

SECTION B: SCHOOL BOARD GOVERNANCE AND OPERATIONS

Section B of the NEPN/NSBA classification system contains policies, regulations, and exhibits on the school board — how it is appointed or elected; how it is organized; how it conducts meetings, and how the board operates. This section includes bylaws and policies establishing the board's internal operating procedures.

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Evaluation of School Board/Board Self-Evaluation

The Charter Board believes that periodic, formal and informal evaluations of its operational procedures will improve the Charter Board's performance, exemplify the kind of construction evaluations the Charter Board encourages for all school personnel and programs, and promote a spirit of teamwork throughout the charter school. Formal evaluations also provide the Charter Board with suggestions useful in establishing objectives the Charter Board will strive to accomplish.

At least once each year, Charter Board members shall evaluate their own performance and that of the Charter Board as a whole according to standards developed and accepted by the Charter Board.

The Charter Board believes the basic features of its evaluation and goal setting program should be as follows:

1. The evaluation should be constructive.
2. Charter Board members should develop the standards against which they will evaluate themselves.
3. The Charter Board should recognize the difference between charter school goals and goals that the Board sets for its own performance.
4. A form for the evaluation/goal setting program should be designed and should contain places to indicate not only strengths and weaknesses but also to write in suggestions about how to improve.
5. The Charter Board should not limit itself to those items that appear on the evaluation form.
6. Formal evaluation should take place at least once a year and at a scheduled place and time.
7. A composite picture of Charter Board strengths and weaknesses is most accurate.
8. When results have been discussed and tabled, the Charter Board should list the objectives it will attempt to accomplish before its next evaluation session.
9. The Charter Board should devise a process for establishing goals.
10. The Charter Board should be evaluated as a whole, not as individuals.
11. The Charter Board should provide itself with appropriate inservice education to ensure it meets its own objectives.
12. The Charter Board should adhere to the open meetings law to ensure that self-evaluation of the Charter Board conducted in executive session does not violate any law or policy.

The Charter Board shall assess the following operations:

1. Charter Board meetings
2. Policy development
3. Fiscal management
4. Charter Board role in educational program development
5. Charter Board member orientation
6. Charter Board member development
7. Charter Board officer performance
8. Charter Board administrator relationship
9. Charter Board staff relationships
10. Charter Board community relationships
11. Legislative and governmental relationships

LEGAL REFS: C.R.S. 24-6-401 *et. Seq.* (Colorado Sunshine Act of 1972)

First Reading Date: 2-14-2017

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Lake George Charter School

(Rev.: 3-1-2017)

School Board Legal Status

The Constitution of Colorado assigns to locally elected boards of education control of instruction in their respective charter schools. As charged by the constitution, the General Assembly has provided for the organization of charter schools, including the composition of charter school boards and the election of school directors.

Legally, then, local school boards are political subdivisions of the state and derive their power from the state constitution and acts of the General Assembly. They also have responsibilities to the local citizenry they serve and by whom they are elected.

There are five directors on the Board of Education of Lake George Charter School, each of whom is elected for a two-year term.

LEGAL REFS: Constitution of Colorado, Article IX, Sections 2, 15
C.R.S. 22-31-105
C.R.S. 22-30.5-101 to 22-30.5-308

CROSS REFS: AA, School District Legal Status
BBA, Board Powers and Responsibilities
BBBG, Board Elections

First Reading Date: 2-5-2002

Second Reading Date: 3-5-2002

Adoption Date: 4-2-2002

Lake George Charter School

(Rev. 4-4-2002)

Board Powers and Responsibilities

Powers and mandatory duties of the Charter Board are defined in state statutes.

This Board considers that its most important functions fall into the following categories:

1. **Legislative or policymaking.** The Charter Board is responsible for the development of policy and for the employment of an administrator who will carry out its policy through the development and implementation of regulations.
2. **Educational planning and appraisal.** The Charter Board is responsible for acquiring reliable information from responsible sources, which will enable it to make the best possible decisions about the scope and nature of the educational program. The Charter Board is responsible for requiring appraisal of the results of the educational program.
3. **Staffing and appraisal.** The Charter Board is responsible for employing the staff necessary for carrying out the instructional program and establishing salaries and salary schedules and other terms and conditions of employment, as well as for personnel policies. The Charter Board is responsible for appraising the effectiveness of its staff by providing for regular evaluation.
4. **Financial resources.** The Charter Board is responsible for adopting a budget that will provide the financial basis for buildings, staff, materials and equipment which will enable the charter school to carry out the educational program. The Charter Board is responsible for exercising control over the finances of the charter school to ensure proper use of, and accounting for, all charter school funds.
5. **School facilities.** The Charter Board is responsible for determining school housing needs, for communicating these needs to the community, for purchasing sites, and for approving building plans that will support and enhance the educational program.
6. **Communication with the public.** The Charter Board is responsible for providing adequate and direct means for keeping the local citizenry informed about the schools and for keeping itself informed about the wishes of the public.
7. **Judicial.** The Charter Board is responsible for acting as a court of appeal for school staff members, students and the public when issues involve Charter Board policies and their fair implementation.

The Charter Board may exercise the above powers and duties only when convened in a legally constituted meeting.

LEGAL REFS.: C.R.S. 22-9-101 *et seq.*

C.R.S. 22-32-109

C.R.S. 22-32-110

First Reading Date: 2-14-2017

Adoption Date: 3-14-2017

Lake George Charter School

Board Member Authority and Responsibilities

Because all powers of the Board lie in its action as a group, individual Board members exercise authority over charter school affairs as votes are taken at a legal meeting of the Board.

In other instances, an individual Board member has power only when the Board has lawfully delegated authority to that member.

First Reading Date: 2-5-2002

Second Reading Date: 3-5-2002

Adoption Date: 4-2-2002

Lake George Charter School

Board Member Oath of Office

Each charter board member at the next scheduled regular charter board meeting following the election is required to take an oath of office that the board member will faithfully perform the duties of the office as required by law and will support the Constitution of the United States, the Constitution of Colorado and laws made pursuant thereto. Such oath shall be filed with the designated election official for the charter school.

Note: A Charter School need not follow the laws for elections exactly because they are a 501C3. Lake George Charter School will try to follow the laws closely within reasonable time frames.

LEGAL REFS: C.R.S. 22-31-104
C.R.S. 22-31-125

First Reading Date: 1-12-2016

Adoption Date: 2-9-2016

Lake George Charter School

(Rev. 3-2-2016)

Charter Board Member Resignation/Removal from Office

Vacancies may occur on the Charter Board because of a member's resignation, moving outside of the charter school area, death, or other reasons provided by law. Or a member may be recalled or removed from office for such reasons as specified in law.

A member's office shall be declared vacant by the Charter Board if that member does not attend three regular meetings of the Board unless the Board by resolution approves any additional absences or unless such absences are due to temporary disability or illness.

LEGAL REF.: C.R.S. 22-31-128
C.R.S. 22-31-129

First Reading Date: 1-12-2016

Adoption Date: 2-9-2016

Lake George Charter School

(Rev. 3-2-2016)

Unexpired Term Fulfillment/Vacancies

When a vacancy occurs on the charter board, the board is required by law to appoint a person to fill the vacancy within 60 days. Should the board not act, the president of the board makes the appointment.

Whether the appointee serves for the remainder of the unexpired term or until the next, or the next succeeding, election depends on the number of days until the next regular biennial election and the number of years left in the unexpired term.

