



<i>The Classical Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Board Election and Appointment Policy
Policy Number:	BBB-TCA
Original Date:	1/9/2012
Last Reviewed:	9/26/2024
Category:	Board
Author:	Board Clerk
Approval:	TCA Board of Directors

BOARD ELECTIONS

Each year TCA members will vote for the number of Elected Directors equal to the number whose terms are expiring in August of that year and any additional vacancies. Six Directors will be elected Directors, and one Director will be a Designated Appointed Director. The election will be held in the spring of each year. The newly-elected members will be seated with the current TCA Board as non-voting members in April, followed by CDE Charter School training for the months of May-July, and will be officially seated immediately after signing the Board Agreement during the August Board meeting. TCA will obtain an independent third party to monitor the election process.

BOARD APPOINTMENTS FOR DESIGNATED APPOINTED DIRECTOR

In addition to the Board Election Process, TCA has established an appointment process, which will take place in the spring in designated years in which the current appointee Board member's three-year term will be expiring. This process is by invitation only in which the Board Member Appointment Committee (BMAC) will follow precise steps as outlined in the Succession Plan described in this policy. The newly-appointed Board member will be seated with the current TCA Board as a non-voting member in April, followed by CDE training for the months of May through July, and will be officially seated immediately after signing the Board Agreement during the August Board meeting.

This portion of the policy is intended to be applied only for the Designated Appointed Director position, as defined in the Bylaws when a previously-appointed Board Director's term ends (every three years, beginning in 2017). This policy is not intended for application in the event of a Board Member vacancy caused by resignation or removal.

BOARD ELECTION PROCESS FOR ELECTED BOARD DIRECTORS

Eligibility

Eligibility is established in the TCA Bylaws. In order to be an elected Board Director, one should be at least 21 years old and may not have an immediate family member on staff as a regular employee. Immediate family members are defined as follows – spouse, partner in a civil union, son, daughter, child, stepchild, mother, mother-in-law, daughter-in-law, stepmother, father, father-in-law, son-in-law, stepfather, grandchild, grandparent, guardian, brother, stepbrother, half-brother, sister, stepsister, and half-sister. In addition, candidates must have the enclosed petition signed by at least 20 TCA members as a show of support for their candidacy. (Each family with at least one student at TCA is considered a member.) A parent or legal guardian may sign on behalf of the family, and there can only be one signature per family per candidate.

Succession Plan (Election Timeline)

The Classical Academy Board developed the following succession plan timeline to ensure an orderly election of TCA Directors, in accordance with the TCA Bylaws.

January	<ul style="list-style-type: none"> • Notify the TCA community of vacancies to be filled by issuing an announcement via the current family email portal or service.
January	<ul style="list-style-type: none"> • Give formal notification of the vacancies at the January Board meeting. • Candidate packages will be available from the Board Clerk on the Friday following the January Board meeting. • The last week of January, the Board Conducts Board Candidate Orientation
January-February	<ul style="list-style-type: none"> • Each candidate must submit a petition signed by at least 20 TCA members as a show of support for his/her candidacy. The Board Clerk will provide the petition form, which must be submitted to the Board Clerk no later than the Thursday prior to the February Board meeting at 4:00 pm. In addition, each candidate must submit a typed statement explaining why he/she wants to be a Director, his/her qualifications, vision for TCA, and include a personal picture. The typed statement may not be more than two single-spaced pages in length. These will be placed on the TCA website. Typed candidate statements and pictures may be submitted to the Board Clerk via email or thumb drive. • The clerk will verify the signatures, and the Board Chair will present the list of verified candidates at the February Board meeting. • If the required number of candidates have not applied, the Board may appoint the candidates. • Families will be notified to update their email addresses from January—March.
February - March	<ul style="list-style-type: none"> • TCA will provide a variety of venues for candidates to campaign, to be determined yearly. These venues can include: <ul style="list-style-type: none"> ○ Meeting candidates at each campus or at the February and March Board Meetings. ○ Candidates will give a five-minute presentation. Candidate presentations will be filmed and placed on the TCA website.
March-April	<p>Elections:</p> <ul style="list-style-type: none"> • TCA elections will be conducted online. • If a runoff is required, it will be conducted and the results announced by the end of the school year. • A notice will be sent to TCA members explaining that voting will be held online. • Online voting will begin before Spring Break for three weeks. • The Board will announce the names of the newly elected Directors at the April Board Meeting. Following the Board Meeting, an announcement will also be sent to the TCA community via the monthly Board communication.

