



**MONTESSORI PEAKS ACADEMY**  
**Jeffco Public School of Choice**

**Montessori Peaks Academy Board of Directors**  
**Board Handbook**

**MPA Mission and Goals**

It is the mission of Montessori Peaks Academy to achieve high standards of individual excellence by guiding the whole student through an exceptional learning experience based on the educational philosophy of Maria Montessori.

Montessori philosophy and methodology is based on the education of the whole child. This not only includes cognitive and academic development, it also concentrates on the emotional, physical and social development of the child. The children become self-learners and structure their own curriculum, working with and absorbing information at the time they are ready. The children cultivate their own natural desire to learn.

**Goals**

- To foster the eager, autonomous, and individualized learning of all students.
- To enable students to develop their intellectual, physical, and social potential to the fullest extent possible.
- To facilitate the development of each student's independence, responsibility, and respect for others.
- To help students make smooth transitions from concrete learning to abstract thinking.
- To allow students to attain mastery of basic skills and knowledge.
- To encourage students to develop strong proficiencies in problem-solving and critical thinking skills.

**Responsibilities of Board of Directors**

The business and affairs of Montessori Peaks Academy (“School” or “MPA”) shall be governed by its Board of Directors. The Board of Directors shall be responsible for setting policy and direction for the School and for assuring that the School is run in compliance with all applicable laws and contractual obligations and to verify consistency with the School’s charter contract. A total of nine Directors are in service at a given time.

Board members must follow these guidelines as board members:

***Duty of Care:*** The duty of care describes the level of competence that is expected of a board member and is commonly expressed as the “care that an ordinarily prudent person would

exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

***Duty of Loyalty:*** The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interest of the organization.

***Duty of Obedience:*** The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. The basis for this rule lies in the public trust that the organization will manage funds to fulfill its mission.

## **Board Member Code of Conduct**

Each Director shall:

- Behave in an ethical, professional, and lawful manner;
- Respect the separate roles of the Board and School administration;
- Protect confidentiality of the School and the Board;
- Adequately prepare for meetings;
- Actively participate in Board discussions in an open and honest manner, honoring differences of opinion and perspective;
- Attend all meetings unless otherwise excused;
- Respond to all Board-related communications in a timely manner;
- Adhere to all Board policies and procedures, including the Board’s By-Laws and Conflicts of Interest Policy

## **Board of Directors Positions**

### ***Staff Representative***

The Staff Representative is a member of the educational staff, elected by the educational staff in May of each year. The term of the Staff Representative is one year.

### ***Community Representative***

The Community Representative is a non-parent, non-staff, or non-spouse of staff who serves at the invitation of the elected directors. The term of the Community Representative is one year.

### ***General Members***

General Members the MPA Board of Directors are elected by the community to a three-year voluntary term of service. Qualifications, expectations and member responsibilities are outlined in the MPA By-Laws. Any Director may resign at any time by giving written notice to the President of the Board of Directors.

### ***Board of Directors Officers***

The Board of Directors will elect certain members as President, Vice-President, Secretary and Treasurer at the first meeting following each annual meeting in April. Each officer serves a one-

year term, may only hold one elected office at a time and may stand for reelection. These officers comprise the Executive Committee.

**President:**

- Presides at all meetings of the Board of Directors
- Establishes that the orders and recommendations of the members and the Board of Directors are carried into effect.
- Provides the agenda for each Board of Directors meeting
- Provides the annual calendar of assigned duties of the BOD.

**Vice President:**

- Serves in the absence or disability of the President.
- Takes full responsibility for the organization and overseeing elections for the members of the Board of Directors.
- Serves as mentor for the new Board members to aid in their acclimation

**Secretary:**

- Keeps the minutes of the proceedings of the Board of Directors and any committees of the Board of Directors.
- Maintains the lobby bulletin board information regarding Board of Directors
- Maintains the information regarding Board of Directors on the MPA Website

**Treasurer:**

- Serves as the principal financial officer of the School. Shall monitor the care and custody of the funds, securities, evidences of indebtedness and other personal property of the school
- Works cooperatively with the Administrative Staff to prepare an annual budget for the school

## **Board Meetings**

Board meetings are held monthly at the School online via a publicly-available meeting link. Meetings are typically held at 6:30pm on the third Tuesday of the month, unless rescheduled by the Board. Recordings of virtual meetings are posted to the School's YouTube page. All meetings will be held in accordance with Colorado Open Meetings Law and be open to the public. Agendas are posted on the School's website and in the School lobby at least 24 hours prior to a meeting.