1. If the vacancy occurs more than 60 days before the election and the unexpired term is for most of the two year term, the term of appointment is until the next election, when a successor for the remainder of the term is elected.
2. If the vacancy occurs within 60 days of the election the term of appointment is until the next succeeding election, when a successor is elected for the remainder of the term.
3. Otherwise, the term of appointment is for the remainder of the unexpired term.

Newly appointed Charter Board members will be fingerprinted and have a background check.

LEGAL REF.: C.R.S. 22-31-129 (2), (3), (4)

First Reading Date: 5-14-19

Adoption Date: 9-18-19

Lake George Charter School

Charter Board Elections

Charter Board elections will be held annually on the second Wednesday of November. Each member is elected for a two-year term. Parents, guardians, board members, volunteers, and Park County residents in Park County School District Re-2, are eligible to vote or run for a position. Staff members are eligible to vote but are not eligible to run for a position on the Charter Board. Family members of employees (children, spouses, siblings, and or parents) may not serve on the Charter Board. Family members of existing Charter Board members may not serve on the board at the same time. All candidates and voters must be 18 years of age or older to be eligible to run for a position or to vote.

New candidates will file a letter of intent at Lake George Charter School 30 to 60 days prior to elections. If, 29 days before the election, there is only one candidate for each position to be filled, the Charter Board by resolution may cancel the election and declare the candidates elected.

There are five positions available. Positions 1 and 2 are up for election in even number years such as 2002, 2004, etc. Positions 3, 4, and 5 are up for election in odd number years such as 2001, 2003, etc.

The final makeup of the Charter Board is described in Article II, Section I of the Lake George Charter School Bylaws. There are no term limits for Board Members. Guidelines for elections are available from the office of the Lake George Charter School.

Newly elected Charter Board members will be fingerprinted and have a background check.

Note 1: A Charter School need not follow the laws for elections because they are a 501C3. Lake George Charter School will try to follow the laws closely within reasonable time frames.

Note 2: It is suggested by the League of Charter Schools Governing Board Handbook, pg. 5, that diversity is the hallmark of a good board with a mixture of; community members, business leaders, volunteers, parents or guardians, all of various; ethnicity, gender, ages, and socioeconomic backgrounds.

First Reading: 5-14-19

Adoption Date: 5-14-19

Lake George Charter School

School Board Member Conduct

Public office is a trust created by the confidence which the public places in the integrity of its public officers. To preserve this confidence, it is the desire of the Charter Board to operate under the highest ethical standards.

In carrying out his fiduciary duties, a Charter Board member shall not:

1. Disclose or use confidential information acquired in the course of official duties to further substantially personal financial interests.
2. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in the position or which that person knows or should know is primarily for the purpose of a reward for official action taken.
3. Engage in a substantial financial transaction for private business purposes with a person whom the Charter Board member supervises in the course of official duties.
4. Perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which the board member has a substantial financial interest or in which that member is engaged as a counsel, consultant, representative or agent.

The phrase "economic benefit tantamount to a gift of substantial value" includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.

It is permissible for a Charter Board member to receive:

1. Campaign contributions and contributions in kind which are reported in accordance with state law.
2. An occasional nonpecuniary gift which is insignificant in value.
3. A nonpecuniary award publicly presented by a nonprofit organization in recognition of public service.
4. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting at which the Charter Board member is scheduled to participate.
5. Reimbursement for or acceptance of an opportunity to participate in a social function or meeting which is not extraordinary when viewed in light of the position.
6. Items of perishable or nonpermanent value including but not limited to meals, lodging, travel expenses, or tickets to sporting, recreational, educational, or cultural events. Tickets to these events may have to be reported in accordance with the public official disclosure law.

7. Payment for speeches, appearances, or publications reported in accordance with the public official disclosure law.

It shall not be considered a breach of conduct for a Charter Board member to:

1. Use school facilities and equipment to communicate or correspond with constituents, family members, or business associates when related to school business.
2. Accept or receive a benefit as an indirect consequence of transacting charter school business.

LEGAL REFS: C.R.S. 1-45-108 (Campaign Reform Act; requires report of campaign contributions and expenditures)
C.R.S. 24-6-203 (Public Official Disclosure Act)
C.R.S. 24-18-104
C.R.S. 24-18-109

First Reading Date: 1-12-2016

Adoption Date: 2-9-2016

Lake George Charter School

School Board Member Conduct

On or before January 15 of each year, each member of the Board of Education must file a report for the preceding calendar year with the county clerk and recorder on forms supplied by the secretary of state. The report will contain the name of the person from whom the reportable item was received, its value and the date of receipt.

Items which must be reported include the following:

1. Any money received including a loan, advance or guarantee of a loan with a value of \$25 or more
2. Any gift of any item of real or personal property other than money with a value of \$50 or more
3. Any loan of real or personal property if the value of the loan is \$50 or more. "Value of the loan" means that cost saved or avoided by the Board member by not borrowing, leasing or purchasing comparable property from a source available to the general public.
4. Any payment for a speech, appearance or publication.
5. Tickets to a sporting, recreational, educational or cultural event with a value of \$50 or more for a single event or a series of tickets to sporting events of a specific team during a season or to cultural events of a specific company with a total value of \$100 or more
6. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention or other meeting at which the Board member or candidate for the Board is scheduled to participate unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entitles such as the Colorado Association of School Boards (CASB)

The financial disclosure need not include the following:

1. A contribution or contribution in kind that already has been reported pursuant to the campaign Reform Act
2. Any item of perishable or nonpermanent value including meals unless such item is required to be reported under #5 above
3. A nonpecuniary award publicly presented by an organization in recognition of public service.
4. Payment of or reimbursement for actual or necessary expenses for travel and lodging for attendance at a convention in which the individual is scheduled to participate if the payment or reimbursement is made from public funds or from the funds of any association of public officials or entitles such as CASB
5. Payment of salary from employment including other government employment

To avoid misunderstanding about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given. Board members who do not receive any items which must be reported are not required to file a report.

LEGAL REF: C.R.S. 24-6-201 *et. Seq.*

First Reading Date: 2-5-2002

Second Reading Date: 3-5-2002

Adoption Date: 4-2-2002

Lake George Charter School

Code of Ethics for School Board Members

As a member of my local charter board, I will strive to improve public education and to that end I will:

- Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.
- Attend all regularly scheduled charter board meetings in so far as possible and become informed concerning all issues to be considered at those meetings.
- Charter Board members should adhere to the charter school's central mission without inserting their own personal agendas or for partisan gain.
- Recognize that I should endeavor to make policy decisions only after full discussion at publicly held charter board meetings.
- Render all decisions based on the available facts and my independent judgment and refuse to surrender that judgment to individuals or special interest groups.
- Encourage the free expression of opinion by all charter board members and seek systematic communication between the charter board and students, staff and all elements of the community.
- Work with other charter board members to establish effective charter board policies and to delegate authority for the administration of the schools to the administrator.
- Communicate to other charter board members and the administrator expressions of public reaction to charter board policies and school programs.
- Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations.
- Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.
- Avoid being placed in a position of conflict of interest.
- Take no private action that will compromise the charter board or administration and respect the confidentiality of information that is privileged under applicable laws.

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Lake George Charter School

(Rev. 3-2-16)

Board Member Code of Ethics

According to the Colorado Revised Statutes 24-18-105, the following ethical principles for school board members “are intended as guides to conduct and do not constitute violations as such of the public trust of office...”

