Board Responsibilities with Corresponding Documentation

Updated 04/2021

BOARD RESPONSIBILITY	RELEVANT DOCUMENTS	DESCRIPTION
P2P Officers P2P President P2P Vice-President P2P Treasurer P2P Secretary	All B Policies Policy BDA	Group B Policies: Board Governance and Operations Board Organizational Meetings/Board Officers
	Bylaws Sections 5 and 6	Section 5: Board of Directors Section 6: Duties of the officers of the Board of Directors
Regular Open Meetings **Executive Sessions** **Requests for Information**	Colorado Statute Section 24-6-401 Bylaws Section 8	Colorado Open Meetings (Sunshine) Law Section 8: Agenda Format of Meetings and the Decision Process
	Policy BEC	Executive Sessions
	Policy KBD-E and KBD-R	Public Request for Open Records Form Guidelines for responding to public requests for information, requests for records, verbal requests for information.
Board governance and operations	All B Policies Policy BAA Policy BBA	Board Governance and Operation Board Operations Board Powers and Responsibilities
	Contract section 8	Contract with BVSD: Section 8 covers P2P governance and operation
	Bylaws: Sections 4, 5, 6, 7 and 8	Section 4: Membership Meetings Section 5: Board of Directors Section 6: Duties of the Officers of the Board of Directors Section 7: Elections Section 8: Agenda Format of Meetings and Decision Process
Strategic Plan	Strategic Plan Contract Section 5	BOD annually reviews the SP, evaluates how school policies have been executed by school staff & weighs results; Strategic plan is referred to in the Contract with BVSD in Section 5.

Board Liaisons	Committee liaison assignments are made by consensus at Board meeting in August	
Bond	Policy FC Bond documents	Facilities Capitalization Program: P2P shall participate in BVSD bond discussions. Bond documents and agreements located on board's shared drive.
Org structure	Policy CF Policy CFD	School Building Administration Leadership/Decision-making Philosophy
Friends of P2P Board	Friends of P2P bylaws	Document is saved on the Board shared drive.
Friends Officers Friends President Friends Vice-President Friends Treasurer Friends Secretary	Friends of P2P bylaws	Guidelines for officers are given in the bylaws.
Fundraising	KBE KH, KHB, KHB-R, KH-R IGDF IGDG	Relations with Parent Organizations policy and regulation Public Gifts to the Schools, Sponsorship policy and regulation Use of Gifts to Employ Staff Student Fundraising Activities Student Activities Fees Management
Prairie View, Inc. (P2P board represents Prairie View)	Bylaws	Guidelines for Board membership and operation are given in the bylaws, which are saved on the board's shared drive.
P.V. Officers P.V. President P.V. Vice-President P.V. Treasurer P.V. Secretary	Prairie View Bylaws	Guidelines for officers are given in the bylaws.
	Contract section 8.8	School Facility
	Contract section 8.10	Bidding Requirements
	Policy FA/FB Policy FC Policy FEA Policy FEE Policy FG	Facilities Development/Goals/Facilities Planning Facilities Capitalization Program Educational Specifications Site Acquisition Procedure Inspection and Acceptance of New Facilities

	Policy FL	Retirement of Facilities
	Bond	Bond documents saved on board's shared drive
Evaluations of Admin & Board	Policy AFC-2, GBJ	Evaluation of Professional Staff Administrators Evaluation process for administrators description saved on the board's shared drive Personnel Records and Files Board self-evaluation
Standing Board Committees	Bylaws Section 9 Process Documents	Standing Committee Responsibilities Committee Process Documents are saved on the board's shared drive.
Finance & Budget Committee	Committee Purpose Document	**Purpose:** To ensure that the Board of Directors properly accounts for public funds and encourages sound financial management. **Goals:** 1. Recommend an annual balanced budget to the BOD for approval. 2. Review annual financial audit findings and make recommendations for appropriate action. 3. Review quarterly financial statements and provide feedback on results. 4. Review financial policies and procedures and make recommendations for any changes/improvements. 5. Review any new debt issuance and make recommendations to BOD.
	All D Policies	Group D Policies: Fiscal Management
	Contract sections 7 and 8.7.5	Section 7: Economic Plan, Budget and Annual Audit Section 8.7.5: Cash Gifts and Donations
	Bylaws Section 9 and 11	Section 9: Standing Committee Responsibilities Section 11: Contracts, Loans Checks and Deposits
	Financial Processes and Operating Practices	Description of Peak to Peak's financial processes and operating practices is saved on the board's shared drive in "Reference," "Finance and Budget" folders.
Accountability Committee	Committee Process Document	**Purpose:** The purpose of the Accountability Committee (Committee) is to gather and analyze data to assess the school's progress toward its mission and vision and to provide results of that analysis to the Peak to Peak Board of Directors, the administration and the rest of the Peak to Peak community.