## **Board Committees**

The members of the Board of Directors at any time may establish one or more advisory committees of members for any appropriate purposes and may dissolve any such committee. Either the members of the School or the members of the committee shall elect a chairperson who shall preside at all meetings of the committee and generally supervise the conduct of the committee's affairs. Rules governing procedures for meetings of any such committee and for the conduct of such committee's affairs shall be as established by the committee.

## **Current Committees**

***Accountability Committee:*** The Accountability Committee shall be a standing committee independent of the Board of Directors, and shall be chaired by a parent volunteer.

The Accountability Committee shall:

- Assist in planning ways to enhance the quality of education by assessing needs and setting/monitoring school goals based on those needs;
- Help develop, approve, implement and monitor an annual school improvement plan (SIP) with supporting profile information.

***Finance Committee:*** The Finance Committee shall be a standing committee of the Board of Directors, and shall be chaired by the Treasurer. The Finance Committee shall:

- Implement and administer all policies and procedures bearing on accounting for the finances of the corporation;
- Prepare an annual budget for the corporation and submit such budget for approval to the board at each of its annual meetings;
- Work closely with the board of directors to coordinate development of the resources needed to meet the revenue goals of the budget;
- Monitor the implementation of the budget; and
- When necessary, make recommendations to the board regarding adjustments to the budget.

The Finance Committee shall make regular reports to the Board of Directors regarding its proceedings and the current status of the school's financial matters at each meeting of the Board of Directors.

***Marketing Committee:*** The Marketing Committee shall be a standing committee of the Board of Directors, and shall include two members of the Board of Directors. The Marketing Committee shall:

- Develop strategies for effectively marking the school to the community

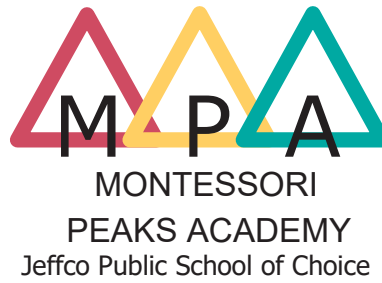
***Grievance Committee:*** The Grievance Committee shall be a standing committee of the Board of Directors and shall include two members of the Board of Directors. Board Members on the Grievance Committee serve one year terms. The Grievance Committee shall:

- Receive formal grievances
- Apply the Staff Grievance Policy and the Community Grievance Policy

## **Attachment 1: Board Member Annual Agreement**

## **Attachment 2: Conflicts of Interest Policy**

## **Attachment 3: Board By-Laws**



## **BOARD MEMBER AGREEMENT MONTESSORI PEAKS ACADEMY BOARD OF DIRECTORS**

I, \_\_\_\_\_ understand that as a member of the Board of Directors of Montessori Peaks Academy I have a legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

I have read, understand and am willing to comply with the Board of Directors Job Description and the Individual Performance Expectations that outline my responsibilities to the Board.

I will abide, at all times required, the confidentiality required of a Director.

I have read the Conflicts of Interest Policy and agree to comply with it. I will fully disclose any and all conflicts of interest, professional or personal prior to signing the Board Member Agreement and as they arise during my tenure.

Should I find that myself or my spouse become employed by Montessori Peaks Academy at any time during my time on the board, I will resign my position on the board.

If I ever find myself in a situation where I am unable to fulfill these expectations I will resign from the Board. I understand that misrepresentation or non-disclosure or any conflicts of interest will result in my removal from the Board.

In turn, the organization will be responsible to me in several ways:

1. I will be sent, without request, monthly financial statements and an update of organizational activities that allow me to meet the "prudent person" section of the law.
2. The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a board member.
3. Board members and the School Leader will respond in a straightforward fashion to questions I have that are necessary to carry out my board and committee-related responsibilities to this organization.