April-August	<ul style="list-style-type: none"> • Director-elect participates in Board meetings as a non-voting member. Director-elect reads and is familiar with the TCA Core Values, TCA Strategic Plan, TCA Bylaws, the Charter Contract, and any other related information the Board deems appropriate. (This assumes the winning candidate is not a current Director who was re-elected.) • Director-elect will complete all charter school Board online training modules from CDE. • Director-elects are recommended to meet with legal counsel, President, Cabinet officials, and other Board members informally; in whatever manner is convenient between the parties. • Director-Elect will complete new Board Director training with Training Committee
August	<ul style="list-style-type: none"> • Incoming Director’s first official meeting, conditional upon signing the Board Agreement and fulfilling training requirements.

Throughout the election process, the Board and the administration will effectively and openly communicate with candidates and the entire TCA community regarding the election and provide equal opportunities for each candidate. Election information is securely sent to an online election company who will conduct the election and tabulate all the votes. The vote tally will be sent to a third party representative who will announce the results at the May Board Meeting.

This policy applies only to the election of directors for vacancies occurring as a result of the natural expiration of a Director’s three-year term.

BOARD APPOINTMENT PROCESS FOR DESIGNATED APPOINTED DIRECTOR

Eligibility

Eligibility is the same as for the Board Election Process, except candidates for a Designated Appointed Director position do not require a signed petition. In addition, current appointees who have served more than 18 months are not eligible for re-appointment, but they are eligible to be elected for another term through the Board Election Process. Term limits as stated in the TCA Bylaws apply whether a Board Member is appointed or elected.

Succession Plan (Appointment Timeline – Every 3 Years)

The Classical Academy Board developed the following succession plan timeline to ensure an orderly appointment of TCA Directors, in accordance with the TCA Bylaws. Dates and timelines can be adjusted due to out-of-cycle Board appointments or when committee members are unavailable.

November- December	<ul style="list-style-type: none"> • BMAC is established. • Board discusses skillset needs for appointee. • BMAC reviews candidate information packet. • BMAC creates interview questions and selection criteria.
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January-February	<ul style="list-style-type: none"> • Public announcement of the open position. • Board and President submit candidate names to the BMAC Chair. • BMAC to review written materials (bio, resume) and reduce candidate pool to at most 5 semi-finalists. • BMAC holds initial interviews with top 5 candidates.
February-March	<ul style="list-style-type: none"> • BMAC recommends final candidates to the Board (3 or less). • Board votes to approve recommended finalists. • BMAC Chair provides information packet to final candidates. • BMAC Chair collects and distributes supporting detail (Resume and Letter of Intent) and distributes to the Board (as early as possible).
March-April	<ul style="list-style-type: none"> • If only one candidate is presented by the BMAC, the Board may choose to approve the potential director. If there is more than one candidate submitted by the BMAC to the Board, candidates may participate in formal interview at a Board meeting (20 minute limit per candidate). • Board deliberation and vote for candidate selection. • The newly appointed director may immediately join the current TCA Board as a non-voting member. • Announcement of the newly-appointed Director to the TCA community.
April-August	<ul style="list-style-type: none"> • Director-appointee participates in Board meetings as a non-voting member. • Director-appointee reads and is familiar with the TCA Strategic Plan, TCA Bylaws, the Charter Contract, the TCA Core Values, our curriculum and philosophy, and any other related information the Board deems appropriate. • Director-appointee will complete all charter school Board online training modules from CDE.
August	<ul style="list-style-type: none"> • Incoming Director's first official meeting, conditional upon signing the Board Agreement and fulfilling training requirements.

Additional Guidelines

- 1) Jan/Feb: As per the recommendation from counsel, nominated candidates (those whose names are provided to the BMAC) should not be publicly recognized until they have agreed to be considered for the appointment; after the initial meeting with the BMAC.
- 2) Feb: The February report to the Board should include the names of all final candidates.
- 3) Mar/Apr: Two months are provided for the formal interviews of the finalists, to allow for scheduling flexibility or conflicts with the dates.
- 4) It is the BMAC 2016-17 committee's recommendation to solicit non-parent candidates for the benefit of inclusion of community members for diversity and objectivity considerations.