		Goals: 1. To gather and analyze data to assess the school's progress toward its mission and vision and to provide results of that analysis to the Peak to Peak Board of Directors, the administration and the rest of the Peak to Peak community. 2. To operate the Committee in a manner consistent with applicable Colorado statutes, Colorado Department of Education regulations, and policies of the Board of Directors. 3. To provide input to the administration and/or the Board of Directors to assist in establishing goals and improvement plans based on the needs of the school and consistent with the mission and goals of the school and the strategic plan. 4. To provide input to the administration and/or the Board of Directors for the assessment of the educational program, student achievement, and staff, parent and student satisfaction. 5. To monitor the progress made toward meeting improvement goals and strategic plan objectives. 6. To review the annual school budget in terms of alignment with the strategic plan and make recommendations to the Board of Directors regarding same.
	Contract Section 3.3 Contract Section 8.4	Accountability and Accreditation The Peak to Peak Board of Directors shall establish a school accountability committee that, unless determined by the School District to be exempt, shall have a composition of members consistent with the requirements of Colorado law and that will participate in the accountability process in accordance with School District Policy and state law. All records created and maintained in accordance with the provisions of this Contract, School District Policy, and federal and state law shall be open to inspection by the School District.
	Colorado Statute 22-11-401	School accountability committee, creation, qualifications, elections
Curriculum Committee	Committee Process Documents	**Purpose:** The Curriculum Committee's primary purpose is to continuously improve the educational program, in line with Peak to Peak's overall mission and vision, via research, curriculum development, and review of recommendations for changes in curriculum and/or primary learning materials brought to the committee by department chairs or team leaders. **Goals:** 1. Review substance of existing courses, and recommend changes 2. Review existing course materials (texts, etc.), and recommend changes (replacements, upgrades, etc.)

		3. Review existing course offerings and recommend changes (pre-requisites, course additions, course deletions, etc.)
	Policy ADA Policy GCQB, GCQB-R BVSD Policy IA Group I Policies Policy (Exhibit) KLB-E1	Educational Philosophy Policy and Regulation: Professional Research and Publishing Instructional Goals Goup I: Instruction Exhibit: Patron Request for Reconsideration of Learning Materials (waived, but the BVSD form could be used by a patron to protest learning materials).
	Contract Sections 5.0-8.9 related to curriculum	Educational Program, Pupil Performance Standards, and Curriculum
Hiring and Organizational Development (HOD) Committee	Committee Process Document	**Purpose:** Excellent teaching is central to the mission of the school, and Peak to Peak places great importance on the effectiveness of its teachers. The HOD team's purpose is to hire teachers and faculty who will inspire excellence, promote student achievement and support Peak to Peak's overall mission and vision. Peak to Peak's hiring process is designed to thoroughly assess whether a candidate is a good fit for the Peak to Peak environment. The hiring process has been developed and refined since the school's inception with input on best practices from human resources professionals, administrators, teachers and hiring team members. **Goals:** Provide all teachers and HOD members with hiring training, review and revise candidate information packet as needed, hold hiring/interview training for new teacher, staff, and parent members, advertise and hire new and replacement teachers, execs and staff, update and maintain central repository of hiring-related documents, templates.
	All G Policies	Group G Policies: Personnel: Issues pertaining to hiring and employment.
	Contract Section 9	BVSD Contract Section 9 covers employment and personnel matters
	Bylaws Section 9	Section 9: Standing Committee Responsibilities
Volunteer Committee	Committee Process Document	**Purpose:** Recognizing that robust communities are a result of the camaraderie achieved when people work together towards a common goal, the ultimate ambition of this committee is to unite the Peak to Peak staff and parent community into an enduring, rewarding and very productive organization.

		Goals: 1. Ensure that the school maximizes volunteer services appropriately to maximize productivity 2. Provide a defined framework (job description, list of duties, list of recruitment requirements etc.) so new coordinators can easily assume roles without loss of momentum 3. Keep volunteer jobs at a manageable number of hours for each volunteer 4. Effectively match volunteer talents and interest with available opportunities 5. Increase level of enjoyment for all volunteers and staff
	Policy IJOC Policy IJOC-E1 Policy IJOC-R	School Volunteers Exhibit: Volunteer Application Regulation: School Volunteers
	Bylaws Section 9	Section 9: Standing Committee Responsibilities
Fund Development Advisory Council	Committee Process Document	**Purpose:** The fund development advisory council (FDAC) is essential to developing a realistic and comprehensive fundraising plan which encompasses major gifts, annual giving, planned giving, grandparent giving, alumni giving, foundation giving, public relations and other cultivated friends of the school. It will also act as an incubator for possible future Peak to Peak board members as they assimilate into the structure of supporting school financial support. The FDAC also allows Peak to Peak to reach outside the immediate family to attract financial and advisory support as part of donor cultivation. **Goals:** **1.** Cultivate donor giving support for the school **2.** Provide an avenue for fund development participation from both within and outside the Peak to Peak family **3.** Identify individuals, businesses and organizations that can help the school achieve and complete board-level fundraising tasks **4.** Achieve more widespread public relations about the goals and achievements of Peak to Peak Charter School

	Policy DD Policy DFA Policy DIE Policy FC Policy FEE	Grants Management Cash Management/Investment Audits Facilities Capitalization Program Site Acquisition Procedure
	Bylaws Section 9	Section 9: Standing Committee Responsibilities