CCA Board Applicant Questionnaire

Name of Applicant:_____

Address:_____

Phone Number:_____

Please answer each question completely. If additional room is needed, please feel free to attach additional pages.

Your questionnaire will be made public as is and will be sent to all voting parents at CCA.

1. I feel I would be a valuable Board member because:

2. My vision for CCA in the future is:

3. The things I like best at CCA:

4. The things I would like to help improve at CCA:

5. Past experiences that would enable me to strengthen the Board:

6. Leadership positions I have held in the past:

7. I have been involved in the following things at CCA:

8. Other activities I'm involved in outside of CCA:

9. I'm a good team member because:

10. I am willing to commit the time and energy it takes to be an effective leader at CCA because:

Thank you for taking time to complete the questionnaire. We look forward to talking to you.

CARDINAL COMMUNITY ACADEMY CHARTER SCHOOL

KEENESBURG, COLORADO

CCA BOARD MEMBER AGREEMENT

Being a member of the Cardinal Community Academy Board of Directors requires a serious commitment of personal time, resources and effort. Board members must believe in the charter school movement, strong discipline, parental involvement, and be committed to the Core Knowledge Curriculum. Board members must support the CCA Mission Statement, which reads: The Mission of CCA is to serve student needs and achieve educational excellence. Students will have a positive learning environment that will give the students the ability to become life long learners, while encouraging responsibility, citizenship, honesty, integrity and respect between students and teachers. Every student will have the opportunity to reach high academic goals within a broad, well-rounded curriculum. Community participation will aid in guiding students to reach their highest academic potential.

The purpose of the Board of Directors is to establish philosophy; provide vision; write, review, and enforce policies and procedures; and oversee the budget. In addition, the Board of Directors oversees and monitors CCA's adherence to the original intent of CCA organizers as outlined in the charter application. Board members do not collectively or individually participate in managing CCA on a daily basis.

Qualifications:

Board members are required to read Professor E.D. Hirsch's book Cultural Literacy and agree with the principle that our society has a foundation of knowledge upon which subsequent learning is built.

Board members are required to read the approved Charter Application and the By-laws.

Board members are required to read, understand and agree to uphold the principles of the CCA mission statement, charter application, and contract.

Although not a strict requirement, it is highly recommended that one desiring to be a Board member should serve on a standing committee for a minimum of one year before becoming a candidate for the Board. In addition, regular attendance at Board meetings is recommended.

Only one Board member per household at the same time.

(Adopted 7/31/02)

Operating Principles:

All decisions will be made in light of the mission, goals and objectives of CCA as stated in the approved Charter Application

All Board decisions and actions taken by the Board must be made in the best interest of all CCA students.

The Board is responsible for providing strategic leadership for CCA, and must plan for the long-term operation of the school.

The Board will operate as a policymaker and delegate the day-to-day operation of CCA to its Director.

The Board is responsible for developing leadership with the parent body so that there are always qualified candidates to run for Board positions.

The Board has a fiduciary responsibility to ensure that the community and CCA's students receive the maximum benefit from the educational resources that CCA has at its disposal.

The Board has complete and final responsibility in all fiscal affairs of the school, including assets represented by buildings and grounds.

The Board is responsible for a periodic evaluation of CCA, taking into consideration CCA's philosophy and goals.

Behavioral Expectations:

Board members shall come to meetings prepared, having read all packet information provided in advance, and should participate in the consideration of all matters before the Board. Each Board member will ensure that he/she understands an issue before voting.

Board members shall abide by the Open Meetings Law (C.R.S. 24-6-401 through 402). Confidentiality law is also outlined in this section of the statute. Personnel matters, individual students, and negotiations are confidential by law.

Board members shall always respect the confidentiality of Executive Sessions.

Board members shall present a professional demeanor at all Board meetings. Issues being discussed shall not be personalized or directed toward any other Board member, staff member, parent or anyone else.

Board members shall respect and listen to ideas being presented by other Board members. Board members fulfilling their responsibilities to their fullest potential shall be encouraged by each of the other members.

Board members shall commit to resolving conflict directly with each other or with the appropriate staff member, and not share the conflict with anyone outside of the conflict, including, but not limited to other parents, other staff members, or the media.

Board members shall publicly support all final approved actions taken by the Board.

Board members have the responsibility to support the Director actively and to demonstrate that support within the school community.

Board members shall never speak negatively about staff or other Board members to the school community or parties outside the school community.

Board members who learn of a problem shall bring that problem to the attention of the Director or Board President, rather than try to deal with such a situation on an individual basis.

