



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Board Responsibilities, Election of Board Officers, and Board Officer Job Descriptions
Policy Number:	BBA-TCA
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Category:	Board
Author:	Board Clerk
Approval:	TCA Board of Directors

## **BOARD RESPONSIBILITIES, ELECTION OF BOARD OFFICERS, AND BOARD OFFICER JOB DESCRIPTIONS**

### **Board Responsibilities:**

TCA’s mission is “to assist parents in their mission to develop exemplary citizens equipped with analytical thinking skills, virtuous character, and a passion for learning, all built upon a solid foundation of knowledge.”

The TCA Board is responsible for the success and failure of the school. The Board creates policies to specifically determine what the school should accomplish and delegates the authority of the school’s operations to the President. The Board also creates policies consistent with acceptable activities and conditions. These responsibilities are articulated below:

1. In carrying out its role, the Board is acting on behalf of its constituents (i.e., families of TCA, students, Staff, Academy School District 20, etc.).
2. The mission, philosophy, and values of TCA are articulated in a variety of founding and governing documents, such as the school’s original charter application, its current charter contract, its bylaws, its core values document, its stated educational philosophies, and previously adopted board policies. The Board will govern in accordance with all such documents and applicable law.
3. The Board will establish, monitor, and evaluate written board policies and:
  - ❖ Monitor and evaluate the President.
  - ❖ Adopt, monitor, and evaluate the strategic plan.
  - ❖ Review and/or approve financial planning and budgeting.
  - ❖ Review and/or approve staff issues – compensation and appeals through the Board approved conflict resolution process.
  - ❖ Ensure legal compliance.
  - ❖ Consider school community issues – communication, advocacy, grievances.
4. The board will evaluate school success, Board process, and compliance with the code of conduct.

### **Election of Board Officers:**

TCA Board Officers will be elected annually at the August Board meeting after newly elected Directors have been seated. Newly seated and continuing Directors will nominate and vote in the Board Officer elections. Secret paper ballots will be used for voting (unless uncontested) and the Board Clerk and the Academy School District 20 Liaison will count the votes.

The August regular Board meeting will follow these procedures for electing Board Officers:

1. The current Board Chair will call the August meeting to order and perform the following duties (if required):
  - a. The current Board Chair will welcome the newly-elected Directors and confirm their credentials (completion of required Director Training) and acknowledge the seating of the new Directors with full voting rights. Outgoing Directors are no longer voting members.
  - b. The current Board Chair introduces the Board Agreement (TCA Board Policy BC-TCA) and has all Directors sign the Agreement.
  - c. The current Board Chair will call for nominations for Board Chair, the floor will be opened for nominations, nominations accepted by those nominated, nominations will be closed, and a call made for paper ballots and voting. Newly-seated and continuing Directors may nominate or self-nominate for Board officer positions.
  - d. The current Board Chair will call for a recess and the Board Clerk and District 20 Observer will count the votes for Board Chair. The Board Clerk will announce the newly elected Chair and the gavel will be passed to the newly-elected Chair who will conduct the remainder of the Board officer selections. In the event of a tie vote, there will be a second round of balloting.
  - e. The newly elected Board Chair then calls for nominations for Vice Chair, acceptance of nominations, closing of nominations, paper ballot vote, and announcement of the newly-elected Vice Chair. This process will be repeated for the Board Secretary and Board Treasurer Officer positions. In the event of tie votes, there will be a second round of balloting.
2. The newly elected Board Chair will conduct the remainder of the meeting agenda.

### **Board Officer Job Descriptions**

Board Officer job descriptions can be found in the TCA Bylaws. Each officer's position entails expanded/additional duties agreed upon by the TCA Board that enables efficient operations within and among the TCA Board (Attachment 1).

Attachment:

- 1) Expanded Board Officer Job Descriptions

**Policy Revision History**

<b>Date</b>	<b>Revision Details</b>	<b>Revised By</b>
3 /19/2004	First created.	TCA Board
2/15/2013	Reformatted policy into new template. Completed annual review.	Board Clerk
8/11/2014	Completed annual review. Changed references from Executive Director to President.	Board Clerk
12/8/2014	Changes approved by TCA Board.	Governance Committee
4/13/2015	Added election process for Board Officers and expanded job descriptions	Governance Committee suggested changes with TCA Board approval
8/10/2015	Completed annual review. No changes.	Governance Committee suggested changes with TCA Board approval
6/13/2016	Minor changes and eliminated Bylaw duties in Expanded Job Description (duplicated).	Governance Committee suggested changes with TCA Board approval
1/9/2017	Added Talk2tcaboard e-mail process to expanded Secretary job description.	Governance Committee suggested changes with TCA Board approval
5/14/2018	Completed biennial review. Minor grammatical changes made.	Governance Committee suggested changes with TCA Board approval
6/08/2020	Completed biennial review. No Changes.	Governance Committee suggested and approved by TCA Board
5/09/2022	Amended the following items under Board Responsibilities on page 1: 2 <sup>nd</sup> paragraph, items 1 and 4 <sup>th</sup> bullet under item 3. Added expanded Board Job Description. Amended process for reviewing emails sent to the Board under expanded duties of the Board Secretary.	Governance Committee suggested and approved by the TCA Board
4/08/2024	Page 1, Item 3., 2 <sup>nd</sup> Bullet: Removed “The Board will”	Governance Committee suggested and approved by the TCA Board