



Twin Peaks Classical Academy Governance Manual

The Board of Directors

- **DIRECTS** the future by defining and refining what the organization should accomplish, who it should serve and what ideals are to be maintained.
- **PROTECTS** the organization by creating and monitoring boundaries in operational areas.
- **ENABLES** the work of the organization by advocating for work through existing relationships and those they can create in the future, turning those relationships into resource development relationships and being disciplined in their role.

The Executive Director

- **LEADS** the organization into the future by providing visionary leadership to their staff and creating short and long term plans for accomplishing the direction established by the BoD.
- **MANAGES** the organization in these same operational areas to ensure the work of the organization is accomplished and stays in compliance with the board's protective boundaries.
- **ACCOMPLISHES** the work of the organization in line with the board's direction and in compliance with the board's protection.

DIRECT POLICY

OUR VISION

Twin Peaks Classical Academy provides an academically rigorous environment that encourages students to seek Truth, beauty, and goodness in both their acquisition of knowledge and their development of character. This classical education is provided to any PK-12 student and family seeking a well-rounded education that prepares all students for the opportunity for acceptance into a four year university.

ABOUT US

We are a public school of choice in the St. Vrain Valley School District, conveniently located in Longmont, Colorado. We are governed by engaged and passionate parents and community members, and are the longest operating charter school in the SVVSD. We are the only classical school in Longmont, offering a unique alternative and choice for families. A classical education is based on the timeless value of creating critical thinkers who seek truth, beauty and goodness, while acquiring foundational skills and knowledge, in a teacher-led classroom that lays the foundation for advanced study. The heart of a classical school is a comprehensive Latin mastery program, beginning in kindergarten. A classical school explicitly teaches character and values through the study of great works of literature. Core Knowledge provides our elementary and middle school's foundational curriculum that supports our ideals. We are the only PK-12 school in the district creating a special sense of community.

United by a vision of a traditional academically rigorous school, a group of parents founded Twin Peaks Classical Academy in 1997. In fulfilling its mission, TPCA relies on specific guiding principles and

founding philosophies. These principles and philosophies originated in the earliest meetings uniting over 100 founding families with the original Board of Directors. All proposals and decisions in policy and curriculum are measured against the vision, guiding principles, and original founding philosophies. Continuity of these philosophies depends on the board, administration, staff, and parents remaining faithful to and communicating the following:

TPCA is a Parent-Governed School

- Parents are the child's first teacher.
- Parents must assist their child to ensure success in this rigorous academic environment.
- Parent participation in committees and volunteer activities is critical to student success.
- Volunteers in the classroom are directed by the teacher.
- The school is governed by a parent-elected board accountable to *all* of our stakeholders.

Content and Curriculum

- TPCA is dedicated to a content rich curriculum that builds cultural literacy.
- TPCA uses the foundation of Core Knowledge as a tool to reach our goals of supporting Classical Education across all grade levels.
- Classical Education continues to build each year through the grades, culminating in our high school experience which involves a focus on Rhetoric using socratic methodology that is supported by the Grammar and Logic acquired in earlier grades.
- Reading is the foundation for all learning. We employ research-based strategies, with a focus on phonemic awareness, systematic phonics, fluency, vocabulary, and comprehension utilizing primary source documents and great works of literature. We recognize the importance of reading within content areas, particularly history, for reading achievement.
- We believe that handwriting, including learning to read and write in cursive, is a valuable skill for students to develop.
- Math is fundamental to understanding our world and the universe. We employ rote memorization of math facts and basic skills, development of number sense and problem solving skills, as well as the critical and logical thinking necessary for advanced education and lifelong learning of engaged citizens.
- Analyzing and discussing classic literature and historic documents is critical to the development of articulate, contributing citizens.
- We hold a conservative and deliberate approach to use of technology in the classroom. Technology should never replace great teachers or great curriculum.
- Latin mastery is central to a classical education and supports overall student achievement.
- Extracurricular activities and electives support the growth of the whole student.

TPCA Practices the Traditional Concept of Teacher-led Classes

- Classical education is aligned with state standards and supports the curriculum.
- Teachers will use a wide range of teaching methodologies that align with the classical approach to meet the needs of each student.

- Classes will not be student directed or include self-paced learning.
- Cross grade grouping in math and reading is utilized as needed.
- Technology should only be used as a tool to augment the curriculum, not replace it.