Board members shall attend all regularly scheduled Board meetings. Any Member missing two consecutive monthly meetings, or four meetings annually, shall be removed from office, unless a majority of the remaining members determine that circumstances warrant retaining the member.

While at the school, Board members shall be mindful of the different roles they play: parent, volunteer, Board member, etc. A Board member shall not use his/her position of authority while acting in their parent or volunteer roles.

Board members shall not step out of their advisory/Board capacity and make statements or decisions that are the responsibility of the Director.

Board members shall hold in confidence and protect from compromise all proprietary school matters regardless of the manner by which they became aware of them.

This document does not supersede the CCA Bylaws. If there is a conflict, the Bylaws take precedence.

I HAVE READ AND UNDERSTOOD THE STATEMENTS AND QUALIFICATIONS IN THIS DOCUMENT. I FURTHER AGREE TO UPHOLD THE IDEALS AND REQUIREMENTS LISTED ABOVE.

_____ _____

Board Member's Signature Date

BYLAWS OF
THE CARDINAL COMMUNITY ACADEMY

ARTICLE I

Section 1: The name of this corporation is the Cardinal Community Academy.

Section 2: The purpose of these bylaws is to make provision for the functioning of the corporation in accordance with, and subject to, all provisions of its Articles of Incorporation.

Section 3: The principle office of the corporation shall be located in the Weld County, State of Colorado, or such other site as may be designated by the governing Board from time to time.

Section 4: The corporation shall have no members and no stock.

ARTICLE II

Section 1: The governing Board of the Cardinal Community Academy shall consist of seven (7) members. In general, five (5) Board members shall be parents of students currently enrolled at the school and two (2) Board members shall be community members-at-large who are neither a parent nor a teacher or employee connected with the School. Only one member per household may serve on the Board of Directors at any one time. The initial Board of Directors shall consist of the five incorporators of the Cardinal Community Academy, whose terms will coincide with the term of the charter. Following the opening of the charter school, during its first school year, the Board shall arrange and conduct an election of two (2) additional members. Persons eligible to nominate candidates and vote in the election of Board members shall be parents of students enrolled in the school and teachers or other employees of the school. The election will be held at the school, with advance notice to all parents and employees. The persons elected shall serve for the remainder of the term of the charter.

Section 2: The Board shall select its officers from its own number, which shall include: the President, the Vice-President, the Secretary and the Treasurer. Each officer shall deliver all necessary books or records to their successor.

Section 3: Upon vacancy for an unexpired term in any office, except as provided in Section 9 below, the remaining members of the Board shall elect a person to fill the remainder of the unexpired term. Advance notice of a vacancy election shall be given to each member of the Board. Unless a member is unable or unwilling to serve, or removed under Section 10, below, the member shall continue in office until his or her replacement is selected.

Section 4: The President shall call and preside over Board meetings; may be or designate another officer or individual as a member *ex officio* of any committees as are provided for from time to time; shall appoint chairs of all committees and fill all positions provided for from time to time, subject to approval of the Board; have authority, together with the treasurer, to sign checks; shall provide all interested persons with a printed agenda at the beginning of each meeting; and have

custody of the books and papers belonging to the corporation except those assigned to others.

Section 5: The Vice President shall serve as President in the absence or inability of the President and may be delegated by the President any duties or powers of the President. The Vice President may serve an another officer, other than President. Upon full assumption of the office of President, the office of Vice President and any other office held by that person shall be vacant.

Section 6: The Secretary shall record the minutes of all meetings of the Board of directors; and maintain a current copy of the charter, by laws and tax exempt status of the corporation; make provision for the maintenance and secure preservation of the history of this corporation and its predecessor or successor organizations; make provision for communication to the constituencies of the Corporation on a regular basis; provide all notices required by these bylaws or by vote of the Board; prepare an agenda for the President's presentation at each regular Board meeting; report all communications received to the Board as a whole; and make provision for publication of such reports, articles or communications as the Board may direct from time to time.

Section 7: The Treasurer shall have custody of the funds of the corporation; keep a full and accurate account of receipts and expenditures; be responsible for the maintenance of such books of account and records as are necessary to demonstrate compliance with all provisions of the charter-and bylaws of this corporation; act in compliance with the annual budget adopted by the corporation; make disbursements as directed by the Board of the corporation; cosign all checks with the Presdient or director of the corporation; present a financial statement at every meeting of the corporation and at other times when requested by the Board; make a full report at the meeting at which new officers assume their duties; and subject the accounts to an annual audit by an Certified Professional Accountant or other appropriately qualified individual, provided no audit need be conducted until after a charter is granted or until the gross annual receipts of the corporation exceed $10,000. No check signatory may serve as auditor. All books of the corporation shall be open by request of a Board member, upon seven (7) days notice, to inspection by all Board members at any regular meeting of the Board, or by any individual Board member at any reasonable time.

