candidates who submit their names to serve. The Board at its own choosing can determine whether or not to reorganize its Board offices following the filling of a vacancy. In the event that a vacancy occurs on the Academy Board that is to be filled at the next regularly scheduled election, the procedure for such an election will be as follows: All candidates will be placed on the ballot by random lot. The available 2-year terms on the Board shall go to those receiving the highest number of votes and the partial term(s) shall go to the candidate(s) receiving the next highest vote total. In the event that the vacancy occurs during the summer, the board shall hold the special election 4 weeks after the start of school.
- I. In the event of a special election, the Board shall advertise the vacancy and request candidate nominations within one week of the confirmation of the vacancy. Interested candidates will have applied and submitted necessary paperwork within two weeks of the advertising of the

vacancy. An election to fill the vacancy will occur within four weeks of the advertising of the vacancy. The special election shall run for one day during normal school hours and extend until 7:00 p.m. Electronic voting may be used in accordance with C.R.S. § 24-71.3-102(7)

ARTICLE IV: RESPONSIBILITIES

Section 1: Board Responsibilities

The following set forth the general duties and responsibilities of the Academy Board as a whole and its individual members.

- A. The Academy Board shall set and enforce policy and assure that the Academy is run in a manner consistent with the Mission Statement and in compliance with all applicable laws, the Charter, and SVVSD Contract.
- B. The Academy Board shall develop and approve an annual budget and audit and operate within that budget.
- C. The Academy Board shall appoint members to standing and ad hoc committees. Those elected to the Board will be expected to serve on a minimum of one standing committee.
- D. The Academy Board shall be responsible for the maintenance of any records required by law or provided for by the Charter Contract.
- E. The Academy Board shall negotiate and approve any changes to or renewals of the Facilities lease, its use and maintenance, and shall establish policy for facilities use.
- F. The Academy Board shall convene at least one regular monthly meeting while the school is open for business, subject to the Open Meetings Law, and will provide an opportunity for public input. In addition, the Board may convene work sessions as it deems appropriate.
- G. The Academy Board shall adopt and administer a grievance policy and procedure.
- H. The Academy Board shall approve an admissions policy and ensure compliance with all aspects of such policy.
- I. One employee of the school, the Director, shall report to the Academy Board. The Board shall be responsible for the hiring, review, supervision and termination of this position.
- J. The Academy Board shall enforce all contract issues, including employment, leases, and charter agreements with the District or State of Colorado.
- K. The Academy Board shall be responsible for monitoring codes of conduct and discipline policies for students and staff, consistent with applicable law and the Charter Contract.
- L. The Academy Board shall perform such other duties as appropriate and necessary to the safe and effective operation of the Academy and which promote the Academy's commitment to educational excellence.

ARTICLE V: OFFICERS

Section 1: Board Officers

The Officers of the Academy Board shall be the President, Vice President, Secretary and Treasurer.

They shall be chosen by and from among the voting members of the Board.

Section 2: President

The President shall preside over all regular and other official Academy Board meetings, have general charge of the business of the Board, and carry out its policies under the direction of the Board. The President shall have authority to delegate duties and responsibilities to other Board members. The President shall form committees as required and appoint committee chairs and other committee members, subject to concurrence of the Board. The President shall identify and train a Board Member in all areas for succession planning. By default this will be the Vice President if there are no other candidates.

Section 3: Vice President

The Vice President shall have all the powers and perform the duties of President in the absence or disability of the President. The Vice President shall perform such other duties as from time-to-time may be assigned by the President. The Vice President shall take full responsibility for organizing and overseeing elections to the Academy Board, except in those instances where the Vice President's involvement in the elections could constitute a conflict of interest, in which case the President shall appoint another Board member to oversee the elections. The Vice President shall track and monitor the long term strategic plan of the Academy and actively keep the documents relevant and schedule regular reviews.

Section 4: Secretary

The Secretary shall keep or cause to be kept full minutes of all meetings of the Academy Board, including a record of each member's attendance and all acts and votes of the Board. The minutes shall be kept in one or more bound books and shall be available in the school office for inspection by members of the public. The Secretary shall see that all notices of upcoming meetings are duly posted in accordance with the provisions of these Bylaws or as required by law and shall perform such other duties as from time-to-time may be assigned by the President.

Section 5: Treasurer

The Treasurer shall have general supervision of the financial affairs of the Academy, subject to Board concurrence, and shall have power to disburse funds, sign checks, drafts or other payments of money, and shall be required to facilitate monthly presentations of financial statements to the Board. The Treasurer shall also perform such other duties as may from time-to-time be assigned by the President. The Treasurer will serve as the Board Representative to the Finance Committee.

Section 6: Officer Resignations and Removal

Any Officer may resign at any time by providing written notice to the President or Secretary of the Academy Board. Such resignation shall take effect at the time specified therein; and, unless otherwise stated therein, the acceptance of such resignation shall not be necessary to make it effective. Any Board officer may be removed from office (but not from membership on the Board) at any time, provided just cause exists and is established by a majority of the Board members, and whenever, in their judgment, the best interests of the Academy are served by the removal.