REPLACING AN ELECTED BOARD DIRECTOR WHO RESIGNS OR IS REMOVED

Occasionally, individuals on TCA's Board may resign or be removed from their position. When these rare situations occur, the Board may choose to not fill the position—at the Board's discretion—and wait for the next election or appointment cycle. They may also appoint a replacement Director as soon as possible. Should the Board choose to replace a Board Director as soon as possible, without a replacement in mind, the Board will authorize a Board Nomination Committee (BNC) for the purpose of presenting a suitable replacement candidate to the TCA Board. The committee will suggest one or more candidates for consideration and generally adhere to the following process.

The BNC is distinct from the BMAC (Board Member Appointment Committee) in two important functions. First, the BNC meets in emergency situations, nominating someone who might serve a few months or a few years. In contrast, the BMAC will assemble at least every three years to evaluate suitable candidates for the Designated Appointed Director. Second, the BNC will focus its search for new Directors within the scope of the TCA community. The BMAC is usually searching for Directors outside the TCA community with expertise and perspective that can benefit the organization.

Upon receiving the written acknowledgment of the Director's intent to leave or their removal from the position, the Board Chair will facilitate the creation of the BNC at the next regular board meeting. The BNC may consist of two sitting Board Directors and three school administrators: one of which will be the President of TCA. The Board may consider that the outgoing Director relinquishes the opportunity to sit on this committee but may be consulted by its members.

The committee will perform the following actions:

- 1) The Board Clerk will send a notice out to the TCA community asking for interested candidates for the open seat. Applicants will send the Board Clerk a one-to-two-page essay describing the following:
 - a. What qualifications make you a good Board Director?
 - b. Why do (or did) you send your children to TCA (if applicable)?
 - c. What do you value about TCA?
 - d. What is your vision for TCA?
 - e. What are some challenges and successes that you see in the future for TCA?
 - f. What is a good email/contact phone number for you?
- 2) The BNC will review each essay and determine who to interview. Candidates can expect a phone call to notify them of the initial cut.
- 3) Candidates will be asked by the committee to have an informal interview. If possible, all candidates should be interviewed on the same day. The candidates will receive the committee's questions prior to their interview; additional and follow-up questions are supplied at the discretion of the committee. For posterity, questions used previously are included in the notes below.
- 4) The BNC will present no more than three candidates for the TCA Board to consider and interview (at an upcoming regular Board meeting). All candidates will be notified, whether or not they will progress to the Board level. The TCA Board will vote to determine if a candidate will be appointed to the Board, using a secret ballot if multiple candidates are presented to the TCA Board.

The newly appointed Director will join the current TCA Board as a voting member and attend Executive Sessions as soon as he or she has signed the Board Agreement and affidavit to participate in Executive Sessions. He or she is highly encouraged to read the TCA strategic plan, TCA Bylaws, Charter Contract, TCA Core Values, and any other related information the Board deems appropriate in advance. Visits with the President and Cabinet Members as appropriate are encouraged after the appointment. The new Director must also have signed the affidavit to participate in executive sessions. The new Director will have six months to complete the Charter School Board online training modules.

Notes:

The following questions were used in Fall of 2021 and Spring of 2022 for Board vacancies.

- a. Tell us about yourself. How did you hear about TCA?
- b. What is your philosophy of a Board Director's role and what strengths do you bring to the Board?
- c. What does the statement "assisting parents" mean to you?
- d. How do you stay in tune with TCA's community?
- e. What in our Core Values document resonates the most with you?
- f. What does collaboration mean to you, and please describe a situation from your past when collaboration wasn't successful – how did you handle it?
- g. Questions for the committee?

This process could also be used by the Board to fill a vacancy for the Designated Appointed Director.

