



Monument Academy

Board of Directors Governance and Policy

Policy Area : Governance	Policy # : 1500A
Title : Board of Directors Governance Policy	Adopted: April 12, 2012 Reviewed: September 8, 2016 Revised:

I. Issue Statement

- A. The Monument Academy Board of Directors' governance process is driven by doing what is best for our students, treating individuals with dignity and respect, encouraging purposeful creativity and innovation and preserving and promoting excellence.
- B. The Board represents and stewards the Core Virtues for the Monument Academy community and believes positive personal relationships are key to our success. The Directors govern as One Board on behalf of our entire constituency.

II. Purpose

- A. The purpose of the Board of Directors Governance Policy is to delineate the Board's role as policy maker and not that of operational manager.

III. Board Structure

- A. The Board is made up of six elected or appointed individuals as outlined in the bylaws. Together, these Board Members are responsible for Monument Academy.
- B. The Board makes policy and governs as a single entity via formal votes, actions, and statements made as a Board in public forum.
- C. The Board is a Governance Board, and as such is not directly involved in management of daily activities as those duties fall under the purview of the Executive Director.

IV. Board Duties

- A. The Board hires and directly supervises the Executive Director, who, in turn, is responsible for the school operations to include hiring and supervision of all employees of Monument Academy.
- B. The Board governs by setting goals for the school, establishing policies to affect those goals, and approving a budget, all so that the Executive Director has clear guidance in running the school.
- C. In concert with the Executive Director, the Board establishes priorities for governance.
- D. In addition to ensuring appropriate tasks are completed in the short term, the Board will ensure that appropriate measures are taken such that Monument Academy is prepared to accomplish mid and long-term tasks.

V. Formal Board Meetings

- A. The Board meets monthly for its regular public meeting. The re-occurring monthly meeting day will be set on an annual basis and communicated via the Board meeting minutes.
- B. The Board President, in consultation with the Executive Director, will publish a draft agenda the week prior to the Board meeting to all members of the Board; Board members will review that draft and accompanying material in time for inputs/comments to be incorporated in the final agenda for that meeting.

- C. Prior to this meeting, the Board President may meet with the Executive Director to review the agenda for that meeting. At that time, they will also review upcoming agendas and adjust/prioritize future actions as necessary.
- D. Items requiring Board approval will be clearly identified on the agenda as “Action Items” and will be posted as required by statute.
- E. The Board may schedule additional Special Meetings or Work Sessions as required to ensure the business of the school is completed in a timely manner.
- F. When required by statute, such as the case for personnel actions, negotiations, or to obtain legal counsel, the Board will meet in Executive Session. Executive Sessions are closed to the public.

VI. Executive Director Oversight

- A. The Board will set goals and performance standards for the Executive Director annually, coincident with renewing the Executive Director’s contract. In addition to setting annual goals and performance standards, the Board may choose at its discretion to modify the Executive Director’s job description to better align and harmonize Board vision with daily operational activities/tasks.
- B. The Board will meet with the Executive Director as needed to review performance and progress in meeting those goals.
- C. Annually, the Board will write, and the Board President sign, a formal review of the Executive Director’s performance. Normally, this review will precede the renewal of the Executive Director’s contract.

VII. In addition, as provided in Monument Academy’s bylaws:

- A. The Executive Director shall be subject to the direction and supervision of the President and the Board of Directors.
- B. The Executive Director shall be the chief operating officer of the school with general responsibility for all day-to-day operations of the school.
- C. The Executive Director shall propose, prepare and present to the President and the Board of Directors specific programs and activities that will further the school’s purposes.
- D. The Executive Director shall direct and supervise the implementation of the programs and activities approved by the President or the Board of Directors.
- E. The Executive Director shall perform all other duties and responsibilities as from time to time may be assigned or delegated to the Executive Director by the President or the Board of Directors.

VIII. Roles and Responsibilities

- A. The Board of Directors has sole responsibility for the determination and revision of this Policy. Enforcement of this Policy is hereby delegated to the President of the Board.

IX. Related Documents

- A. Monument Academy Bylaws
- B. Executive Director Policy 1500B

X. Points of Contact

- A. The President of the Board of Directors and the Executive Director shall serve as points of contact for the enforcement of this policy.