

# **Leman Classical School's Board Member Conduct and Ethics Policy**

Adopted June 19, 2018

## **Mission and Vision**

Leman Academy of Excellence's mission is to offer a rigorous, Classical Education based on the traditions of Western culture where all disciplines are interrelated allowing scholars the ability to think independently and critically. We purpose to partner with supportive parents, pursue excellence, provide a safe and challenging environment, and instill morals and values in order to produce tomorrow's leaders today.

A member of the Leman Classical School Board of Directors ("board") shall have a firm belief in the fundamental, classical education delivery format and shall be committed to using the Leman Academy of Excellence curriculum which this school exists to deliver. Members of the board shall be fully committed to LCS's unique mission, model, and concept as a charter school.

The purpose of the board is to set the general direction and policy of the school, not to manage it on a daily basis. Directors shall be able to govern in a manner to ensure the adherence to the Leman Classical School ("LCS") vision and mission statements. Furthermore, directors shall foster positive relationships with school personnel, the school community, and community at large, oversee the financial stability of LCS, and deal with school related issues as prescribed in the bylaws.

Prior board experience is helpful but not required. Placing a high value on professionalism and the success of the school is mandatory. Motivation for serving on the board shall solely be to facilitate the educational success of students.

The board shall conduct a Board Visit Day at least once annually.

Directors shall fulfill their board and committee responsibilities to their fullest capability.

All directors should remember that being a public relations representative is one of their key roles.

LCS employees, faculty, staff, teachers, or independent contractors may not serve on the Board of Directors in order to prevent conflicts of interest. Additionally, for the same reason, family and/or household member of LCS employees, faculty, staff, teachers, or independent contractors may not serve on the Board of Directors. **Directors shall abide by the conflict of interest policy in Article VII of the LCS Bylaws.**

### **Behavioral Expectations**

Directors shall abide by the open meetings law [C.R.S. § 24-6-401]. The open meetings law states that anyone discussing board business, policy, actions, resolutions, etc.

amongst three or more directors, except at meetings for which notice has been properly posted at least 24 hours prior to the meeting, is illegal. “Meeting” with another director is defined as communication in person, by telephone, by electronic mail, or through any other means.

Executive sessions and confidentiality laws are also outlined in the statute. Personnel matters, individual students, and negotiations are confidential by law and may be conducted in executive session.

Expectations include a professional demeanor at all board and school functions. Issues being discussed shall not be personalized and directed toward any other director, staff member, parent or anyone else. Discernment shall be used in interpersonal relationships and communications.

A diversity of opinions and solutions are necessary for the effective governance of LCS; however, directors shall respect and listen to ideas being presented by another director. Directors shall encourage each other to fulfill their responsibilities to the fullest of their potential.

When receiving criticism from parents or other parties about school personnel or other directors, the director shall direct the speaker to the director / personnel who is involved in the situation. Directors shall never speak negatively about school personnel or other directors to the school community, or parties outside the school community.

Conflict shall be resolved by those between whom it exists. Directors shall commit to resolving conflict directly with each other or with the appropriate school personnel and not share the conflict with anyone outside of the conflict except as necessary to follow the approved dispute resolution policy of LCS, including, but not limited to, other parents, other school personnel, or the media.

Directors shall exemplify integrity, honesty, and respect. A dedication and commitment to the vision of LCS and the charter school movement shall be top priority for any director. Any director finding himself or herself involved in an irresolvable conflict shall put the vision and interest of the school first.

Directors are expected to attend all board meetings unless excused. A director missing two consecutive board meetings without prior approval for their absence from the President or at least two other directors shall receive a notice of probation. Missing a third meeting without prior approval is considered a resignation by that director.

Directors not upholding professional standards of conduct will be considered for disciplinary action.

All board meetings shall be governed according to appropriate parliamentary procedure. Board members shall exemplify good judgment when using social media, e-mail and other electronic channels when discussing LCS related content. Board members agree to only communicate positive related content when discussing LCS related matters and/or posting publicly. Any negative related content that is publicly posted regarding the school will be viewed as detrimental to the efforts of the board, administration and various committees and is subject to review and dismissal of the board member from their respective role.