Expectations for Academics and Behavior

- We believe children will rise to the level of expectation placed upon them in both academics and character development.
- The principles of good character, using the Six Pillars of Character, are integrated into daily instruction and curriculum.
- We offer opportunities for true academic success and achievement, through hard work and mastery of a broad curriculum rooted in the Classical Education stages of grammar, logic, and rhetoric.
- K-8 uniforms and a high school dress code foster an environment which is conducive to learning while reinforcing our strong code of character.

Planning for Growth and Sustainability

- In order to continue to provide a top quality education to students, we will budget conservatively while maintaining and promoting the programs that make TPCA unique.
- TPCA will maintain sustainable growth while promoting admission practices that carefully inform prospective students and families about our Classical model.
- Hiring practices will ensure we sustain a staff that is aligned and committed to Classical Education and the mission of TPCA.

Our Charter & State Waivers reinforce our Direct Policy

Exhibits

[BOD Member Agreement](#)

[BOD Committee Charge/Invite Letter](#)

[BOD Election Information and Call for Applicants](#)

Executive Director Evaluation

[Academic Calendar](#)

[BOD Annual Task Calendar](#)

PROTECT POLICY

1. The executive director shall not cause or allow any practice, activity or decision that is illegal or unethical; or which deviates from current district, state, or federal guidance for schools.

Treatment of Students and Families

- 1.1. With respect to those who are served by the organization, the executive director shall not cause or allow conditions, procedures, or decisions that are biased, unsafe, insecure, unclear, provide for inadequate confidentiality or lack procedural clarity for recourse or escalation or which deviate from current district, state, or federal guidance for schools.

Treatment of Staff and Volunteers

- 1.2. With respect to the treatment of paid or volunteer staff, the executive director shall not cause or allow conditions that are biased, unsafe, insecure, and unclear, provide for inadequate confidentiality or lack procedural clarity for recourse or escalation or which deviate from current district, state, or federal guidance for schools.

Financial Planning and Budgeting

- 1.3. The executive director shall not allow financial planning that does not materially support the direction for the organization established by the Board in this policy, risk financial jeopardy, or is not derived from a multiyear plan or which deviates from current district, state, or federal guidance for schools.
 - 1.3.1. The executive director shall not allow financial planning that projects the expenditure in any fiscal year of more funds than are conservatively predicted to be received in that period.
 - 1.3.2. The executive director shall not allow financial planning that reduces the current assets at any time to less than twice current liabilities.

Financial Conditions and Activities

1.4. With respect to the actual, ongoing financial conditions and activities, the executive director shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from alignment with the direction for the organization established by the Board in this policy or which deviate from current district, state, or federal guidance for schools.

1.4.1. The executive director shall not indebt the organization in any amounts greater than can be repaid by unencumbered and unrestricted revenues within sixty days.

1.4.2. The executive director shall not use any encumbered or restricted funds for other than their intended purpose.

1.4.3. The executive director shall not conduct inter-fund shifting in any amounts greater than can be restored by unencumbered and unrestricted revenues within sixty days.

1.4.4. The executive director shall not fail to settle payroll and debts in a timely manner.

1.4.5. The executive director shall not allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

1.4.6. The executive director shall not make a single purchase or commitment greater than \$10,000.

1.4.6.1. The executive director shall not make requests over \$25,000 unless following SVVSD Policies DJCA & DJE (multiple quotes and an Invitation to Bid process.)

1.4.7. The executive director shall not acquire or dispose of real property.

1.4.8. The executive director shall not make any purchase wherein normally prudent protection has not been given against conflict of interest.

1.4.9. The executive director shall not receive, process, or disburse funds under controls that are insufficient to meet the board-appointed auditor's standards.

Emergency Succession

1.5. In order to protect the organization from sudden loss of staff leadership, the executive director may not operate without a written, reasonable emergency succession plan.

Protection of Assets

1.6. The executive director shall not allow the assets of the organization to be unprotected, inadequately maintained or unnecessarily risked.

1.6.1. The executive director shall not endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission.

1.6.2. The executive director shall not fail to insure the organization's assets against loss or liability claims.

1.6.2.1. The executive director shall not fail to insure against theft and casualty losses to at least 100% percent of the replacement value.

1.6.2.2. The executive director shall not fail to insure board members, staff and the organization against claims of liability.

