

**Jefferson Academy  
Charter School**

**Board Manual**

## **Definitions**

As used in this Board Manual, the terms set forth below shall have the following meanings:

“Board” shall mean the board of directors of Jefferson Academy.

“Board Member” or “Board Members” shall mean the individual(s) serving on the Board.

“Designated School Administrator” shall mean the Jefferson Academy School Superintendent or in the absence of a Superintendent, the Principal(s).

“Jefferson Academy” shall mean Jefferson Academy Charter School.

“Member” or “Members” means a person or persons who is a member of Jefferson Academy as set forth in Jefferson Academy’s bylaws.

“Parent” or “Parents” means a Jefferson Academy parent(s) or legal guardian(s).

“PTO” shall mean the Parent Teacher Organization.

“Principal” or “Principals” means the principal(s) of the corresponding campus.

### Vision Statement

Jefferson Academy envisions a community of parents, teachers, students, and educational and business leaders working together to create a learning environment that engenders academic achievement, growth in character, and the love of learning, resulting in responsible, productive citizens.

### Mission Statement

The mission of Jefferson Academy is to help students attain their highest academic and character potential through an academically rigorous, content-rich educational program.

### Policy Statement on Decision Making

The Jefferson Academy charter belongs to the Parents of the school. All decisions by the Board and the Principals need to be made within the parameters of the Vision and Mission Statements, and then the Members, always keeping in mind that Parents should have a meaningful voice in their child's education.

## **Board Member Profile Agreement**

The Board shall have a firm belief in the fundamental, traditional format and be committed to using the Core Knowledge and Coordinated Humanities curriculums. Board Members 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 manage it on a daily basis. The Board shall make decisions within the mission and vision of Jefferson Academy; foster relationships with the staff, the school community and community at large; and oversee the budget.

### **Qualifications for Board Member:**

- Read Professor E.D. Hirsch's book "Cultural Literacy" and "The Schools We Need and Why We Don't Have Them" and agree with the principle that our society has a foundation of knowledge upon which subsequent learning is built.
- Be familiar with the Core Knowledge Scope and Sequence and the Coordinated Humanities curriculum.
- Understand the supplemental curriculum used by our school.
- Be in agreement with the educational philosophy, student discipline policies and administrative structure of our school.
- Read and sign the Jefferson Academy Board Policy Manual.

The Board Member should attend various school events to show support and encouragement for Jefferson Academy. Board Members will not serve on PTO or Booster Club boards, but may serve on PTO and/or Boosters committees. Board Members will serve on various Standing and Advisory Committees as referenced in Policy 2.11 of the Board Policy Book.

Prior board experience is helpful. A high value for professionalism and the success of Jefferson Academy is mandatory. Motivation for serving on the Board shall be to help facilitate the educational success of students.

Board Members are required to attend critical Board meetings that include Board self-evaluations and the annual strategic plan workshop.

Board Members will attend annual Board Visit Days. During this time, Board Members

will visit classrooms, talk with the staff and become familiar with current school concerns.

Board Members will perform a self-evaluation to be conducted at various intervals as determined by the Board.

Board Members shall fulfill their responsibilities while serving on the Board, including Standing Committees, Advisory Committees or subcommittees to their fullest capability.

Newly elected Board Members will complete the Charter School Board Training provided online by the Colorado Department of Education at <http://onlinelearning.enetcolorado.org/login/> and bring the Certificate of Completion to their first board meeting of the beginning of the school year for which they are elected. Members who are elected or appointed in the middle of the school year will have 90 days to complete their training. Failure to do this may delay service on the Board.

### **Behavioral Expectations**

Board members serve as public relations representatives on behalf of Jefferson Academy and are responsible for establishing and maintaining a professional demeanor while serving on the Board.

Board Members shall abide by all aspects of the open meetings law [C.R.S. 24-6-401].

Board Members must maintain a professional demeanor at all Board meetings. During Board meetings, issues being discussed shall not be personalized nor directed toward any individual person. Discernment should be used in interpersonal relationships and communications.

Board Members shall respect and listen to ideas being presented by other Board Members. Board Members shall encourage each other to fulfill their responsibilities to their fullest potential.

When receiving criticisms from parents or other interested parties about staff, a Board Member is required to follow the Jefferson Academy Pathway/Grievance Process flow chart when providing feedback to Parents for escalating concerns. Board members shall refrain from speaking negatively about Jefferson Academy staff or other Board Members in any circumstance including but not limited to the general public and the school community.

Board Members will commit to resolving any conflict directly with each other or with the appropriate staff member and not share the conflict with anyone outside of the conflict, including, but not limited to parents, staff members or the media.

Board Members are required to escalate any and all media inquiries to the Chairperson of the Board, as per Board Roles, Responsibilities and Assignments, unless otherwise specified.

Board Members shall exemplify integrity, honesty and respect. Dedication and commitment to the vision of Jefferson Academy and the charter school movement shall be top priority for any Board Member. Board Members finding themselves involved in an irresolvable conflict understand that the vision of Jefferson Academy is top priority and shall put the vision of Jefferson Academy first.

A Board Member missing for more than two consecutive Board meetings without prior approval for their absence from at least two other Board Members shall receive a notice of probation. Absence from three meetings without prior approval is considered a resignation by that Board Member.

All Board meetings shall be governed according to appropriate parliamentary procedure.

## **Governance of Jefferson Academy**

Jefferson Academy shall be governed by the Board. The school Superintendent (or in the absence of a Superintendent, the Principal(s)) shall answer directly to the Board and serve at the pleasure of the Board. The Designated School Administrator(s) shall make decisions on a day-to-day basis and fulfill all administrative duties for the school. The Board will maintain the vision and steer the school's direction as it carries out the Vision and Mission Statements.

As is the case for all charter schools, Jefferson Academy is an entity separate from the school district in the area of governance. Each Board Member shall guard this unique characteristic of charters.

Board Members should remember that derogatory statements concerning matters

regarding Jefferson Academy in a public format tend to bring disrepute on the school as a whole and is counter-productive to Jefferson Academy and the Colorado charter school movement. If a Board Member questions an administrative decision he or she shall immediately take that concern or disagreement to the Designated School Administrator in a confidential and diplomatic format. Likewise, Designated School Administrators agree to the same commitment. In agreement with the elementary campus School Rule #1, all communications shall be honoring to one another.

Board Members understand that they are to be mindful of the various roles that they play including but not limited to parent, volunteer and serving on the Board. A Board Member will not use their position of authority while acting in their parent or volunteer roles. Board Members shall foster good relationships with Jefferson Academy administrators and staff on a personal and professional level. With humility, each Board Member will serve the best interest of Jefferson Academy.

The Vision and Mission Statements of Jefferson Academy, a Core Knowledge and Coordinated Humanities charter school, will serve to guide and direct the Board. The goal to continually improve, maintain integrity, serve Jefferson Academy families and ensure academic success for our students shall take precedence in all situations.

I have read and understand the statements and qualifications contained in the Jefferson Academy Board Manual and agree to uphold and abide by its content.

I understand that the Jefferson Academy Board Manual may be revised from time to time and I further agree to be bound by future revisions.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_.

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Board Member, Jefferson Academy

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Board Member, Jefferson Academy

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