1. A charter board member “should not acquire or hold an interest in any business or undertaking which that member has reason to believe may be directly and substantially affected to its economic benefit by official action to be taken by an agency over which the Charter Board member has substantive authority.”
2. A charter board member “should not, within six months following the termination of office..., obtain employment in which that member will take direct advantage, unavailable to others, of matters with which the Charter Board member was directly involved during the term of office. These matters include rules, other than rules of general application, which the Charter Board member actively helped to formulate and applications, claims or contested cases in the consideration of which the member was an active participant.”
3. A charter board member “should not perform an official act directly and substantially affecting a business or other undertaking to its economic detriment when that Charter Board member has a substantial financial interest in a competing firm or undertaking.”

First Reading Date: 3-8-2016

Adoption Date: 4-12-2016

Lake George Charter School

(Rev. 3-31-2016)

Board Member Conflict of Interest

Public office is a trust created in the interest of the common good and for the benefit of the people. A conflict of interest can arise when a public officer is unable to devote himself with complete loyalty and singleness of purpose to the general public interest.

It is the intent of this policy to protect the public trust placed in directors of this charter school. For purposes of this policy, the Board declares that a conflict of interest is a personal, pecuniary interest that is immediate, definite and demonstrable and which is or may be in conflict with the public interest.

A Board member who has a personal or private interest in a matter proposed or pending before the board shall disclose such interest to the Board, shall not vote on it and shall not attempt to influence the decisions of other Board members in voting on the matter.

However, if a Board member has complied with statutory disclosure requirements by notifying the secretary of state of his interest in the matter, he may vote if his participation is necessary to obtain a quorum or otherwise enable the Board to act. If a member votes under these circumstances, he shall state for the record the fact and summary nature of the potential conflict of interest.

The written disclosure to the secretary of state shall list as applicable the amount of the member's financial interest, the purpose and duration of any services rendered, compensation received for services or such other information necessary to describe the interest.

The Board shall not enter into any contract with any of its members or with a firm or corporation in which a member has a financial interest unless one or more of the following apply:

1. The contract is awarded to the lowest responsible bidder based on competitive bidding procedures.
2. The merchandise is sold to the highest bidder at a public auction.
3. The transaction involves investing or depositing money in a financial institution which is in the business of loaning money or receiving money.
4. If, because of geographic restrictions, the charter school could not otherwise reasonably afford the contract because the additional cost to the charter school would be greater than 10 percent of the contract with the interested member or if the contract is for services that must be performed within a limited time period and no other contractor can perform the services.

5. If the contract is one in which the Board member has disclosed a personal interest and is one on which he has not voted or has voted as allowed in state law following disclosure to the secretary of state and to the Board.

Except as described above, a Board member shall not be a purchaser at any sale or a vendor for any purchase made by the charter school.

A member of the Board may request an advisory opinion from the secretary of state concerning issues relating to his conduct and potential conflict of interest.

LEGAL REFS.: Colorado Constitution, Article X, Section 13
C.R.S. 22-32-109 (1)(y)
C.R.S. 24-18-109 through 24-18-111
C.R.S. 24-18-201
C.R.S. 24-18-202

CROSS REFS.: BBF, Board Member Code of Ethics
BC, School Board Member Conduct
BEDF, Voting Method
DJE, Bidding Procedures

First Reading Date: 2-5-2002

Second Reading Date: 3-5-2002

Adoption Date: 4-2-2002

Lake George Charter School

Charter Board Member Conduct

Charter Board members are required by law to disclose certain items received in connection with serving on the Charter Board. If Charter Board members receive such items, they must file a report with the Secretary of State on forms prescribed by the Secretary of State. Such report must be filed on or before January 15, April 15, July 15, and October 15 of each year, and shall cover the period since the last report. The report must contain the name of the person from whom the reportable item was received, its value and the date of receipt. Charter Board members who do not receive any items that must be reported are not required to file a report.

Items which must be reported include the following:

1. Any money received including a loan, pledge, advance, guarantee of a loan, or any forbearance or forgiveness of indebtedness from any person with a value greater than \$65.
2. Any gift of any item of real or personal property other than money with a value of greater than \$65.
3. Any loan of real or personal property if the value of the loan is greater than \$65. "Value of the loan" means that cost saved or avoided by the Charter Board member by not borrowing, leasing or purchasing comparable property from a source available to the general public.
4. Any payment for a speech, appearance, or publication.
5. Tickets to a sporting, recreational, educational, or cultural event with a value of greater than \$65 for a single event.
6. Payment of or reimbursement for actual and necessary expenses for travel and lodging for attendance at a convention, fact-finding mission or trip, or other meeting if the Charter Board member is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the charter school unless the payment for such expenditures is made from public funds or from the funds of any association of public officials or public entities such as the Colorado Association of School Boards (CASB)
7. Any gift of a meal to a fund-raising event of a political party.

To avoid misunderstanding about the value of an item, the donor must furnish the Board member with a written statement of the dollar value of the item when it is given.

The financial disclosure need not include the following:

1. A contribution or contribution in kind that already has been reported pursuant to the Fair Campaign Practices Act.
2. Any unsolicited item valued at \$53 or less, such as a pen, calendar, plant, book, note pad, or similar item.
3. Any unsolicited token or award of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item.
4. Payment of or reimbursement for actual or necessary expenses for travel and lodging for attendance at a convention, fact-finding mission or trip, or other meeting if the Charter Board member is scheduled to deliver a speech, make a presentation, participate on a panel or represent the charter school if the payment or reimbursement is made from public funds or from the funds of any association of public officials or entitles such as CASB.
5. Payment of salary from employment including other government employment.

To avoid misunderstandings about the value of an item, the donor must furnish the Charter Board member with a written statement of the dollar value of the item when it is given.

LEGAL REF: C.R.S. 24-6-201 *et. seq.* (Colorado Sunshine Act-public official disclosure)

First Reading Date: 1-20-21

Adoption Date: 2-17-21

Lake George Charter School

Board Organizational Meeting

At the first regularly scheduled board meeting after the regular election, the Charter Board shall meet for the purpose of administering the oath of office and selecting officers.

The incumbent president of the Charter Board shall preside until a successor is elected, whereupon the successor will assume the chair.

Following the swearing in of the newly-elected Charter Board member or members, the following officers, in order, shall be elected or appointed: president, vice president, and secretary/treasurer.

Nominations for president, vice president, and secretary/treasurer shall be made from the floor and voting shall be by roll call. Should no nominee receive a majority vote of Charter Board members, the election shall be declared null and void, further nominations may be made and the roll call or secret ballot vote shall be retaken.

The president, vice president, and secretary/treasurer shall serve one-year terms and shall hold office until their successors are elected. The president and the secretary/treasurer shall be the official signers of all contracts, official reports and banking transactions.

The recording secretary for the Charter Board will be the school secretary unless they are unable to perform that duty. In that case the Charter Board may appoint someone who may not be a member of the Board.

Then such other items of business shall be considered by the Charter Board as are scheduled on the agenda.

Officer resignation

Should one or more officers of the Charter Board resign, the Charter Board shall select another member or members to fill the vacant office or offices as provided by law, using the procedures described above. A newly-selected officer shall assume the duties immediately upon selection. In as much as the selection of a new officer on a three officer, five-member board frequently requires a shifting of officers it shall be permissible for a member to be nominated for another office without resigning the current office. Upon acceptance of the nomination and election to the new office, the former office shall be declared vacant and another member elected to fill the position.

Note: A Charter School need not follow the laws for elections because they are a 501C3. Lake George Charter School will try to follow the laws closely within reasonable time frames.

