

# **Lincoln Academy**

## **Board Member Manual Including application**

### BOARD MANUAL

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## Mission Statement

The mission of Lincoln Academy is to help students attain their highest social and academic potential through an academically rigorous, content-rich educational program in a safe, orderly, and caring environment

## Vision Statement

To prepare all students for their future endeavors by providing a comprehensive Core Knowledge® education

### Board Member Job Description

<b>MEMBER:</b>	Lincoln Academy Board of Directors
<b>PURPOSE:</b>	To serve the board as a voting or adjunct member; to develop policies, procedures and regulations for the operation of Lincoln; to oversee finances of the school, its programs, and performance; and to hire and oversee the principal.
<b>TERM:</b>	Three years
<b>MEETING ATTENDANCE:</b>	Attend all scheduled Board meetings and workshops. Attend standing committee meetings (2 per year) Participate as an ad hoc committee member if necessary Attend board retreats and other board development activities Attend and participate in special events as needed
<b>OBLIGATIONS OF THE BOARD:</b>	Establish policy Hire, supervise and evaluate the principal Monitor finances, short and long-term Maintain and update Strategic Plan
<b>SPECIFIC DUTIES:</b>	Come on time and well-prepared to board meetings Be well informed on agenda items in advance of meetings

Read agenda and packet information in advance of meeting  
Listen respectfully to other points of view  
Participate in organizational decision-making  
Represent and support the organization to the public and private industry

## Application for Board Membership

Please complete all the following information to be considered for board service at Lincoln.

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Bus. or Cell: \_\_\_\_\_

### Qualifications

1. Read E.D. Hirsch's book *Cultural Literacy* or *The Schools We Need* and agree with the principle that our society has a foundation of knowledge upon which subsequent learning is built.
2. Be familiar with the Core Knowledge Scope and Sequence
3. Understand the curriculum used in Open Court and Saxon Math
4. Be in agreement with the educational philosophy, discipline policy and administrative structure of our school.
5. Read and agree to be bound by the open meetings law. [C.R.S. 24-6-401- 402}
6. For voting membership, must have served on PTO or SAC for minimum of one school year or been an adjunct member of the Board.

### Questions:

1. Describe your previous volunteer activities with Lincoln Academy.

2. What other leadership positions have you held (Lincoln or elsewhere)?
  
3. Do you have any conflicts with board meeting attendance?
  
4. Would you be able to attend a 4-hour training session for new board members on a Sat. in June?
  
5. Why are you interested in serving on the Lincoln Board of Directors?
  
6. Write a brief statement of your understanding of our school mission.

Signature\_\_\_\_\_

Date\_\_\_\_\_

## Board Member Code of Conduct

The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

1. I will serve the children, staff, and parents of the School in accordance with the Charter, Bylaws, Contract, Policy Governance, and any other governing documents approved by the board.
2. I will listen, speak my mind, and share all relevant information with the board.
3. I will respect the opinion of others.
4. I will make decisions based on what is best for the children and the school as a whole.
5. I will be aware of the implications of my role and how it affects my relationships with other school community members.
6. I will vote for an executive session of the board if the situation requires it, but I will consider secret sessions of board members unethical.
7. I will not use the school or any part of the school program for my own economic advantage or for the advantage of my friends.
8. I will excuse myself without comment from the deliberation and vote of an issue in which I have an unavoidable conflict of interest.
9. I will not attempt to exercise my board authority over the school or speak for the board except to repeat explicitly stated board decisions.
10. I will make no disparaging remarks, in or out of board meetings, about other members of the board or members of the school community.
11. I will express my honest and most thoughtful opinions frankly in board meetings, in an effort to have all decisions made for the best interest of the children and the school.
12. I will encourage all members of the board to participate fully in board action.
13. I will abide by and support majority decisions of the board.
14. I will not discuss the confidential business of the board outside of board meetings.
15. I will not conduct board business outside of board meetings.
16. I will not individually judge the principal's or staff performance.
17. I will carefully read all information and ask critical questions so that I am fully informed about issues facing the board.
18. I will not make decisions without a careful examination of all sides of issues.

## GOVERNANCE

\*Parents of Lincoln Academy are stakeholders and have thus elected a Board of Directors.

\*\*The Jefferson County R-1 School District has granted this charter.

### **LINCOLN ACADEMY Board Member Profile Agreement**

(Sign two copies; file one in board file, board member keeps one)

Lincoln Academy Board of Directors shall have a firm belief in the fundamental, traditional format and be committed to using the Core Knowledge and Open Court curriculum. Directors shall be fully committed to the charter school concept. Motivation for serving on the board shall be to help guarantee the educational success of students by adhering to the charter school contract.

All board members should attend at least 1 PTO and 1 Accountability meeting a year to show support and encouragement for those vital organizations. Board members will not serve on the PTO or SAC boards but may serve on sub-committees of the PTO.

A high value for professionalism and the success of the school is mandatory.

All board members are required to attend a yearly training session in June to define goals for the year, train new board members, review documents and the board self-evaluation.

All board members should be the best public relations representatives the school has.

### BEHAVIORAL EXPECTATIONS

Expectations include a professional demeanor at all board meetings. Issues being discussed shall not be personalized and directed toward any other board member, staff member or parent. Confidentiality is expected in all situations.

Board members shall respect and listen to ideas being presented by other board members and should encourage each other to meet their board obligations.

When receiving criticisms from parents or other interested parties about staff or other board members, the board member shall direct the speaker to the board member/staff member/parent that the situation involves. The grievance policy outlined in the parent handbook, staff handbook and approved by the Board should be followed. Board members will never speak negatively about staff, other board members, or parents to the school community or parties outside the school community.

Board members will commit to resolving conflict directly with each other, a staff member or parent and not involve anyone outside of the conflict, including the media.

Board members shall exemplify integrity and respect. A dedication and commitment to the vision of Lincoln Academy and the charter school movement shall be a top priority for any board member. Any board member finding himself involved in an irresolvable conflict shall put the vision of the school first and step down from the board.

Board members missing more than two consecutive scheduled board meetings without prior approval from the president shall be relieved of their board position immediately.

#### GOVERNANCE OF LINCOLN ACADEMY

A Board of Directors shall govern Lincoln Academy. The Principal of Lincoln shall answer directly to the board and serve at the pleasure of the board. The Principal 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 Mission Statement and adheres to the contract with the District.

Lincoln Academy is an entity separate from the school district in the area of governance. Each board member shall guard this unique characteristic of charter schools.

Board members will not question any decision made by the Principal in any public arena. If a board member questions a decision, he or she shall immediately take that concern or disagreement to the administrator in a confidential and diplomatic format. Likewise, the principal shall agree to the same commitment. Respect for each other shall remain constant and a top priority.

While at the school, board members shall be mindful of the different roles they play: parent, volunteer, and board member. A board member will not use their position of authority while acting in their parent or volunteer roles. Directors shall foster good relationships with the administrator and staff on a personal level. With humility, each board member will serve the best interests of the school.

Board members shall remember that stepping out of their advisory/board capacity and attempting to run the school, as an administrator will always cause problems.

BOARD MEMBER \_\_\_\_\_ DATE \_\_\_\_\_