4. Board members and the School Leader will work in good faith with me towards achievement of our goals.

5. If the organization does not fulfill its commitments to me, I can call on the board President and School Leader to discuss these responsibilities.

\_\_\_\_\_ Member, Board of Directors Date: \_\_\_\_\_

\_\_\_\_\_ President, Board of Directors Date: \_\_\_\_\_

\_\_\_\_\_ School Leader Date: \_\_\_\_\_



## MONTESSORI PEAKS ACADEMY

Jeffco Public School of Choice

### MONTESSORI PEAKS ACADEMY BOARD OF DIRECTORS

#### CONFLICTS OF INTERESTS POLICY

The Montessori Peaks Academy Board of Directors affirms that each individual Board Member has an obligation to exercise his or her authority as Board member for the sole benefit of Montessori Peaks Academy (“the School” or “MPA”). Where a potential conflict of interest exists between a Board member’s personal interests and the interests of the School, the Board member must act in accordance with this Conflicts of Interests Policy (“Policy”).

#### I. General Statement of Policy

- a. It is the policy of The Board of Directors to conform to conflict of interest laws and act in a manner that will avoid any conflict of interest or the appearance thereof.
- b. The purpose of this policy is to ensure that all Board members engage in charter school activities in a way that avoids any real or apparent conflict of interest.

#### II. A conflict of interest can be described as a situation in which a Board Member’s loyalty is, or may appear to be, divided between self-interests and the interests of the School.

#### III. Board Members shall not<sup>1</sup>:

- a. Disclose or use confidential information acquired in the course of their

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<sup>1</sup> This list is not exhaustive.

official duties to further any personal financial interests.

- b. Accept a gift of substantial value which would tend to improperly influence a reasonable person to take any official action.
- c. Engage in a substantial financial transaction on behalf of the School for private business purposes.
- d. Perform any official act that would directly and substantially confer an economic benefit on a business or other undertaking in which they have a substantial financial interest.

IV. A Board Member who has a real or apparent conflict of interest in a matter before the Board shall disclose the conflict to the Board.

V. A Board Member with a real or apparent conflict of interest in a matter before the Board may not vote on any Board proposal regarding the matter and shall not take any action to influence the decisions of other Board Members in voting or taking action on the matter.



## CONFLICTS OF INTERESTS POLICY ACKNOWLEDGMENT

I, \_\_\_\_\_ (Print Board Member Full Name) have read the Montessori Peaks Academy Board of Directors Conflicts of Interests Policy and agree to the following:

1. I will promptly disclose any real or apparent conflict of interest to the rest of the Board of Directors.
2. If I have a real or apparent conflict of interest in any matter before the Board, I will not take any action on the matter for which I have a conflict and I will not attempt to influence the decisions of other members of the Board of Directors in voting or taking action on the matter.

\_\_\_\_\_  
Board Member Signature

\_\_\_\_\_  
Date

**BYLAWS OF MONTESSORI PEAKS ACADEMY**  
(Incorporated as a Colorado non-profit (501(c)(3)) corporation  
as South Jeffco Montessori Charter School)

**ARTICLE I**  
**MISSION STATEMENT**

**Section 1.1. Mission Statement of Montessori Peaks Academy (the “School”).** It is the mission of Montessori Peaks Academy to achieve high standards of individual excellence by guiding the whole student through an exceptional learning experience based on the educational philosophy of Maria Montessori.

**ARTICLE II**  
**MEMBERS**

**Section 2.1. Definition of Members.** The School shall have members (each a “Member” and collectively the “Members”). A Member is defined as a family with one or more students attending the School and School Staff, as defined in Section 2.2. For purposes of these Bylaws, a family shall be defined to consist of one or two parents, or a person with legal and physical custody of a School student. Only one vote is allowed per family.

**Section 2.2. School Employees with Students.** Notwithstanding the foregoing, an employee of the School (each such School employee being a member of the “School Staff”) who has a student or students enrolled in the School shall have two (2) votes; one vote as an employee Member and one vote as a family Member.