LEGAL REFS: C.R.S. 1-10-201 *et. Seq.*
C.R.S. 22-31-104 (3)
C.R.S. 22-32-104 (1),(2),(3),(4)
C.R.S. 22-32-108 (6)

First Reading Date: 1-12-2016

Adoption Date: 2-9-2016

Lake George Charter School

Board Officers

President and vice president

The president of the Charter Board, in addition to the duties prescribed by law, shall exercise such powers as properly pertain to his office. In carrying out the responsibilities, the president shall:

1. Preside at all meetings of the Charter Board.
2. Consult with the administrator in planning agendas.
3. Bring before the Charter Board such matters as in the president's judgment may require the attention of the Charter Board.
4. Be responsible for the orderly conduct of Charter Board meetings.
5. Confer with the administrator on crucial matters which may occur between Charter Board meetings.
6. Call special meetings of the Charter Board as found necessary.
7. Appoint special committees, subject to the approval of the Charter Board.
8. Sign any written contracts to which the charter school may be a party.
9. The president shall be a counter signer as required on banking transactions including checks.
10. Sign all official reports of the charter school except as other wise provided by law.
11. Appear in behalf of the charter board in all actions brought by or against it, unless individually a party in which case the duty shall be performed by the secretary.

In the absence of the president, the vice president shall have the power of the president and perform the duties.

Secretary/Treasurer

The secretary of the Charter Board shall perform the following duties:

1. Insure that a record is kept of all business transacted by the Charter Board at either regular or special meetings.
2. Cause written notice to be given to each Charter Board member of all special meetings of the charter board.
3. Cause all notices of charter school elections to be published and posted and perform such other duties in the conduct of charter school elections as required by law.
4. Attest any written contract to which the charter school may be a party.
5. Account for all moneys belonging to the charter school.
6. Report to the Charter Board as required for all moneys of the charter school.
7. Sign either by written signature or facsimile all warrants or orders drawn on the county treasurer or checks drawn on a charter school depository. The Charter Board may require the countersignature of another person (see president).

8. Deposit to the credit of the charter school all moneys withdrawn from the custody of the county treasurer and all other moneys belonging to the charter school in one or more depositories by the charter board.
9. Perform such other duties as may be assigned by the Charter Board.

LEGAL REFS.: C.R.S. 22-32-104 (3); 22-32-105 (president and vice president)
C.R.S. 22-32-104 (4); 22-32-106 (secretary)
C.R.S. 11-10.5-111; 22-32-104 (4); 22-32-107 (treasurer)

CROSS REFS.: DG, Depository of Funds
DGA, Banking Services (and Deposit of Funds)
DH, Bonded Employees and Officers

First Reading Date: 1-12-2016

Adoption Date: 2-9-2016

Lake George Charter School

Board Committees

The principles of good Board procedure indicate that the use of standing committees is not desirable in as much as standing committees set up by any type of Board tend to make decisions that are properly made by the entire Board. Such committees also tend to assume administrative responsibilities that should properly be delegated to the professional administrator. Therefore, the Board shall have no standing committees.

Special committees, however, may be created for special assignments. Such special committees shall be appointed by the president, subject to Board approval. A special committee shall be dissolved upon completion of its assignment, or it may be dissolved by a vote of the Board at any time.

First Reading Date: 2-5-2002

Second Reading Date: 3-5-2002

Adoption Date: 4-2-2002

Lake George Charter School

(Rev. 4-4-2002)

Advisory Committees

The Charter Board of Lake George Charter School encourages the participation of citizens of the Lake George area in decision-making processes. However, the legal responsibility for decision-making in all matters of policy and operation rests with the Charter Board.

1. Board-appointed advisory committees, both district-wide and at the school level, shall function within organizational frameworks approved by the Board. A staff member or members will be assigned to each group to help it develop an appropriate constitution and/or by-laws, carry out its functions and coordinate its work with other advisory and staff groups. Only the Board shall have the authority to dissolve committees it has created.
2. School and district-level advisory committees that are required under federal and state programs shall be formed and shall function in accordance with the requirements pertaining to each specific federal or state program. The Board shall grant to those bodies the advisory responsibilities relevant to the planning, implementation, and evaluation of such program or project as required by law.
3. Community groups that are neither appointed by the Board nor formed as required under federal or state programs are encouraged to offer suggestions and advice to the Board in order to assist it in the decision-making process. The final responsibility for all decisions, however, rests with the Charter Board.

Appointments of citizens to advisory committees shall be approved by the Charter Board. An advisory committee member shall be removed from office by the Charter Board if that member does not attend three consecutive meetings unless the committee by resolution approves any additional absences or unless such absences are due to temporary disability or illness. In addition, the committee by majority vote may request the removal from office of any member. Such removal shall require subsequent Charter Board approval.

All committee meetings shall be open to the public. Meeting notices shall be posted in the same place and manner as notices of Charter Board meetings.

LEGAL REFS.: C.R.S. 22-7-104 (accountability programs)
C.R.S. 22-9-107 (performance evaluation councils)
C.R.S. 22-332-109.1 (2) (community consultation of safe school plan,
including conduct and discipline code)
C.R.S. 24-6-402 (open meeting law)

CROSS REFS.: AE, Accountability/Commitment to Accomplishment
BDFA*, District Personnel Performance Evaluation Council
BDFB*, Vocational Advisory Council (And Vocational Program Advisory
Committees)
BEDA, Notification of Board Meetings
CBI, Evaluation of Administrator
CFB, Evaluation of Administrator
GCOA, Evaluation of Instructional Staff

GCOC, Evaluation of Administrative Staff
JIC, Student Conduct
JK, Student Discipline
KCB, Community Involvement in Decision-making

First Reading Date: 1-8-2002

Second Reading Date: 2-5-2002

Adoption Date: 3-5-2002

Lake George Charter School

Charter School Personnel Performance Evaluation Council

The Charter Board shall appoint, pursuant to state law, an advisory charter school personnel performance evaluation council which shall, at a minimum, consist of one teacher, one administrator, one parent, and one person who does not have a child in school.

The council may be composed of any other charter school committee having membership as defined above.

The council shall consult with the Charter Board as to the fairness, effectiveness, credibility, and professional quality of the licensed personnel performance evaluation system and its processes and procedures and shall conduct a continuous evaluation of the system.

LEGAL REF: C.R.S. 22-9-107 (*performance evaluation councils*)

CROSS REFS: CBI, Evaluation of Administrator
GCOA, Evaluation of Instructional Staff
GCOC, Evaluation of Administrative Staff

First Reading Date: 1-20-21

Adoption Date: 2-17-21

Lake George Charter School

Vocational Advisory Council
(And Vocational Program Advisory Committees)

The Board of Education shall appoint a vocational advisory council which shall assist the Board and administration in overall promotion, planning, coordination and evaluation of all district vocational education programs. The council shall study issues, offer advice and make recommendations regarding:

1. Current job needs
2. Relevance of current training programs
3. Reduction, deletion or expansion of programs
4. Initiation of new programs
5. Financial and legislative support
6. Promotion of vocational education in the schools and in the community

The advisory council shall provide for input from vocational program advisory committees.

The council shall represent a cross-section of the community in terms of sex, race, age, occupation, socioeconomic status, geographical location and other appropriate factors. The district accountability committee may fulfill this function.

The Board also shall appoint an advisory committee for each vocational education program provided by the district. Program advisory committees shall assist vocational instructors and administrators in establishing, operating and evaluating programs to serve the needs of students, business and industry and shall provide expertise pertaining to technological change.

Each program advisory committee shall be representative of the occupations in the community for which training is provided. The vocational instructor shall serve as an *ex officio* member of the committee.

The Board shall approve written guidelines or operational procedures (by-laws) for the advisory council and each program committee which shall specify its composition, length of terms, responsibilities and rules for conducting business.

