



# Monument Academy

## *Board of Directors Governance and Policy*

<b>Policy Area:</b> Governance	<b>Policy #:</b> 1514A
<b>Title:</b> MA Board of Directors Code of Conduct Policy	<b>Adopted:</b> April 13, 2003 <b>Revised:</b> August 12, 2009, March 15, 2012 <b>Revised:</b> October 11, 2017 <b>Revised:</b> February 11, 2021

### **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 and should conduct themselves as such.

### **II. Policy Statement**

- A.** The Monument Academy Board of Directors ("Board") shall have a firm belief in the traditional school format, charter schools, Core Knowledge curriculum and Core Virtues. The Purpose of the Board is to direct, not manage, the school, to carry out the mission and vision statements and the strategic plan of Monument Academy, to foster relationships with staff and the school community, to oversee the budget, and to represent the school in the community at large. 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.

### **III. New Board of Director Member Verification**

- A.** The Chief Operating Officer will inform each potential candidate before they formally file their intent to seek a Board of Director seat that the member-elect will be required to obtain fingerprints and submit to a background check. The background check will be reviewed and may result in the disqualification and/or removal of the member from the Board of Directors.
- B.** After the election or appointment of a new Board member and prior to the beginning of their term of office, a member shall submit all requested identifying information including the agreement to be fingerprinted to facilitate a background check. The fingerprints will be sent to the Colorado Bureau of Investigation for the purpose of obtaining a criminal records summary. The cost of the background check is the responsibility of Monument Academy.
- C.** If the criminal records summary contains any information that might prohibit the new member from serving on the Board, it shall be the responsibility of the Board President and the Chief Operating Officer to investigate the information. If the information warrants the disqualification of the new member, the information will be presented to the entire Board in open session to allow a vote of the Board as outlined in its bylaws Section 3.3.

#### **IV. Accountability and Compliance**

- A. Each year at its annual meeting, each Director should sign and date a declaration concerning their code of conduct (See Attachment A). By signing the attached declaration, each Board member agrees to hold himself or herself accountable to the other members of the Board and agrees to comply with the aforementioned Code of Conduct. Additionally, each Director agrees to conduct himself or herself with the highest level of professionalism demanded by this level of leadership.
- B. Furthermore, the members of the Board agree to hold each other accountable. Each Board member shall provide constructive feedback to other Board members only as necessary, and likewise each Board member shall welcome and receive constructive feedback in a spirit of partnership and the upholding of MA's Core Virtues. Annual board self-assessments will be executed by the Board President.
- C. Any Board Director who is arrested or charged with one of the following offenses must notify the Board President and Chief Operating Officer within three business days:
  - a. A misdemeanor or municipal violation involving unlawful sexual behavior
  - b. A misdemeanor or municipal violation involving children
  - c. A misdemeanor or municipal violation involving indecent exposure
  - d. A misdemeanor domestic violence, as defined in C.R.S. §18-6-800.3 (I)
  - e. A misdemeanor sexual assault, as defined in C.R.S. §18-3-402
  - f. A misdemeanor unlawful sexual conduct, as defined in C.R.S. §18-3-404
  - g. A misdemeanor child abuse, as defined in C.R.S. §18-3-401
  - h. A misdemeanor sexual exploitation of children, as defined in C.R.S. §18-3-403
  - i. A misdemeanor or municipal violation involving the illegal sale or possession of controlled substances, as defined by C.R.S. §18-18-102
  - j. A crime of violence, as defined by C.R.S. §18-1.3-406
  - k. Any violation involving indecent exposure, as defined by C.R.S. §18-7-302(2)
  - m. Any felony offense
  - n. Any civil action taken against the member by an individual, corporation or government agency
  - o. Any felony offense in another state, the elements of which are substantially like the elements of the offenses described above
  - p. Any legal, civil, or criminal action not covered by the specific CRS notations above but maybe added, amended, or revised, that are of a similar nature, shall apply to this policy.

#### **V. Related Documents**

- A. Monument Academy Bylaws
- B. 1514B Board of Directors Electoral Process
- C. C.R.S. §18-6-800.3 (I), C.R.S. §18-3-402, C.R.S. §18-3-404, C.R.S. §18-3-401, C.R.S. §18-3-403, C.R.S. §18-18-102, C.R.S. §18-1.3-406, C.R.S. §18-7-302(2)
- D. Attachment A – Board of Directors Annual Declaration Code of Conduct

#### **VI. Points of Contact**

- A. The following position shall serve as points of contact for the enforcement of this policy: President of the Board of Directors and/or the Chief Operating Officer.



# Monument Academy

## Board of Director Annual Declaration Code of Conduct

As a member of the Board of Directors:

1. I will serve the children, staff, and parents of the school in accordance with the Charter, Tenets, 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 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 legally requires it, but I will consider secret sessions of Board members unethical.
7. I will disclose to my fellow Board members any facts or circumstances which may constitute actual or potential conflicts between my personal or financial interests that might operate to the detriment of the school, students, or staff.
8. I will not use the school or any part of the school program for my own economic advantage or for the advantage of my family or friends.
9. I will excuse myself from the deliberation and vote of an issue in which I have a declared conflict of interest.
10. I will not attempt to exercise my Board authority over the school or speak for the Board except to repeat explicitly stated Board decisions.
11. I will make no disparaging remarks, in or out of Board meeting, about other members of the Board or members of the school community.
12. 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.
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 Directors' or staff's 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.
19. I will abide by the policies and bylaws of the school.
20. I will regularly attend Board meetings.
21. I will attend school functions and fundraisers throughout the year.
22. I will avoid the appearance of nepotism.
23. I will attend Board training as required by statute, policy or need annually.
24. I will be familiar with Roberts' Rules of Order as applied by the Board.
25. I agree to resign if unable to fulfill the responsibilities of Director for any reason.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date \_\_\_\_\_