1.6.3. The executive director shall not fail to establish a document destruction and retention policy.

1.6.4. The executive director shall not fail to protect organizational information and the technology on which it is stored as an asset of the organization.

1.6.4.1. The executive director shall not fail to apply risk management methods to identify and manage risks to information and information technology resources.

1.6.4.1.1. The executive director shall not fail to identify and assign responsibility for addressing risks to organizational information and information technology.

1.6.4.2. The executive director shall not fail to ensure that the organization's information is protected regardless of the information's physical location, the nature of the device, the media upon which it is stored, or the persons in possession and control of the information.

1.6.4.2.1. The executive director shall not fail to maintain information security requirements throughout the life of information technology systems.

1.6.4.2.2. The executive director shall not fail to make employees aware and provide sufficient training regarding their information security responsibilities.

1.6.4.2.3. The executive director shall not fail to include information security requirements in employee job descriptions and performance evaluations.

1.6.4.2.4. The executive director shall not fail to include information security requirements in agreements with service providers and contractors who are provided access to organizational information.

1.6.4.3. The executive director shall not allow the organization's information technology systems to be out of compliance with applicable external federal, state, and local statutes and other contractual requirements (e.g., HIPAA, FERPA, PCIDSS).

1.6.4.3.1. The executive director shall not fail to document information security requirements from external statutes and contractual requirements in operational information security policies and procedures.

1.6.4.3.2. The executive director shall not fail to maintain a compliance program to test and measure compliance with applicable external federal, state, and local statutes and other contractual requirements.

1.6.5. The executive director shall not invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than AA rating, or in non-interest bearing accounts except when necessary to facilitate ease in operational transactions.

1.6.6. The executive director shall not fail to furnish each employee and volunteer with a work site free from recognized hazards that are causing or are likely to cause death or serious physical harm.

1.6.6.1. The executive director shall not fail to provide the motivating force and the resources necessary to create a work site free from hazards that are causing or are likely to cause death or serious physical harm.

1.6.6.2. The executive director shall not fail to examine work sites for existing conditions and operations or proposed changes to conditions and operations in order to identify hazards that are causing or are likely to cause death or serious harm.

1.6.6.3. When hazards are identified, the executive director shall not fail to adjust the work sites so as to eliminate or control the identified hazard.

1.6.6.4. The executive director shall not fail to provide appropriate safety and health training to all employees and volunteers.

Compensation and Benefits

1.7. With respect to employment, compensation and benefits to employees, the executive director shall not cause or allow decisions that are biased or risk fiscal integrity or public image or which deviate from current district, state, or federal guidance for schools.

1.7.1. The executive director shall not change his or her own compensation and benefits.

1.7.2. The executive director shall not promise or imply permanent or guaranteed employment.

1.7.3. The executive director shall not establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.

1.7.4. The executive director shall not create compensation obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.

1.7.5. The executive director shall not incur unfunded liabilities for the organization.

Public Complaints and Concerns

1.8. The executive director shall not fail to provide an escalation process to those who believe that they have witnessed inappropriate treatment of clients, staff or volunteers or management of finances or assets.

1.8.1. The executive director shall not fail to establish a formal process for reporting inappropriate treatment or management without fear of retaliation.

Communication and Support

1.9. The executive director shall not permit the Board to be uninformed or unsupported in its work.

- 1.9.1. The executive director shall not neglect to submit monitoring data required by the board in a timely, accurate, and understandable fashion, directly addressing compliance with Board policies being monitored.
- 1.9.2. The executive director shall not let the board be unaware of relevant trends, anticipated media coverage and material operational changes.
- 1.9.3. The executive director shall not fail to advise the board if, in their opinion, the board is not in compliance with its own commitment to enable the organization through advocacy, resource development and role discipline.
- 1.9.4. The executive director shall not fail to marshal for the board as many staff and external points of view and options as needed for fully informed board choices.
- 1.9.5. The executive director shall not fail to provide a mechanism for official board, office, or committee communications.
- 1.9.6. The executive director shall not fail to deal with the board as a whole through communication with the president of the board except when fulfilling individual requests for committees duly charged by the board.
- 1.9.7. The executive director shall not fail to report in a timely manner an actual or anticipated noncompliance with any policy of the board.
- 1.9.8. The executive director shall not fail to supply requested content for board and board committee meeting agendas.