Current practice codified October 1996
Adopted: date of manual revision

File: BDFB*

LEGAL REFS: C.R.S. 23-8-103 (2)(c)
C.R.S. 23-60-303

CROSS REFS.: AE, Accountability/Commitment to Accomplishment

Park County School District Re-2, Fairplay, Colorado

2 of 2

School Attorney/Legal Services

The Charter Board recognizes that the increasing complexities of charter school operations frequently require professional legal services. Therefore, it shall retain a competent attorney or legal firm to systematically provide such services.

A decision to seek legal advice or assistance from such attorney shall originate from the Charter Board, the administrator, or persons specifically authorized by the Charter Board or administrator. The administrator shall inform the Charter Board prior to requesting unusual types or amounts of legal services.

First Reading Date: 2-17-21

Adoption Date: 3-17-21

Lake George Charter School

Electronic Participation in School Board Meetings

Charter Board members may attend and participate by electronic means in regular or special meetings of the Charter Board in accordance with this policy and state law. For purposes of this policy, "electronic means" shall be defined as attendance via telephone, video or audio conferencing, or other electronic device.

Charter Board members may attend and participate by electronic means in a regular or special Charter Board meeting only when extenuating circumstances prevent the Charter Board member from physically attending the meeting. *[Note: Insert local restrictions here. The following sentence provides examples for the Board's consideration.]* For purposes of this policy, "extenuating circumstances" means the Charter Board member's job or military service requires the member to be outside of the district at the time of the meeting or inclement weather and/or unsafe driving conditions prevent the Charter Board member from physically attending the meeting.

A meeting at which one or more Charter Board members attend and participate by electronic means shall be open to the public, except for periods in which the Charter Board is in executive session. A quorum of the Charter Board shall be physically present at the meeting for a Charter Board member to attend and participate by electronic means.

The electronic means used shall allow the public to hear the comments made by the Charter Board member(s) participating by electronic means and allow the Charter Board member(s) to hear the comments made by the public. A Charter Board member participating by electronic means will be included in the recording of the Charter Board meeting.

[Note: The following two paragraphs are a suggested practice. The Board should discuss the process to follow when a Board member requests to participate in a meeting by electronic means and the requirements to do so and then include them in this policy.]

A Charter Board member who seeks to attend and participate by electronic means in a Charter Board meeting shall notify the Charter Board president and Administrative Office at least two business days prior to the meeting and shall explain the extenuating circumstances that prevent the Charter Board member from physically attending the meeting. If such notification is not possible, the Charter Board member shall notify the Charter Board president and Administrative Office as soon as is reasonably possible of the request to attend by electronic means.

If the request is approved, a Charter Board member who attends and participates by electronic means shall identify the location from which he or she is participating, those present, and the extenuating circumstances that prevented the Charter Board member from physically attending the meeting. If the Charter Board convenes in executive session, the Charter Board member attending and participating by electronic means shall ensure confidentiality during that portion of the meeting.

[Note: The following paragraph is a suggested practice. State law requires the Board to determine the maximum number of Board meetings a member may attend by electronic means. C.R.S. [22-32-108 \(7\)\(b\)\(III\)](#). The policy must also describe when the Board will declare a vacancy. Id.]

[Type text]

File: BEAA* cont.

A Charter Board member may attend and participate by electronic means in a maximum of two Charter Board meetings per calendar year. Unless otherwise approved by the Charter Board, additional requests to attend and participate by electronic means will be denied. In accordance with state law, the Charter Board shall declare a vacancy if a Charter Board member fails to attend three consecutive regular Charter Board meetings, unless the Charter Board member's absence is otherwise excused by the Charter Board.

A Charter Board member's failure to comply with this policy may result in the Charter Board's refusal to allow the member to participate by electronic means in Charter Board meetings.

LEGAL REFS.: C.R.S. [22-31-129](#) (*board vacancies*)

C.R.S. [22-32-108](#) (7)(a) (*board may adopt policy allowing board members to attend and participate electronically in regular or special board meetings*)

C.R.S. [24-6-401](#) *et seq.* (*open meetings law*)

CROSS REF.: [BE](#), School Board Meetings

First Reading Date: 11-20-19

Adoption Date: 2-19-2020

Lake George Charter School

Charter Board Meetings

All meetings of three or more members of the Charter Board at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Charter Board is in executive session. All such meetings will be properly noticed and minutes will be taken and recorded as required by law.

No business may be conducted unless a quorum is present. A quorum shall consist of a simple majority (more than half) of the members serving on the Charter Board.

A recording shall be made of regular and special meetings as required by law and at a minimum, shall be an audio recording. Recordings shall be maintained for 90 days.

Regular meetings

Regular meetings of the Charter Board shall be held in the Lake George Charter School gymnasium at 37888 U.S. Hwy. 24 in Lake George, CO. There will be no regular board meetings during July and December. By the May meeting, it will be decided if a meeting is needed in June of each year.

Meetings of the Charter Board shall be held on the third Wednesday of each month at 5 p.m. unless otherwise set by action of the Charter Board. Work Sessions, when deemed necessary, will be held on the same day and place as regular Charter Board meetings, but at 4:30. (Effective 8-1-19.)

Special Meetings

Special meetings of the Charter Board may be called by the Board president at any time and shall be called by the president upon the written request of a majority of the members.

The secretary of the Charter Board shall be responsible for giving a written notice of any special meeting to each Charter Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if hand-delivered personally to the member. The notice must contain time, place and purpose of the meeting and names of the member requesting the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance at a special meeting shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless the item is reasonably related to the subject matter on the notice or an exigency exists. In addition all members ~~are~~ must be present and cast a unanimous vote to amend the agenda.

LEGAL REFS: C.R.S. 22-32-108 (board meetings)
C.R.S. 24-6-401 et seq, (open meetings law)

CROSS REF: BEAA, Electronic Participation in Charter Board Meetings
BEC, Executive Sessions
BEDA, Notification of Board Meetings

Note 1: The Charter Board is not required to take minutes if through its notice and agenda it has not retained the option to take formal action. The Charter Board must make a recording of each regular and special meeting of the Charter Board at which votes are taken and recorded and shall make the recording available to the public. The Charter Board, at its discretion, shall use appropriate technology available at the time the recording is made and shall, at a minimum, make an audio recording. Such recordings must be maintained for a minimum of 90 days.

Note 2: The Charter Board is required to electronically record executive sessions, which shall include the specific statutory citation to the executive session law that allows the Charter Board to meet in executive session. However if the executive session is held to discuss an individual student matter, the Charter Board is held to receive legal advice from an attorney on a particular matter, an electronic record must be made of the statutory citation to the executive session law that allows the Charter Board to meet in executive session to receive legal advice, but the Charter Board is not required to make an electronic or written record of the discussion that occurs in executive session, on the basis that it constitutes privileged attorney-client communication.

Note 3: A quorum is defined as a simple majority (more than half) of the members serving on a board, as follows:

For a 5 member board a quorum is 3

For a 6 member board a quorum is 4

For a 7 member board a quorum is 4

Note 4: State law specifically permits "rural" districts with 6500 students or less to utilize electronic mail to notify board members of a special meeting, if such email is "delivered" at least 24 hours prior to the meeting. C.R.S. 22-32-108 (2)(b). Arguably, however, school districts that are not considered rural and enroll more than 6500 students may also provide notification of special board meetings by email at least 24 hours in advance of the meeting, so long as the board member agrees to receive meeting notifications by email or waives the required notification. C.R.S. 22-32-108 (3).