ARTICLE VI: COMMITTEES

Section 1: Standing Committees

The following will be standing committees of the Academy Board and will operate on an advisory basis: Academic Excellence/Accountability Committee, Finance Committee, Governance Committee, and Community Development Committee. Committee membership shall include parents, staff and a minimum of one board member. The Accountability Committee must also contain a community

member who is a resident of the St. Vrain School District. The Board will promote committee membership from among Academy parents and staff. The Board may establish additional committees as deemed necessary.

Section 2: Academic Excellence/Accountability Committee

The Accountability Committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for working with the Director to define academic excellence, ensure that all board members know the charter promises that were made to the community and the authorizer and to devise clear and consistent measures to monitor these goals.

It is important to note that the work of this committee is a governance function, not a management function, and it is anticipated that the Director/Academic Dean will have a great deal of input into the work and composition of this committee. The committee's main role is to assure that Accountability is communicated clearly, measured and reported in a way that the board approves. This committee should also ensure that annual goals to attain academic excellence are tracked and monitored.

Section 3: Finance Committee

The finance committee is commissioned by and responsible to the Board of Directors. It has responsibility for the fiscal year budgets; presenting the budgets to the Board; recommending budget revisions; monitoring actual results against the budgets; and recommending to the Board appropriate policies for the management of the organization's assets.

Section 4: Governance Committee

The governance committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for matters pertaining to Board of Directors recruitment, nominations, orientation, training, and evaluation in accordance with the bylaws of the organization as well as established policies and practices approved by the Board of Directors.

Section 5: Community Development Committee

The development committee is commissioned by and responsible to the Board of Directors to assume the primary responsibility for raising non-grant funds to support the organization's mission.

Section 6: Other Committees

The Board may constitute such other committees as it may, from time-to-time, deem necessary to promote the goals and objectives of the Academy.

ARTICLE VII: TERMINATION OF MEMBERSHIP ON BOARD OF DIRECTORS

Section 1: Removal of Director

Membership on the Academy Board may be terminated by the voting members only at a meeting called for the purpose of removing that director, and the meeting notice shall state that the purpose, or one of the purposes, of the meeting is removal of the director. A minimum of one week notice of the vote must be given in a properly published and posted agenda.

Section 2: Mandatory Meetings

Attendance at the Board meetings is mandatory. For any member receiving two consecutive unexcused, four consecutive excused or six total absences per school year from regularly scheduled meetings, the

board will vote to petition the membership/families requesting removal. The Board President or designee shall determine whether absences are excused or unexcused.

Section 4: Removal by Petition

If a petition to remove one or more members is presented to the Academy Board, such petition shall compel the Board to add the petition as an item on the agenda for the next regular Board meeting. Such a petition must contain the names of 20% of total Academy families. A petition to remove one or more Board members must be provided to either the Board President or Secretary no less than fifteen days prior to the Board meeting date, and no less than four months prior to the expiration of the term of office for any Board member who is the subject of such a petition. Such a petition must state the reason(s) for the removal of the member(s) and the name of the person(s) responsible for submission of the petition to the Academy. Should the petition not be withdrawn by the responsible person(s) named on the petitions, one month later the Board will submit the matter to the parents for a vote to remove or retain the member or members. Any vacancy will be filled as provided for in these Bylaws under Special Election. So as to prevent interference with students, petitions shall not be solicited on school grounds at any time from one hour before until one hour after normal school hours, or school sponsored events.

ARTICLE VIII: AMENDMENTS

Proposed amendments to these Bylaws shall be submitted in writing to the Board President. Copies shall be provided to all Board members at least one week prior to a regularly scheduled Board meeting. Consideration of amendments shall include an opportunity for the public to comment. An affirmative vote of five members shall be necessary to adopt any proposed amendment.

ARTICLE IX: DEFINITIONS

Section 1: Parent

A “parent” shall mean the adult or adults having legal custody of a student. Where more than one adult has legal custody of a student, whether or not those adults reside in the same household, notification of any of those adults shall constitute notification of a parent as used in these Bylaws.

Section 2: Staff

“Staff” shall mean any person, including teachers, the Director, Principals, support personnel, etc., serving under an employment contract with the Academy.

Section 3: Director

The Director” shall mean the staff person having primary responsibility for the day- to-day operations of the Academy including interaction and liaison with the District.

Section 4: Principal

“Principal” shall mean a staff person having primary responsibility for academic progress and student discipline.

ARTICLE X: OPEN MEETINGS LAW, PUBLIC RECORDS ACT, FAMILY EDUCATIONAL PRIVACY RIGHTS

The Academy acknowledges and agrees that it is subject to the provisions of the Colorado Open

Meetings Law, Colorado Revised Statutes Section 24-6-401 et seq., and that it will fully comply with the provisions of such law in connection with all its activities.

The Academy acknowledges and agrees that it is subject to the provisions of the Colorado Public Records Act, Colorado Revised Statutes Section 24-72-201 et seq., and that it will fully comply with the provisions of such law in connection with all its activities.

The Academy acknowledges and agrees that it is subject to the provisions of Family Educational Privacy Rights, Buckley Amendment, 20 United States Code, Section 1232(g), and that it will fully comply with the provisions of such law in connection with all its activities.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the Academy Board whenever they are applicable and not inconsistent with these Bylaws, District policy, or State law.

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