Contracts and Grants

- 1.10. The executive director may not enter into any grant or contract arrangement that fails to be in alignment with the direction of the board or fails to be in compliance with the operational boundaries established in this policy or which deviate from current district, state, or federal guidance for schools.

Diversity, Equity and Inclusion

1.11. The executive director shall not fail to establish and support an environment that is diverse, equitable, and inclusive.

ENABLE POLICY

2. The purpose of the board is to direct, protect and enable the organization and act as the primary connection between the organization and its stakeholders which are defined as families (parents and students), the community (business, civic and educational) leaders, staff/faculty and colleges/universities.
 - 2.1. The board will direct the organization by identifying the service, product or value to be delivered by the organization and the population to whom those are delivered.
 - 2.1.1. The service, product or value and population to whom those are delivered will be defined by the board in the context of input gathered from those to whom the board is responsible.
 - 2.2. The board will protect the organization by creating operational boundaries to be respected by the staff and monitored by the board.
 - 2.2.1. The operational boundaries will include treatment of both employees and those who are served by the organization, asset protection, financial planning and management, communication and any other area(s) deemed necessary by the board to adequately protect the integrity of the organization.
 - 2.3. The board will enable the organization through advocacy, resource development and role discipline.
 - 2.3.1. The board will advocate for the organization through their personal, professional and civic contacts.
 - 2.3.2. The board will assist in resource development for the organization by extending their advocacy relationships through constant awareness of the alignment between the needs of the organization and the resources and/or talents of those to whom they advocate.
 - 2.3.3. The board will maintain discipline to their role of directing, protecting, and enabling the organization and avoiding involvement in the leading, managing, and accomplishing role of the executive director and staff of the organization.

2.3.3.1. The board will govern with an emphasis on 1) outward vision rather than inward preoccupation; 2) encouragement of diversity in viewpoints; 3) strategic direction more than administrative detail; 4) clear distinction of board and executive director roles; 5) collective rather than individual decisions; 6) future rather than past or present; and 7) proactivity rather than reactivity.

2.3.3.2. The board will cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in governing. The board will be the initiator of policy, not merely a reactor to staff initiatives. The board will use the expertise of individual members to enhance the ability of the board as a body rather than to substitute individual judgments for the board's values. The board will allow no officer, individual, or committee of the board to hinder or be an excuse for not fulfilling board commitments.

2.3.3.3. The board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. Continual board development will include orientation of new board members in the board's governance process and periodic board discussion of process improvement.

2.3.3.4. The board will monitor and discuss the board's performance and adherence to role discipline on a regular basis.

2.4. The board will document its direct, protect and enable roles in a policy structure that includes a section for each role.

2.4.1. The Direct policy will define the product, service or value to be delivered by the organization and the population to whom it is delivered.

2.4.2. The Protect policy will define the operational boundaries to be respected by the staff and monitored by the board.

2.4.3. The Enable policy will document the advocacy and resource development roles of the board and the procedures and behaviors that the board commits to in order to maintain discipline to its role.

2.5. The board will direct, protect and enable the organization through an annual calendar of structured meetings.

2.5.1. The annual calendar will include 1) review of bylaws; 2) review of Direct, Protect and Enable policies for currency and clarity; 3) compliance monitoring of direct and protect policies; 4) strategic engagement with representatives of those to whom the organization is responsible and 5) management of the board's own operational issues such as succession planning, election of new members and officers; education of board members and evaluation and remuneration of the executive director.

2.5.1.1. Training and retraining will be used to orient new members as well as to maintain and increase existing member skills and understandings.

2.5.1.2. Compliance with Direct and Protect policies will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

2.5.1.3. The board will acquire monitoring data by one or more of three methods: (a) by internal report, in which the executive director discloses compliance information to the board, (b) by external report, in which an external, disinterested third party selected by the board assesses compliance with the board policies, and (c) by direct board inspection, in which a designated member or members of the board assess compliance with the appropriate policy criteria.

2.5.1.3.1. In every case, the standard for compliance shall be any reasonable executive director interpretation of the board policy being monitored.

2.5.1.4. Outreach mechanisms will be used as needed to ensure the board's ability to listen to the viewpoints and values of those to whom the organization is responsible.

2.5.2. The cycle of the annual calendar will be planned in alignment with the organization's fiscal calendar.

2.5.3. Meeting agendas will be structured to ensure efficient use of time and the discipline of the board to focus on its role of directing, protecting and enabling the organization.