First Reading Date: 11-18-2020

Adoption Date: 1-20-21

Lake George Charter School

Charter Board Meetings/Regular Meetings/Special Meetings

All meetings of a quorum of three or more members of the Board, which ever is fewer, at which any public business may be discussed or any formal action taken shall be open to the public at all times except for periods in which the Board is in executive session.

Regular meetings

Regular meetings of the Board of Education shall be held in the Lake George Charter School gymnasium. There will be no regular board meetings during July and December. By the May meeting, it will be decided if a meeting is needed in June of each year.

Meetings of the Board shall be held on the third Wednesday of each month at 5 p.m. unless otherwise set by action of the Board. (Effective 8-1-19.)

Special Meetings

The Board president may call special meetings of the Board at any time and shall call special meetings upon the written request of a majority of the members.

The secretary of the Board shall be responsible for giving a written notice of any special meeting to each Board member at least 72 hours in advance of the meeting if mailed and 24 hours in advance if hand-delivered personally to the member. The notice must contain time, place and purpose of the meeting and names of the member requesting the meeting.

Any member may waive notice of a special meeting at any time before, during or after such meeting, and attendance thereat shall be deemed to be a waiver.

No business other than that stated in the notice of the meeting shall be transacted unless all members are present and agree to consider and transact other business.

LEGAL REFS: C.R.S. 22-32-108
C.R.S. 24-6-401 *et seq.* (Colorado Sunshine Act of 1972)

CROSS REF: BEDA, Notification of Board Meetings

First Reading Date: 5-14-19

Adoption Date: 5-14-19

Lake George Charter School

Executive Sessions/Open Meetings

All meetings of the Charter Board shall be open to the public except that at any regular or special meeting the Charter Board may proceed into executive session upon affirmative vote of two-thirds of the quorum present.

The Charter Board shall not make final policy decisions nor shall any resolution, policy or regulation be adopted or approved nor shall any formal action of any kind be taken during any executive session.

Prior to convening in executive session, the Charter Board shall announce the topic of the executive session which shall be reflected in the minutes. The Charter Board shall include the specific citation to statute authorizing it to meet in executive session when it announces the session and identify the particular matter to be discussed in as much detail as possible without compromising the purpose for which the executive session is authorized.

The Charter Board may hold an executive session for the sole purpose of considering any of the following matters:

1. Purchase, acquisition, lease, transfer, or sale of any real, personal or other property. However, no executive session shall be held to conceal the fact that a member of the Charter Board has a personal interest in such property transaction. *C.R.S. 24-6-402 (4)(a)*
2. Conferences with an attorney for the purpose of receiving legal advice on specific legal questions. *C.R.S. 24-6-402 (4)(b)*. The mere presence or participation of an attorney at an executive session shall not be sufficient to satisfy this requirement.
3. Matters required to be kept confidential by federal or state law or regulations. *C.R.S. 24-6-402 (4)(c)*. An announcement will be made indicating the specific citation to state or federal law which is the reason the matter must remain confidential.
4. Specialized details of security arrangements or investigations. *C.R.S. 24-6-402 (4)(d)*
5. Determination of positions relative to matters that may be subject to negotiations, development of strategy for negotiations and instruction of negotiators. Discussion of negotiations relating to collective bargaining or employment contracts shall occur in a public meeting, unless an executive session is otherwise allowed. *C.R.S. 24-6-402 (4)(e)*
6. Personnel matters except if an employee who is the subject of an executive session requests an open meeting. *C.R.S. 24-6-402 (4)(f)*. If the personnel matter involves more than one employee, all of the employees must request an open meeting. Discussion of personnel policies that do not require discussion of matters specific to particular employees are not considered "personnel matters."

The Teacher Employment, Compensation and Dismissal Act shall prevail in teacher dismissal hearings. (It provides that a dismissal hearing shall be open unless either the administration or employee requests that the hearing be closed.)

Discussions concerning a member of the Charter Board, any elected official or the appointment of a Charter Board member are not considered "personnel matters."

7. Consideration of any documents protected under the mandatory nondisclosure provision of the Open Records Act, except that consideration of work product documents and documents subject to governmental or deliberative process privilege must occur in a public meeting, unless an executive session is otherwise allowed. *C.R.S. 24-6-402 (4)(g)*
8. Discussion of individual students where public disclosure would adversely affect the person or persons involved. *C.R.S. 24-6-402 (4)(h)*

Only those persons invited by the Charter Board may be present during any executive session regardless of the topic of the session (including personnel matters).

The Charter Board shall cause an electronic recording to be made of the executive session in accordance with applicable law. Such record shall be retained by the Charter Board for 90 days following the session.

LEGAL REFS.: C.R.S. 22-32-108(5) (*meetings of the Board*)
C.R.S. 22-32-108(5)(d) (*executive session minutes*)
C.R.S. 22-32-109.4 (4) (*Board meeting "at which a collective bargaining agreement is discussed" must be open to the public.*)
C.R.S. 24-6-402 (*open meetings law*)

CROSS REF.: BEDG, Minutes
KDB, Public's Right to Know/Freedom of Information

First Reading: 11-18-20

Adoption Date: 1-20-21

Lake George Charter School

NOTE 1: School Districts must make an "electronic recording" of any executive session, which shall include the specific statutory citation to the executive session law that allows the Board to meet in executive session. However, if the executive session is held to discuss an individual student matter, the Board is not required to make an electronic or written record of the executive session. If the executive session is held to receive legal advice from an attorney on a particular matter, an electronic record must be made of the statutory citation to the executive session, on the basis that it constitutes privileged attorney-client communication, this must be stated on the electronic recording, or the attorney representing the Board must provide a signed statement attesting that the portion of the executive session that was not recorded constituted a privileged attorney-client communication. The Board should put a procedure in place to assure that the record of any executive session is routinely destroyed once the 90-day deadline expires.

NOTE 2: Each board member is required to sign an affidavit stating the board member is aware of and will comply with the confidentiality requirements and restrictions applicable to executive sessions of the board, as described in C.R.S. 24-6-402. The Affidavits shall be kept with the minutes of the board meeting. C.R.S. 22-32-108 (5)(a).

NOTE 3: State law requires the minutes of any Board meeting at which the Board convenes in executive session, to be posted on the school website not later than 10 business days following the meeting at which the minutes are approved. C.R.S. 22-32-108 (5)(d). If the Board does not maintain a website, the minutes "must be published in the same manner as the Board regularly provides public notice." The law does not specify the length of time that the minutes must remain "posted" or "published." At a minimum CASB suggests keeping the minutes posted/published for at least 90 days following the meeting at which the executive session occurred. This way, the timeline for the posting/publishing is the same as the statutory timeline for the retention of electronic recordings of executive sessions. C.R.S. 22-32-108 (5)(d) and 24-6-402 (2)(d.5)(II)(E).

NOTE 4: Beginning September 1, 2019, state law permits School Boards to convene in executive session "for the purpose of developing the strategy of the school district for negotiations relating to collective bargaining or employment contracts." C.R.S. 24-6-402 (4)(e)(III). Proposition 104, which was passed by voters in November 2014, continues to prohibit school Boards from "discussing" negotiations relating to collective bargaining or employment contracts in executive session under the negotiations provision. C.R.S. 24-6-402 (4)(e)(II). Thus, a distinction between the "development of strategy" and "discussion" must be made by the Board. School boards are still allowed to convene in executive session under the 'negotiations' provision if such discussion relates to 'negotiations for an individual's employment contract.' C.R.S. 24-6-402 (4)(e)(II)(B).

