

Woodrow Wilson Academy
Charter School

*Board of Directors
Handbook*

Revised July 8, 2004

Vision Statement

The vision of Woodrow Wilson Academy is to join students, parents, educators, and the community to produce an educational environment that nurtures, excites, and motivates children to learn. The Academy empowers students to become independent and responsible thinkers, fosters academic and moral excellence, and promotes creativity.

Mission Statement

The mission of Woodrow Wilson Academy is to provide a school where students thrive academically and socially. This mission will be accomplished through a strong educational program based upon a structured and challenging curriculum supported by discipline and mutual respect. The commitment of the students, parents, educators, and community will be utilized to achieve these goals.

Policy Statement on Decision Making

The Woodrow Wilson Academy charter belongs to the parents of the school. All decisions by the Board of Directors and the Principal shall be made within the parameters and uphold the principles of the vision and mission statements. Decisions shall be made first considering the vision and mission statements and then considering the members (parents), always keeping in mind that parents should have a meaningful voice in their child's education.

Board Member Agreement

A member of the Woodrow Wilson Academy Board of Directors (“board”) shall have a firm belief in the fundamental, traditional education delivery format and shall be committed to using the Core Knowledge program and other curriculum as approved by the board. Members of the board (“Directors”) shall be fully committed to the charter school concept.

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 Woodrow Wilson Academy (“WWA”) 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 WWA, and deal with school related issues as prescribed in the bylaws.

By signature below, each director agrees to uphold the terms of this agreement.

Qualifications

- Read Professor E.D. Hirsch's books "Cultural Literacy" and "The Schools We Need and Why We Don't Have Them" and agree with the principle that our society has a foundation of knowledge upon which subsequent learning is built.
- Be familiar with the Core Knowledge Scope and Sequence.
- Understand the curriculum that has been approved by the board.
- Be in agreement with the educational philosophy, discipline policy and administrative structure of WWA.

All directors should attend at least two PTO meetings a year to show support and encouragement for that vital aspect of our school. Directors will not serve on the PTO Executive Committee. Directors may chair and/or serve on other committees of the PTO.

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 be to facilitate the educational success of students.

All directors are required to attend a yearly board retreat where the goals of the board are defined. Further, a board self-evaluation meeting shall be conducted each year where the performance of the board during the past year will be critiqued. Additional meetings may be held during the year where outside

speakers present information on effective board leadership and/or other pertinent topics are discussed.

The board shall at least annually conduct a Board Visit Day. During this time, directors will visit classrooms, talk with the faculty and staff, and become familiar with current school concerns.

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.

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 a fellow director, WWA personnel, parent or anyone else. Discernment should be used in interpersonal relationships and communications.

A diversity of opinions and solutions are necessary for the effective governance of WWA; 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, which the situation involves. 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 will 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 conflict resolution policy of WWA, 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 WWA and the charter school movement shall be top priority for any directors. 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 more than 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.

All board meetings shall be governed according to appropriate parliamentary procedure.

Governance of Woodrow Wilson Academy

WWA shall be governed by the board. The board shall be made up of seven directors, at least six of whom are parents or guardians (“members”) and one community member who may also be a member. The board shall establish and maintain fundamental school policies to ensure adherence to the vision and mission statements. WWA’s principal shall serve as a non-voting, ex-officio member of the board. The Principal shall make day-to-day management decisions and is responsible for all administration duties for the school. The Principal shall report directly to the board and serve at the pleasure of the board.

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

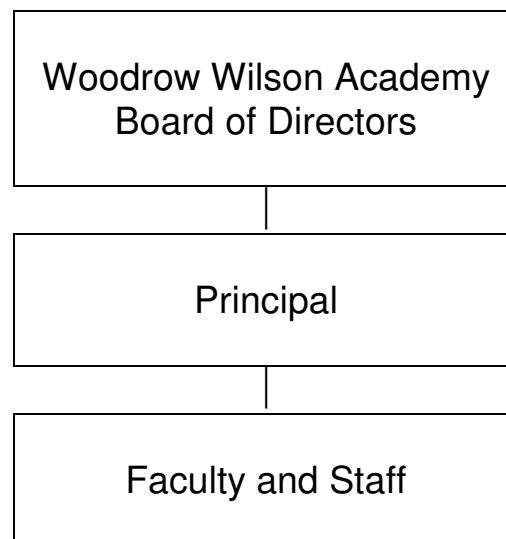
Directors should remember that derogatory statements concerning matters regarding WWA in a public forum tend to bring disrepute on the school as a whole and could be counter productive to not only WWA, but also the Colorado charter school movement. If a director questions a school related decision, he or she shall immediately take that concern or disagreement to the Principal in a confidential and diplomatic manner. Likewise, the Principal shall agree to the same commitment regarding board decisions.

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 directors 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 always cause problems.

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

Governance chart



Parents of Woodrow Wilson Academy, as members of the corporation, are stakeholders and have thus elected the Board of Directors.

The Jefferson County R-1 School District has granted the charter to Woodrow Wilson Academy.

Responsibilities and Duties of the Board of Directors

The board is responsible for:

1. Implementing the vision and mission statements as well as the school's philosophy and objectives. This philosophy should be read

on a regular basis and taken into consideration whenever possible changes of policy are under discussion.

2. Establishing policies for the Principal's operation of WWA as well as ensuring that the provisions of the corporation's Articles of Incorporation, Bylaws, the charter, and other contracts or agreements with the Jefferson County R-1 School District are being followed.
3. Establishing fiscal policy and boundaries, including but not limited to, budgets and financial controls for the schools.
4. Selecting a new Principal, when necessary.
5. Establishing necessary working committees and ensuring that all directors are actively involved in appropriate committee assignments.
6. Periodic evaluations of WWA, taking into consideration the school's philosophy and goals as stated in the vision and mission statements.
7. Conducting a written annual evaluation of the performance of the Principal and establishing his/her performance goals for the following year.
8. Conducting a written annual self-evaluation, including consideration of whether the board and its committees are independently knowledgeable concerning school matters or are relying too heavily upon the Principal and other school personnel for guidance in establishing and maintaining policies.
9. Keeping full and accurate minutes of board 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 directors and administrators.
11. Developing and maintaining a communication link to the community.

Remember that each director has no individual authority; it is only as a collective board that there is authority.

Agreed to and Signed, this _____ day of _____, 20__.

Director, Woodrow Wilson Academy

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Appendix

The following documents may be reviewed in the Woodrow Wilson Academy office:

1. Articles of Incorporation
2. Bylaws
3. Previous board meeting minutes with board packet supplements