2.5.3.1. Any monitoring item that shows non-compliance with direct, protect or enable policies will result in that item appearing on subsequent agendas until compliance is achieved.

2.5.3.2. Meeting discussion content will be only issues that relate to directing, protecting and enabling the organization.

2.5.3.3. Deliberation will be fair, open, and thorough but also timely, orderly, and to the point.

2.6. The president will assure the integrity and fulfillment of the board's role and responsibilities.

2.6.1. The job result of the president is that the board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.

2.6.2. The president is empowered to lead board meetings with all the commonly accepted power of that position (for example, ruling, recognizing)

2.6.3. The president has no authority to make decisions about policies created by the board.

2.6.4. The president may represent the board to outside parties in communicating and interpreting board-stated positions.

2.6.5. The president may delegate this authority but remains accountable for its use.

2.7. Board members will commit to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum.

2.7.1. Board members must represent unconflicted loyalty to the interests of those to whom the organization is responsible. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any board member acting as a consumer of the organization's services.

2.7.2. Board members must avoid conflict of interest with respect to their fiduciary responsibility.

2.7.2.1. There must be no self-dealing or any conduct of private business or personal services between any board member and the organization, except as procedurally controlled, to assure openness and access to inside information.

2.7.2.2. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote but also from the deliberation.

2.7.2.3. Board members must not use their positions to obtain employment in the organization for themselves, family members, or close associates. Should a member desire employment with the organization, he or she must first resign from the board.

2.7.2.4. Board members will annually disclose their involvements with other organizations that might produce a conflict.

2.7.3. Board members may not attempt to exercise individual authority over the organization.

2.7.3.1. Board members may not individually speak for the board except to repeat explicitly stated board decisions.

2.7.3.2. Board members may not individually direct, correct or evaluate the performance of the executive director.

2.7.4. Board members will respect the confidentiality of issues of a sensitive nature.

2.8. Board committees, when used, will be assigned to assist the board in directing, protecting and enabling the organization and never to interfere with executive director's work of leading, managing and accomplishing the work of the organization.

2.8.1. Board committees are to help the board direct, protect and enable the organization, never to assist or advise the staff.

2.8.2. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes.

2.8.3. Board committees cannot exercise authority over staff but may be required to interact with the executive director and the staff.

2.8.4. Board committees will be used only when necessary.

2.8.5. This policy applies to any group that is formed by board action, whether or not it is called a committee and regardless of whether the group includes board members. It does not apply to staff committees formed under the authority of the executive committee.

2.9. The board's sole official connection to the operating organization, its achievement, and conduct will be through the executive director.

2.9.1. Only decisions of the board acting as a body are binding on the executive director.

2.9.1.1. Decisions or instructions of individual board members, officers, or committees are not binding on the executive director except in rare instances when the board has specifically authorized such exercise of authority.

2.9.2. The executive director is the board's only official link to organizational achievement.

2.9.2.1. The board will never give instructions to persons who report directly or indirectly to the executive director.

2.9.2.2. The board will refrain from evaluating, either formally or informally, any staff other than the executive director.

2.9.3. The board will instruct the executive director through written policies that prescribe what the organization is to accomplish and operational boundaries to be respected allowing the executive director to use any reasonable interpretation of these policies.

2.9.3.1. As long as the executive director uses any reasonable interpretation of the board's policies, the executive director is authorized to establish all operational policies, make all decisions, take all actions, establish all practices, and develop all activities.

2.9.4. Evaluation of executive director job performance will be against compliance with the direction and boundaries defined in board policies and any board defined goals for leadership, management and accomplishment.

BYLAWS OF THE TWIN PEAKS CLASSICAL ACADEMY BOARD OF DIRECTORS

ARTICLE I: NAME

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

ARTICLE II: MISSION, PURPOSE, OBJECTIVES

Section 1: Vision Statement

Twin Peaks Classical Academy provides an academically rigorous environment that encourages students to seek Truth, beauty, and goodness in both their acquisition of knowledge and their development of character. This classical education is provided to any PK-12 student and family seeking a well-rounded education that prepares all students for the opportunity for acceptance into a four year university.

Section 2: Purpose

The TPCA Board shall uphold the goals and objectives of the Twin Peaks Classical Academy as reflected in the Vision Statement, the Governance Manual and the operating charter granted by the St.Vrain Valley School District RE-1J.