Policy Revision History

Date	Revision Details	Revised By
1/9/2013	Reformatted policy into new template. Combined all parts of policy into one organized version.	Laurie McIntyre
12/10/2013	Removed Colorado residency requirement.	Board Clerk
12/09/2014	Completed annual review.	Board Governance Committee
12/14/2015	Changes to process, Board Letter, deleted community emails, and updated grammar/spelling.	Proposed by Board Governance Committee and Approved by the TCA Board
10/17/2016	Minor wordsmithing.	Proposed by the Board Governance Committee and Approved by the TCA Board
12/12/2016	Established greater umbrella (immediate family members) that may not be employed at TCA while a sitting Board member.	Proposed by the Board Governance Committee and Approved by the TCA Board
01/09/2017	Changes to reflect moving the election up one month. Remove two-week extension if not enough candidates are found. Video presentation moved to February.	Proposed by the Board Governance Committee and Approved by the TCA Board
12/11/2017	Completed annual review. Deleted Dear Candidate letter, and updated board application. Added Designated Appointed Director process.	Proposed by the Board Governance Committee and Approved by the TCA Board
12/10/2018	Changed election to on-line voting only; removed in person voting option at each campus. Minor grammatical updates.	Proposed by the Board Governance Committee and Approved by the TCA Board
02/10/2020	Page 4, Feb Box: removed 2 or more and added “3 or less”; Page 4 March-April Box: removed “two final”; Page 4 Additional Guidelines (3): “two” before finalists removed.	Proposed by the Board Governance Committee and Approved by the TCA Board
12/14/2020	No changes	Proposed by the Board Governance Committee and Approved by the TCA Board
11/08/2021	Page I Board Elections, 4 th sentence: changed to May-July, Page 3 April-August Block added 3 rd bullet, 1 st bullet changed observer to member.	Proposed by the Governance Committee and Approved by the TCA Board
09/12/2022	Changed minor grammatical errors throughout; updated current practices; Page 2, January, removed reference to Board providing candidate training and asking Board questions at Board meeting; Page 7, Application, added last 3 items.	Proposed by the Governance Committee and Approved by the TCA Board

11/14/2022	Added an addendum, "Process to Replace a Board Director Who Resigns" at the end of the policy.	Proposed by the Governance Committee and Approved by the TCA Board.
09/11/2023	Page 2, added bullet point three to the January timeline. Page 3, added bullet point four to the April-August timeline.	Proposed by the Governance Committee and Approved by the TCA Board.
09/26/2024	<p>Minor punctuation and formatting adjustments throughout;</p> <p>Page 2: modified to "Last week of January";</p> <p>Page 3: added the second sentence regarding dates and timelines; merged the timeline for November and December</p> <p>Page 4: added February to January; added "at most" to bullet point 3; added March to February; adjusted language in first bullet point for March/April</p> <p>Page 5: updated language to three school administrators; added "if applicable" to question 1b. Updated application documents with new dates and contact information</p> <p>Page 6: added question a; changed "parent" to "TCA"</p>	Proposed by the Governance Committee and Approved by the TCA Board.

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TCA Board of Director Candidate Application

Candidate Name:

Email Address:

Phone:

Candidate Affirmations

Please initial each statement below.

_____ I am at least 21 years of age.

_____ I understand that I may not be seated as a Director on TCA's Board of Directors if I have an immediate family member who works on TCA staff as a regular employee. Immediate family members are defined as follows: spouse, partner in a civil union, son, daughter, child, step-child, mother, mother-in-law, daughter-in-law, stepmother, father, father-in-law, son-in-law, step-father, grandchild, grandparent, guardian, brother, step-brother, half-brother, sister, step-sister, and half-sister.

_____ I understand that to be seated on TCA's Board of Directors, I must complete a staff-level background check to be conducted at the school's expense.

_____ I have read and will abide by [TCA Core Values](#), if elected to TCA's Board of Directors.

_____ I have read the [Board Agreement](#) I will be required to sign this if I am elected to TCA's Board of Directors.

_____ I submitted my picture as a Board Candidate.

_____ I completed and submitted my "Why I Want to Be a TCA Board Director" paper that included qualifications and vision for TCA. Papers should not be more than two single spaced pages.

_____ I acquired twenty signatures on the Board Candidate Petition (one per TCA family) and sent it in.

Note: Items may be sent via e-mail to the Board Clerk, Matt Altman, at maltman@asd20.org Board Candidate packages are due Wednesday, February 5, 2025 by 4:00 pm. You may call the Board clerk at 719-488-6252 if you have any questions.

TCA Board of Director Candidate Petition (Board Election Process only)

Candidate Name: _____

Each candidate must have this petition signed by at least 20 TCA members as a show of support for your candidacy. Each family with at least one student at TCA is considered a member. A parent or legal guardian must sign on behalf of the family, and there can only be one signature per family. Please print legibly. All information will be verified.

This petition must be submitted to the Board Clerk no later than 4pm on Wednesday, February 5, 2025.

We, the undersigned, as parents or legal guardians of children currently enrolled and attending The Classical Academy, support the person whose name is shown above as a candidate for the TCA Board of Directors.

PETITION

#	First Name	Last Name	Street Address	Signature
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