## Governance of Lemman Classical School

LCS shall be governed by its Board of Directors. The board consists of a maximum of **five** directors, at least two of whom shall be elected and/or appointed parents or guardians as per **Article III of the LCS Bylaws and Director Election Policy adopted on January 29, 2016**. The board shall establish and maintain fundamental school policies to ensure adherence to the vision and mission statements. The Principal makes day-to-day management decisions and is responsible for all administration duties for the school. The Principal reports directly to the board and serves to fulfill the goals of the board.

As with all charter schools, LCS is an entity separate from the school district in the area of governance. Each director shall guard this unique characteristic of LCS and other charter schools.

Directors should remember that derogatory statements concerning matters regarding LCS in a public forum tend to bring disrepute on the school as a whole and could be counterproductive to not only LCS, but also the Colorado charter school movement. If a director questions a school related decision, he or she shall immediately take the concern or disagreement to the Principal and/or the Chief Financial Officer in a confidential and diplomatic manner. Likewise, the Principal or the Chief Financial Officer agrees to the same commitment regarding board decisions. All communications should align with the school's core virtues: Generosity, Honesty, Responsibility, Service, Perseverance, Loyalty, Forgiveness, Integrity, Courage, Humility, Prudence, and Temperance.

While at the school, directors shall be mindful of the different roles they play: parent, volunteer, director, etc. Directors shall not use their position of authority while acting in their parent or volunteer roles. With humility, each director shall serve the best interests of the school.

Directors shall remember that stepping out of their advisory or director capacity and attempting to manage or unduly influence the operations of the school will often cause problems.

The vision and mission statements of LCS, as a classical school shall serve to guide and direct the function and decisions of the board. The goal to continually improve, maintain integrity, serve LCS families, and ensure academic success for LCS' students shall take precedence in all situations.

### **Responsibilities and Duties of the Board of Directors**

The board is responsible for:

1. Implementing the vision and mission statements and taking them into consideration whenever possible changes of policy are under discussion.
2. Establishing policies for operation of Lemman Classical School, ensuring that the provisions of the corporation's Articles of Incorporation, By-laws and the contracts with the school's authorizer are being followed.
3. Recognizing that Lemman Academy of Excellence differentiates itself from other schools based on three foundational components of its program: a classical curriculum, a school culture driven by the child development and parenting philosophies of Dr. Lemman, and the academic culture influences by the work of Charlotte Mason.
4. The specific components of a Lemman Classical Education are defined in the school's charter application; this document should be a guidepost for any policy, academic or governance changes that may influence curriculum or school culture.
5. Establishing fiscal policy and boundaries, with budgets and financial controls for the schools.
6. Selecting a new Principal when needed.
7. Establishing the policies under which the Principal shall administer the school.
8. Periodic evaluations of the school, taking into consideration the school's stated mission and vision.
9. Keeping full and accurate minutes of its meetings and those of its committees.
10. Maintaining a policy book so that governing decisions made over a period of years may be readily available to subsequent leadership and administrators.
11. Developing and maintaining a communication link to the community.
12. Embrace additional opportunities to:
  - Network with constituents and community members
  - Monitor charter school legislation; get involved as may become necessary
  - Recruit new directors
  - Raise funds for the ROYAL Teacher's Fund
  - Read, understand and adhere to the school bylaws and board policies
  - Understand and adhere to Colorado open meetings laws

- Attend meetings having read the board packet and ready to succinctly discuss agenda items
- Provide financial oversight and budget approval
- Recommend and adopt board policy
  - Commit to abide by this code of conduct
  - Negotiate charter renewal
  - Delegate work to committees

To ensure that directors are aligning with established principles as they relate to performance, school operations and policies, the board shall conduct an annual evaluation of itself against the criteria laid out in this document.

**Board Training:**

LCS Board members are required to understand the parameters and laws related to Board Governance by participating in CDE training modules and/or other Board Education opportunities provided.

<https://www.cde.state.co.us/professionaldevelopment/detailondemand/CharterSchoolBoardTrainingModules>

**Suggested Reading for LCS Board members:**

- The Way of the Shepherd by Dr. Kevin Leman
- Sayers article on the Trivium, "The Lost Tools of Learning"
- Other readings as periodically suggested by the Principal

By signing below, we agree to abide by the above Code of Conduct and Ethics:

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