



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area:</b> Governance	<b>Policy #:</b> 1515
<b>Title:</b> Teacher Representative to the Board	<b>Adopted:</b> May 13, 2003 <b>Reviewed:</b> March 13, 2014 <b>Revised:</b> August 12, 2009, August 9, 2011 November 9, 2017

### **Issue Statement**

At Monument Academy, we value and honor the opinions of our teachers. We desire to promote and to keep open and honest communication between the board and the teachers without circumventing the proper channels of communication between the Executive Director, Principal, Deans and the teachers.

Good communication in the school is critical to the success of the school. In order to accomplish this objective it is our policy to invite non-voting Teacher Representative(s) (Hereinafter referred to as "TR") to participate in the meetings of the Board of Directors as described in the bylaws section 3.2 (b).

### **Policy Statement**

With the intention to ensure this position is the most effective that it can be we adopt the following guidelines for the teacher representative(s):

### **Elections**

A TR shall be elected to represent grades preschool thru 5<sup>th</sup> by his/her peers who teach in grades preschool thru 5<sup>th</sup>. Also, a TR shall be elected to represent grades 6<sup>th</sup> thru 8<sup>th</sup> by his/her peers who teach in grades 6<sup>th</sup> thru 8<sup>th</sup>. The teachers will elect a teacher representative to serve for a two (2) year term by a majority vote of the teachers. The election of a teacher representative will take place in August prior to the scheduled Board meeting in that month. The TR's term will begin in August at the Board's scheduled meeting and will end at the Board's scheduled July meeting (twenty-four (24) months later). A teacher representative may serve no more than one (1) consecutive term.

Any TR may be replaced by the teachers at any time following the same procedure used to elect, appoint or remove regular board members as outlined in Section 4 of the bylaws.

### **General Duties**

The general duties of the TR shall be to provide the voice of the teachers to the Board and the voice of the board to the teachers. The primary role of a TR will be one of communication that will promote understanding and team building between the teachers and the board. The TR will abide by all qualifications, rules and guidelines for all other board members as outlined in the Board Bylaws excepting those dealing with issues that require a vote.

## **Communication Duties**

The TR is charged with the express job of providing clear communication between the board and the teachers. It is the responsibility of the TR to present factual two-way representation to ensure that we work as a team. In order to facilitate this charge the TR will be required to do the following:

1. TR may attend any regular or special scheduled board meeting and other meetings of the board where an invitation is extended.
2. The TR may provide a monthly report to the board of the general minutes of staff meetings, teacher concerns, calendar items and any other items that the board should be aware of. These reports will be due the same time as all other board committee reports and will be included in the board information packet.
3. TR will represent all of the teachers and a not a particular group or interest. It is the job of the TR to make sure that every teacher at Monument Academy has representation.

## **Roles and Responsibilities**

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

## **Related Documents**

Monument Academy Bylaws

## **Points of Contact**

The following positions shall serve as points of contact for the enforcement of this policy:  
President of the Board of Directors and the Executive Director.