**Section 2.3. Termination of Membership.** A Member’s membership automatically shall terminate when (1) the Member’s family no longer has a student enrolled in the School or (2) the Member’s employment with the School is terminated.

**ARTICLE III**  
**MEETINGS OF THE MEMBERS**

**Section 3.1. Election by Ballot of Members.** Ballot voting of the Members shall be held by the 30<sup>th</sup> day of April of each year for the purpose of electing members to the School’s Board of Directors (the “Board”). Failure to hold an Election by Ballot as required by these Bylaws shall not work a forfeiture or dissolution of the School or invalidate any action taken by the School’s Directors or officers, or any of them.

**Section 3.2. Special Meetings.** Special meetings of the Members for any purpose or purposes not otherwise proscribed by statute may be called by the Administrator or the Board. A meeting shall be called by the Administrator at the request of Members having at least sixty percent (60%) of the votes entitled to be cast at a meeting of Members.

**Section 3.3. Place of Meeting.** Each meeting of the Members shall be held at the School or another location reasonably convenient to the Members. All meetings shall be open to the public and conducted in accordance with the Colorado Sunshine Act of 1972 (the “Sunshine Act”), as codified at C.R.S. § 24-6-101, et seq., and which term shall include all similar and related open records laws, rules, policies, and regulations.

**Section 3.4. Notice of Meeting.** Except as otherwise prescribed by statute, written notice of each meeting of the Members shall state the place, day, and hour of the meeting and shall be posted at least twenty-four (24) hours in advance of the meeting. In the case of a special meeting, the purpose or purposes for which the meeting is called shall be sent to each Member entitled to attend such meeting at such Member’s electronic mail address on file with the School, or, if any Member does not have an electronic mail address on file, mailed by first class mail to the Member’s home address, not less than five (5) nor more than thirty (30) days before the date of the meeting. If mailed, such notice shall be deemed delivered when deposited in the United States mail, addressed to each Member at such Member’s address as it appears in the School records, with postage thereon prepaid. Any Member may waive notice of any meeting before, at, or after such meeting. Attendance in person at a meeting shall constitute a waiver of notice of such meeting, except where a Member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting was not lawfully called or convened and so advises the Board Secretary prior to the commencement of the meeting. In extenuating circumstances, the notification requirements may be waived by the Board President, with the concurrence of at least one (1) other Director, subject to the provisions of the Sunshine Act.

**Section 3.5. Proxies.** At all meetings of Members, a Member may vote in person or by proxy executed in writing by the Member or by a Member’s duly authorized attorney-in-fact. Such proxy shall be provided to, and verified by, the Board Secretary before or at the time of the meeting but in any event prior to any vote by use of the proxy. No proxy shall be valid after six (6) months from the date of its execution, unless otherwise expressly provided for in the proxy.

**Section 3.6. Cumulative Voting.** Cumulative voting shall not be permitted in connection with any vote of the Members. Each Member is entitled to one vote for each Board vacancy (except as otherwise provided for herein as to School staff who have one or more students in the School).

**Section 3.7. Quorum.** Thirty-three percent (33%) of the Members entitled to vote represented in person or by proxy shall constitute a quorum at each meeting of the Members, and the affirmative vote of a majority of the Members represented at the meeting at which a quorum is present and entitled to vote shall constitute the act of the Members. If less than a quorum of the Members is represented at a meeting, a majority of the Members so represented may adjourn the meeting for a period not to exceed thirty (30) days at any one adjournment without further notice other than an announcement at the meeting. At such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally noticed.

**Section 3.8. Committees.** The Board at any time may establish one or more advisory committees of Members for any appropriate purposes and may dissolve any such committee at any time in its sole discretion.

Committees may be subject to and, if so subject, shall abide by the Sunshine Act, including with respect to providing notice of all committee meetings. Committee meetings on topics for which an executive session would be permitted or required by the Sunshine Act, if conducted by the Board, shall be conducted confidentially, electronically recorded, and not publicly disclosed, except as provided by the Sunshine Act.