Notification of Board Meetings

The charter board shall give full and timely notice to the public of any meeting of three or more Board Members at which public business may be discussed or any formal action taken, including special, regular, and work session meetings and retreats.

At its first regular meeting of the calendar year, the Charter Board shall designate the public place or places at which notice of all Charter Board meetings shall be posted if the Charter Board is unable to post notice of a Charter Board meeting online due to exigent or emergency circumstances such as a power outage or an interruption in Internet service. In the event such action is not taken annually, the designated public place(s) used in the previous year shall continue as the official posting site(s).

At a minimum, the Charter Board shall cause notice of regular and special meetings and work sessions to be posted on the charter school's website no less than 24 hours prior to the meeting. This notice shall include specific agenda information where possible.

The charter school shall maintain a list of persons who, within the previous two years, have requested notification of all meetings or of meetings when certain specified policies will be discussed. These individuals will be provided reasonable advance notification of such Charter Board meetings.

Notice to the Board

The administrator or designee shall provide the agenda, together with meeting materials and the minutes of the last regular meeting, to Charter Board members no later than 72 hours before next regular meeting.

- LEGAL REFS: C.R.S. 22-32-108 (2), (3) (*meetings of the board*)
C.R.S. 24-6-402 (2)(c) (*notice of meeting "shall include specific agenda information where possible"*)
C.R.S. 24-6-402 (2)(c)(III) (*"full and timely notice" requirement is met if the charter school notice of meeting on the charter school's website no less than 24 hours prior to meeting*)
C.R.S. 24-6-402 (7) (*charter school must keep list of persons who have requested notification of meetings when specified policies are discussed and provide reasonable advance notice to such person*)

CROSS REFS: BE, School Board Meetings/Regular Meetings/Special Meetings
BEDB, Agenda

First Reading Date: 11-18-20

Adoption Date: 1-20-21

Lake George Charter School

Agenda

To expedite the Charter Board's proceedings and provide a framework for the orderly conduct of business, the administrator in cooperation with the Charter Board president shall prepare an agenda outlining the matters to be brought to Charter Board attention at meetings.

The Charter Board shall follow the order of business set by the agenda unless the order is altered or new items added by vote of the Charter Board during the meeting. The Charter Board may add to or take action on matters not appearing on the printed agenda at regular meetings only by unanimous vote of Charter Board members present. Items may be added to the agenda of a special meeting only when all Charter Board members are present and cast a unanimous vote.

Consent grouping

A consent grouping on the agenda may be used for those items which usually do not require discussion or explanation as to the reason for Charter Board action. Any Charter Board member may request the withdrawal of any item under the consent grouping for independent consideration.

Agenda format

The order of business at regular meetings shall be as follows:

1. Call to order/pledge of allegiance/roll call
2. Approval of agenda
3. Approval of minutes
4. Approval of accounts payable
5. Public comments
6. Board communications
7. Report from administrator
8. Committee reports
 - BAC
 - Finance
 - Policy
 - Lion's Pride
 - Others as needed
9. Old Business
10. New Business
11. Executive Session
12. Information items
13. Adjournment

LEGAL REF.: C.R.S. 22-32-108(4) (*Board Meetings*)

CROSS REF.: BEDH, Public Participation at Charter Board Meetings

First Reading Date: 1-20-21

Adoption Date: 2-17-21

Lake George Charter School

Rules of Order

Except as otherwise specified by state law or Charter Board policies pertaining to its own operating procedures, the Charter Board shall operate by the rules in accordance with the latest revised edition of *Robert's Rules of Order*.

It shall be the responsibility of the Charter Board president to utilize such rules when appropriate to do so.

Note: Under Robert's Rules, these parliamentary rules of order may be suspended by a two-thirds vote.

First Reading Date: 2-17-21

Adoption Date: 3-17-21

Lake George Charter School

Voting Method

All voting shall be by roll call with each member present voting "Aye" or "No" alphabetically. However, election of the president and vice president may be by secret ballot. If a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes.

A member may abstain from voting only if excused by the Charter Board for good cause. A Board member may ask for permission to abstain during discussion of a motion.

A Board member who has a personal or private interest in any proposed or pending matter which present a conflict of interest in accordance with Charter Board policy shall disclose such interest and shall not vote unless participation is necessary to obtain a quorum or otherwise enable the board to act. Under such circumstances, the member shall comply with the voluntary disclosure requirements set out in state law.

To pass, any motion must be approved by a majority of the members present except as state law or policies of the Charter Board may require a majority of Charter Board membership.

LEGAL REFS: C.R.S. 22-32-104 (3) (president and vice president must be elected by majority of the entire membership)
C.R.S. 22-32-108 (6) (voting by roll call, excused for good cause)
C.R.S. 22-32-108 (7)(a) (a board member who participates electronically in conformance with the board's policy on electronic meeting participation is considered "present")
C.R.S. 24-6-402 (2)(d)(IV) (outcome of a secret ballot vote must be recorded contemporaneously in the minutes)
C.R.S. 24-6-402 (4) (a two-thirds majority of the quorum present is required to go into executive session)
C.R.S. 24-18-109 (3) (conflict of interest and voting)
C.R.S. 24-18-110 (voluntary disclosure of conflict of interest)

CROSS REFS: BCB, Board Member Conflict of Interest
BE, Charter Board Meetings
BEAA, Electronic Participation in Charter Board Meetings

First Reading Date: 11-20-19

Adoption Date: 2-19-2020

Lake George Charter School

Minutes

Minutes of Charter Board meetings at which the adoption of any policy or formal action occurs or could occur shall be taken and promptly recorded. Such records shall be open to public inspection.

Official minutes of the meetings of the Charter Board constitute the written record of all proceedings of the Charter Board. Therefore, the minutes shall include:

1. The nature of the meeting, whether regular or special; time and place, members present; approval of the minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Charter Board, the motion, the name of the member making the motion and seconding it; the record of the vote, with the vote of each member recorded when the vote is not unanimous. If a vote is taken by secret ballot, the outcome of the vote shall be recorded contemporaneously in the minutes. Reports and documents related to a formal motion may be omitted if they are referred to by title and date.
3. A record of all business that comes before the Charter Board through reports of the administrator and others and through communications from the staff and the public.
4. The name of all persons who speak before the Charter Board and the topic of their remarks.
5. A record that an executive session was held (if the Charter Board convened in executive session), including the names of those present and the topic of discussion, unless including names of individuals would reveal information that should remain confidential, the specific citation to the statute that authorizes the Charter Board to meet in executive session, and the amount of time the topic was discussed.
6. The record of adjournment.

The official minutes shall be signed by the secretary. Following their approval, the official copy also shall be signed by the president of the Charter Board.

The official minutes shall be in the custody of the Charter Board secretary and shall be made available to the public in accordance with the requirements of applicable state law.

LEGAL REFS: C.R.S. 22-32-106 (Duties of the Secretary)
C.R.S. 22-32-108 (5)(d) (Board meetings-executive session minutes)
C.R.S. 22-32-109 (1)(e) (Specific Duties of the Board)
C.R.S. 24-6-402 (2)(d)(II) (Open Meetings Law-Minutes)
C.R.S. 24-6-402 (2)(d)(IV) (Outcome of a secret ballot vote must be recorded contemporaneously in the minutes.)