Section 8: In the absence or inability of any officer, the Board may delegate the powers and duties of such officer, except as otherwise provided herein, to any member of the Board.

Section 9: If a Board Member who is serving as a parent member shall cease to be a parent member for any reason, the Board may, by majority vote of a quorum, declare the parent position vacant. Nothing in this section shall prevent the Board, by majority vote of a quorum, from designating a parent member as a community member-at-large, or *visa versa*, when a member's child or children enters or leaves the school.

Section 10: A Board Member may be removed for such cause as is deemed sufficient by vote of all other members then serving on the Board. Any resulting vacancy shall be filled as provided in Section 3, above.

ARTICLE III

Section 1: Regular meetings of the Board shall be held during the year, the times to be fixed by the Board at its first meeting of the year. Notice of regular Board meetings shall be given in writing, in advance of the date of said meeting, to each Board member, provided that notice of a schedule of fixed meeting dates shall suffice. Special meetings may be called by the President, regular meetings may be canceled by the President and, in such cases, an effort will be made to give actual advance notice of such meetings to each Board member. The Board shall have full control and responsibility for the affairs and operation of the corporation and may exercise any and all corporate powers, subject only to the requirements of the Articles of Incorporation and these Bylaws. one-half of the Board members eligible to vote on a matter shall constitute a quorum for conducting business. From the date on which a charter is granted forward, the Board shall conduct all meetings in accordance with the Colorado Open Meetings Act. At the first meeting after the charter is granted, the Board shall designate the place of posting, as required by that Act.

Section 2: The Board may, by majority vote of a quorum, designate such committees as it deems necessary or appropriate. The President shall appoint the members of committees so designated, provided that upon opening of the school an accountability committee shall be organized by Board resolution adopted at that time, which shall provide for election of accountability committee members in substantially the form of the election of Board members under Article II, Section 1 of these Bylaws.

ARTICLE IV

Any and all contracts entered by the corporation shall be signed by the President and attested by the Secretary, provided that checks of the corporation may be signed as otherwise provided in these bylaws. No officer of the corporation has authority to pledge the credit of the corporation in any matter which is not (a) provided for in a formal budget of the corporation or (b) approved by proper advance vote of the Board.

ARTICLE V

It is the primary duty of the Board of directors to further the purposes of the corporation, as set forth in the Articles of Incorporation.

ARTICLE VI

The corporation shall indemnify any person who was, is or is threatened to be made party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative, by reason of the fact that this person is or was an officer or Board member of the corporation and acting in that capacity, unless such indemnification is prohibited by law. Any indemnification under this Article shall be made only as authorized on a specific case by

a determination of the Board on whether such indemnification is legally permissible, by majority vote of a quorum of Board members, with only Board members not parties to the proceeding counted in satisfying the quorum, or, if a quorum cannot be so obtained, by independent legal counsel selected by majority vote of the full board of directors. The determination made before indemnification is provided shall conform to the requirements of COLO. REV. STAT. § 7-129-102 (1998). An advance of expenses in aide of indemnification shall only be made as allowed by COLO. REV. STAT. § 7-129-104, and as otherwise required by this Article for indemnification generally. The corporation may seek to purchase, maintain or otherwise participate in an insurance plan to enable the it to carry out any indemnification called for in this article.

ARTICLE VII

Section 1: The corporation will not use a seal. The signatures of duly authorized persons shall be legal and binding.

Section 2: The fiscal year of the corporation shall be the same as the fiscal year of the Weld County RE-3(J) School District.

ARTICLE VIII

Section 1: Amendments to the by laws, excepting the provisions regarding governance now contained in Article II, Sections 1, 3, 9 and 10 and this Section of Article VIII, may be made by a majority vote of all members of the Board, at a regular meeting, and not otherwise. Proposed amendments shall be read at a regular meeting not less than thirty days before taking a vote on such motion to amend.

Section 2: Amendments to the Articles of Incorporation or to Article II, Section 1, 3, 9 or 10, and, may be made by a sixty-six (66) per cent vote of all members of the Board, at a regular meeting, and not otherwise. This Section may only be amended by a seventy-five (75) per cent vote of all members of the Board, at a regular meeting and not otherwise. Proposed amendments shall be read at a regular meeting not less than thirty days before taking a vote on such motion to amend.

Section 3. No amendment to these Bylaws or Articles may in any way alter, amend, or controvert any provision of a charter school contract with Weld County School District RE–3(J), unless such proposed amendment first is submitted to and approved by the Board of Education of said District.