A resolution designating a committee shall define its membership, the charge given the committee and the term of the committee, which term may be perpetual. All committee meetings shall be recorded in minutes forwarded to the Board and the Administrator. Committees are advisory only and in no event shall any committee make a final decision for the Board or the Members.

In addition to the committees the Board may establish pursuant hereto, the Board shall establish a School Accountability Committee (the "SAC"). The SAC shall consist of at least the following six (6) members, but the inability of the SAC to have all such members shall not

prevent the establishment of the SAC or in any way prevent, bar, hinder, or void any of its actions pursuant hereto:

- A. The Administrator;
- B. At least one (1) member who is an in-class teacher or teaching assistant at the School (each being a Member of the School's Educational Staff);
- C. At least three (3) parents of students enrolled at the School;
- D. At least one (1) adult member of an organization of parents recognized by the School.

In addition to the foregoing requirements, the SAC membership shall comply with all applicable laws, rules, and regulations as the same may be changed and/or amended from time-to-time.

The foregoing members of the SAC, except the member of the School's Educational Staff, shall be appointed for a term of one (1) year by a majority vote of the Board at the regularly scheduled Board meeting in May of each year; provided that the Board shall attempt to ensure that the parents appointed reflect the student populations significantly represented within the School. The SAC member who is a member of the School's Educational Staff shall have a term of one (1) year and shall be elected by a vote of the School's Educational Staff to be held in May of each year on such terms and conditions and in such manner as the Board reasonably may direct. Additional members of the SAC may be appointed upon a majority vote of, and at the discretion of, the Board.

The chair of the SAC shall be one of the parent representatives, upon a majority vote of the SAC members and with the concurrence of the Administrator and the Board President.

In addition to other matters that may from time to time come before the SAC, the SAC shall be responsible for:

- A. Making recommendations to the Administrator and the Board on the School's priorities for spending School funds, including federal funds, where applicable;
- B. Making recommendations to the Administrator and the Board concerning the preparation of a school performance or improvement plan, if and to the extent either such type of plan is required;

- C. Publicizing and holding monthly SAC meetings (during the school year) to discuss:
  - 1. strategies to include the preparation of a school performance or improvement plan, if and to the extent either such type of plan is required;
  - 2. whether any factors are impeding the School's performance;
  - 3. achieving increased parent engagement; and
  - 4. factors that are impacting, or could impact, student achievement at the School, and methods for measuring, documenting and monitoring student achievement.

#### **ARTICLE IV BOARD OF DIRECTORS**

**Section 4.1. General Responsibilities.** The business and affairs of the School shall be governed by the Board (each member thereof referred to as a "Director"). The Board shall be responsible for setting policy and direction for the School, and for assuring that the School is run in compliance with all applicable laws and contractual obligations, and to verify consistency with the School's charter contract.

**Section 4.2. Specific Duties and Responsibilities.** The activities for which the Board shall be responsible shall include, but not be limited to, the following:

- A. governing all operations of the School;
- B. establishing the reporting relationship between the Board and the Administrator;
- C. assuring that the School is run in compliance with its charter with the Jefferson County School District (the "District"), all provisions of the School's Articles of Incorporation and Bylaws, and all applicable laws, rules, and regulations;
- D. negotiating and enforcing all contract issues, including employment contracts, leases, and charter agreements with the District or the State of Colorado;
- E. ensuring that the School remains financially viable by establishing fiscal policy and procedures, budgets, and financial controls;

- F. long-term planning for appropriate expansion and growth;
- G. selecting and hiring the Administrator and establishing the policies under which the Administrator will manage the School;
- H. establishing necessary working committees, defining the roles and relationships of and between such committees, and ensuring that all Directors are actively involved in appropriate committee assignments;
- J. authorizing all facility layout, capital expenditures, use, and maintenance;
- K. periodically evaluating the School, taking into consideration the School's stated philosophy and goals;
- L. conducting an annual evaluation of the performance of the Administrator and establishing goals for the following year;
- M. conducting an annual self-evaluation;
- N. keeping full and accurate minutes of its meetings and those of its committees;
- O. maintaining a policy book so that governance decisions made over a period of years may be readily available to subsequent leadership and Administrators;
- P. developing and maintaining a communication link to the community, promoting the School's uniqueness as a charter school, and the Montessori philosophy; and
- Q. assigning other duties as are appropriate and necessary from time to time for the safe and effective operation of the School.