First Reading Date: 3-3-2015

Adoption Date: 4-7-2015

Lake George Charter School

(Rev. 4-1-2015)

Public Participation at Charter Board Meetings

All regular and special meetings of the Charter Board shall be open to the public, except executive sessions. Due to the Charter Board's desire to hear the viewpoints of all citizens throughout the charter school area and also needs to conduct its business in an orderly and efficient manner, it shall schedule time during each meeting for brief comments and questions from the public. Some public comment time may be scheduled as it relates to a specific item on the agenda. The Charter Board shall set a time limit on the length of this period and/or a time limit for individual speakers. Any person who disturbs good order may be required to leave.

Members of the public wishing to make formal presentations before the Charter Board should make arrangements in advance with the administrator so that such presentations may be scheduled on the agenda.

During times of general public comment at a regular meeting, comments and questions may deal with any topic related to the Charter Board's conduct of the school. Comments at special meetings must be related to the call of the meeting. During times of public comment on specific agenda items, comments shall be confined to the topic of the agenda item being considered by the Charter Board. Speakers may offer such criticism of school operations and programs as concern them, but are encouraged to exercise their speech rights responsibly. The Charter Board will not hear personal complaints against any person connected with the school system in public session. All personnel matters are to be conducted in executive session.

The Charter Board president shall be responsible for recognizing all speakers who shall properly identify themselves, for maintaining proper order and for adherence to any time limits set. Questions asked by the public will be answered immediately by the president or referred to staff members present for reply. Questions requiring further investigation may ~~shall~~ be referred to the administrator or a designee for consideration and later response.

Members of the public may be recognized to speak, by the president, as the Charter Board conducts its official business, except as noted in the policy.

In addition to public participation time during Charter Board meetings, the Charter Board is committed to engaging members of the community on an ongoing basis regarding community values about education during times other than the Charter Board's regular meetings.

LEGAL REF: C.R.S. 24-6-401 *et seq.* (*open meetings law*)

CROSS REF: KE, Public Concerns and Complaints

First Reading Date: 2-17-21

Adoption Date: 3-17-21

Lake George Charter School

School Board Policy Process

It is intent of the Charter Board to develop policies and put them in writing so that they may serve as guidelines for its own operations and for the successful and efficient functioning of the public schools.

The Charter Board considers policy development one of its chief responsibilities. Proposals regarding policies may originate with a member of the Board, the administrator, staff member, parent, student, consultant, civic group or any resident of the charter school. A careful and orderly process shall be used in examining such proposals prior to action upon them by the Board. The Board shall take action after hearing the recommendations of the administrator and the viewpoints of persons and groups affected by the policy.

The policies of the Charter Board are framed and meant to be interpreted in terms of state laws and regulations and other regulatory agencies within state and federal levels of government.

Changes in needs, conditions, purposes and objectives will require revisions, deletions and additions to the policies of the present and future boards. The Charter Board will welcome suggestions for ongoing policy development.

LEGAL REFS: C.R.S. 22-32-109(1)(a-c),(w),(y)(l)
C.R.S. 22-32-110(2),(3),(4)
C.R.S. 22-33-104(4)

First Reading Date: 8-5-2002

Adoption Date: 9-3-2002

Lake George Charter School

(Rev. 11-12-2002)

Policy Adoption
(Waiver Requests)

School-level accountability committees may request a waiver of Board policy to facilitate attainment of a school-level goal by submitting a written application to the Board of Education. The request for waiver or renewal of an existing waiver must be supported by a majority of committee members and the administrator.

Waivers will be good for two years and may be renewed without limit for additional two-year periods after review by the Board.

The waiver or waiver renewal request must include:

1. Coding and title of the policy to be waived.
2. Specific documentation demonstrating how the policy prohibits the school from achieving a school goal.
3. Expected outcome of the waiver or waiver renewal.
4. Duration requested for the waiver or waiver renewal.
5. Explanation of how the waiver or waiver renewal would assist the school in reaching its goal.
6. Financial impact of the waiver.

The written request for a waiver or waiver renewal must be received by the Charter Board at least 60 days prior to proposed implementation.

The waiver or waiver renewal will be granted if the Charter Board determines that the school has clearly demonstrated that the waiver or waiver renewal will result in the school's accomplishing its goal.

The Charter Board will provide a written response to the waiver or waiver renewal request within 60 days of receipt of the request.

First Reading Date: 8-5-2002

Adoption Date: 9-3-2002

Lake George Charter School

Policy Communication/Feedback

The administrator is directed to establish and maintain an orderly plan for preserving and making accessible the policies adopted by the Charter Board and the regulations needed to put them into effect.

Accessibility is to extend to at least all employees of the school system, to members of the charter board and, insofar as conveniently possible, to all persons in the charter school.

All policy manuals distributed to anyone shall remain the property of the charter school and shall be considered as "on loan" to anyone or any organization in whose possession they might be at any time. They are subject to recall at any time for updating.

The Charter Board's policy manual is a public record and shall be open for inspection at the administrative offices of the charter school.

LEGAL REF: C.R.S. 22-32-109(1)(c),(w)

First Reading Date: 6-13-17

Adoption Date: 8-8-17

Lake George Charter School

(Rev. 8-7-17)

Board Member Compensation/Expenses/Insurance/Liability

Charter Board members shall receive no compensation for their services. However, upon submitting vouchers and supporting bills for expenses incurred in carrying out specific services previously authorized by the Charter Board, Charter Board members may be reimbursed from charter school funds, in accordance with the Board's policy on expense authorization and reimbursement.

The Charter Board shall purchase liability insurance and errors-and-omissions insurance to protect its members individually and collectively for claims made against them as a result of their membership on the Charter Board.

The Charter Board shall rely on the Colorado Governmental Immunity Act, C.R.S. 24-10-101 *et seq.* (the Act) as the statement of its obligation to defend and indemnify Charter Board members. If the Charter Board elects to provide for the defense of a Charter Board member in a claim which alleges willful and wanton conduct by the Charter Board member, the Charter Board may require the Charter Board member to post a reasonable bond to ensure reimbursement of any amounts advanced, in accordance with the Act.

LEGAL REFS: 20 USC 2361-2368 (*Coverdell Teacher Protection Act contained in No Child Left Behind Act of 2001 limits the liability of school board members*)

C.R.S. 22-12-101 *et seq.* (*Teacher and School Administrator Protection Act also limits liability of school board members*)

C.R.S. 22-32-104(5) (*board member compensation*)

C.R.S. 22-32-109.1(9) (*immunity provisions in safe schools law also apply to school board members*)

C.R.S. 22-32-110(1)(n),(u) (*power to provide necessary expenses*)

C.R.S. 24-10-101 *et seq.* (*Colorado Governmental Immunity Act*)

C.R.S. 24-18-104(3)(d),(e) (*reimbursements are not considered gifts*)

CROSS REF: DKC, Expense Authorization/Reimbursement (Mileage and Travel)
EI, Insurance Program/Risk Management

First Reading Date: 2-17-21

Adoption Date: 3-17-21

Lake George Charter School

Charter Board/District Memberships

The District Board maintain's membership in the Colorado Association of School Boards. Through its membership in this organization it is an indirect member of the National School Boards Association. The District Board and its members will actively participate in the activities of these organizations insofar as possible.

The Charter Board will maintain membership in the League of Charter Schools. The Charter Board and its members will actively participate in the activities of these organizations insofar as possible.

The charter school maintains membership in such other educational associations and groups as approved by the Charter Board, except that it shall not belong to any organization or association that would prohibit a student's participation in any school or interscholastic school activity based upon the student's participation in lawful activities during out-of-school hours and off of school property.

LEGAL REF.: C.R.S. 22-32-110 (1)(n)
C.R.S. 22-32-116.5 (1)(c)

First Reading Date: 1-12-2016

Adoption Date: 2-9-2016

Lake George Charter School