Section 3: Objectives

The objectives of the TPCA Board are as follows:

- A. To model, protect, and ensure that the Vision Statement and the Governance Manual 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 TPCA’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 Vision Statement and the Governance Manual.
- 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 TPCA with regards to public information, media contacts and public relations.

ARTICLE III: MEMBERSHIP

Section 1: Voting Board Members

The TPCA Board shall consist of five to seven voting members who shall be elected by TPCA parents of children enrolled at TPCA and who are themselves parents of children enrolled at TPCA. However, one to three members may be from the community at large, provided he or she resides within the St. Vrain Valley School District RE-1J. Nonetheless, at least four members must be TPCA parents of children enrolled at TPCA. 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 Executive 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 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 TPCA 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 on the TPCA Board. In the event of a tie vote for a position, a result will be obtained by the Executive Director flipping a coin.
- E. Terms are for three years and are staggered. Three members will be elected one year, two the next year, and two 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 must pass a background check and 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 TPCA 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, the TPCA Board will appoint a replacement from candidates who submit their names to serve to fill the remaining portion of the vacant member's term. 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 3-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. If 14 days before the election, there is only one candidate for each position to be filled, the Board, by resolution, may instruct the designated election official to cancel the election and declare the candidate elected pursuant to state law.

ARTICLE IV: RESPONSIBILITIES

Section 1: Board Responsibilities

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

- A. The Board shall direct, protect, and enable policy and assure that TPCA is run in a manner consistent with the Vision Statement, the Governance Manual and in compliance with all applicable laws, the Charter, and SVVSD Contract.
- B. The TPCA Board shall develop and approve an annual budget and audit and operate within that budget.
- C. The TPCA 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 TPCA Board shall be responsible for the maintenance of any records required by law or provided for by the Charter Contract.
- E. The TPCA 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 TPCA Board shall convene regular monthly meetings as per the school calendar as voted on by the Board. 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 Public Complaints and Concerns process.
- H. The TPCA Board shall approve an admissions policy and ensure compliance with all aspects of such policy.
- I. One employee of the school, the Executive Director, shall report to the TPCA Board. The Board shall be responsible for the hiring, review, supervision and termination of this position.
- J. The TPCA Board shall enforce all contract issues, including employment, leases, and charter agreements with the District or State of Colorado.
- K. The TPCA 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 TPCA Board shall perform such other duties as appropriate and necessary to the safe and effective operation of TPCA and which promote the school's commitment to educational excellence.

ARTICLE V: OFFICERS

Section 1: Board Officers

The Officers of the TPCA Board shall be the President, Vice President, Secretary and Treasurer. They shall be chosen by and from the voting members of the Board.

Section 2: President

The President shall preside over all regular and other official TPCA 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 Board 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 TPCA 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 TPCA 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 TPCA 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 TPCA 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 TPCA are served by the removal.

ARTICLE VI: COMMITTEES

Section 1: Standing Committees

The following will be standing committees of the TPCA Board and will operate on an advisory basis: Academic Excellence/Accountability Committee, Finance Committee, and Community Development Committee. Committee membership shall include parents, staff and a minimum of one Board member. The Accountability Committee membership is governed by state law. The Board will promote committee

membership from among TPCA 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 in accordance with Colorado state law. The committee is also responsible to assume the responsibility for working with the Executive 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 Executive Director/Principals 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 TPCA Board. 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: 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 5: 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 TPCA.

ARTICLE VII: REMOVAL OF A BOARD OF DIRECTOR

Section 1: Removal by Petition

If a petition to remove one or more directors 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.

See [CO Rev Stat § 7-128-108 \(2016\)](#)

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 Executive Director, Principals, support personnel, and so forth, serving under an employment contract with TPCA.

Section 3: Executive Director

The “Executive 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

Twin Peaks Classical 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.

TPCA 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.

TPCA 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 Twin Peaks Classical Academy Board whenever they are applicable and not inconsistent with these Bylaws, District policy, or State law.

Revised 03-02-17

Revised 12-18-14

Last revision 09-21-21

Revised 02-16-11
Revised 01-08-09
Revised 09-22-05
Revised 1-9-20 (input in new Policy Manual)
Redline Revision to Comply with State Law 2-4-21
Revised 10-7-21