



# 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, March 11, 2021

### **I. Issue Statement**

- A. At Monument Academy, we value and honor a collaborative working relationship with our teachers. We desire to promote and to keep open and honest communication between the board and the teachers without circumventing proper channels of communication between the Chief Operating Officer, Principals, and the teachers.
- B. 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).

### **II. Policy Statement**

- A. 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):

### **III. Elections**

- A. A TR shall be elected to represent grades preschool through 5<sup>th</sup> by the teacher's peers who teach in grades preschool through 5<sup>th</sup>. Also, a TR shall be elected to represent grades 6<sup>th</sup> through High School by the teacher's peers who teach in grades 6<sup>th</sup> through High School. The teachers will elect a teacher representative to serve for a one (1) year term by a majority vote of the teachers. The election of a teacher representative will take place in August prior to the September scheduled Board meeting. The TR's term will begin in September at the Board's scheduled meeting and will end at the Board's scheduled August meeting (twelve (12) months later). A TR may serve no more than one (1) consecutive term.
- B. 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.

### **IV. General Duties**

- A. The general duties of the TR shall be to serve as the teacher representative during Board meetings and to communicate information from the Board meetings back 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 as set forth in the staff handbook to include policy 1518A, as well as the guidelines in the Board Bylaws, except those dealing with issues that require a vote.

## **V. Communication Duties**

- A. A TR is charged with providing clear communication between the board and the teachers. It is the responsibility of the TR to present factual representation to ensure that we work as a team. In order to facilitate this charge:
1. A TR should attend any regular or special scheduled board meeting and other meetings of the board where an invitation is extended.
  2. A TR may share information with the Board regarding a variety of activities, highlights, and other items they may feel necessary to share with the Board. The TR may submit a report to the Board at the same time as all other board committee reports. These reports will be reviewed by the Board members to determine if the Board meeting would be the appropriate avenue to share this information.
  3. A TR shall represent all the teachers and not a particular group or interest.
  4. Any grievances presented to the Board should follow the guidelines set forth in 1518A, Staff Grievance and Conflict Resolution.

## **VI. 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 Chief Operating Officer.

## **VII. Related Documents**

- A. Monument Academy Bylaws
- B. Monument Academy Staff Handbook
- C. 1518A-Staff Conflict

## **VIII. Points of Contact**

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