These activities may be delegated to other staff members, committees, or parent volunteers for action, but any activities so delegated regularly shall be reviewed by the Board, and the Board retains ultimate responsibility for the prior approval and proper performance of all such activities.

**Section 4.3. Qualifications and Expectations.** Directors shall exemplify integrity, honesty, and respect. A dedication and commitment to the vision of Montessori Peaks Academy and the charter school movement shall be the highest priority for any Director. Any Director

finding himself/herself involved in an irresolvable conflict shall put the vision of the School first and foremost and shall recuse himself/herself from the vote.

**Section 4.4. Demeanor and Conduct of Directors.** Directors are expected to maintain a professional demeanor at all Board meetings. Issues being discussed shall not be personalized and directed toward any other Director, staff member, parent, or any other person. Discernment should be used in interpersonal relationships and communications. Directors are prohibited from speaking inappropriately and disrespectfully about School staff, the Administrator, or other Directors.

Directors shall demonstrate initiative in remaining informed about the School's activities and progress through regular attendance at Board meetings and other planned meetings and through reading School reports and recommended publications.

A Director is prohibited from using his/her position of authority while acting in a parent or volunteer role at the School. Directors shall foster good relationships with the Administrator and School staff on a personal level. With humility, each Director will serve the best interests of the School.

Directors shall be diligent in attending Board meetings and special meetings.

**Section 4.5. Executive Committee.** The Board will elect certain Directors as President, Vice-President, Secretary, and Treasurer at the first meeting following the election by ballot. Each officer will serve a one-year term and may stand for reelection. These elected officers of the Board compose the Executive Committee, which is responsible for conducting the Board's business between meetings, and, in exigent circumstances, may act unanimously for the Board, subject to ratification by the full Board. The Executive Committee shall comply with the Sunshine Act.

**Section 4.6. Number of Directors.** The number of Directors of the School shall be nine (9). Seven (7) Directors shall be parents elected by the Members. One (1) Director shall be a member of the educational staff, other than the Administrator, elected by the Educational Staff, voting as a separate group in May of each year. One (1) Director shall be a non-parent, non-staff, or non-spouse of staff community member who shall serve at the invitation of the elected Directors who shall be elected in August of each year. In the event such a community member is



not available to serve on the Board, such vacancy may be filled by a parent with the affirmative vote of a majority of the Directors.

**Section 4.7. Term of Directors.** Other than the terms of the Director elected by the Educational Staff and the invited community member director, who shall have terms of one (1) year each, the terms of the Directors shall be for three (3) years and the terms of such Directors shall be staggered to provide that after each election there will be Directors with two and three years' experience. In the event, because of the termination or resignation of one or more Directors, the terms of the Directors would not be staggered as provided for herein, the Board, in its sole discretion, may decrease the term of one or more Directors by not less than one (1) and not more than two (2) years to create a staggered Board, or the Board may take such other and further actions as it may deem appropriate to effectuate the policies set forth in this Section provided that no such actions may be contrary to applicable statute, law, or these Bylaws. The term of the Director selected by the Educational Staff and the invited community representative each shall be for one (1) year, with elections and appointments as provided for hereinabove.

**Section 4.8. Resignation and Vacancies.** A Director may resign at any time by giving written notice to the Board President. The resigning Director may make his/her resignation effective (i) immediately at the time of the notice or (ii) upon qualification of his/her successor. No acceptance of such resignation shall be necessary for it to be effective. Any vacancy on the Board may be filled by the affirmative vote of a majority of the remaining Directors; the term of such appointment shall be for the unexpired term of the resigning Director.

**Section 4.9. Termination.** A Director may be removed for cause without the consent of the Director by a two-thirds (2/3) vote of the remaining Directors, provided notice of the vote on termination is published in the agenda and the Director is given an opportunity to address the proposed cause for removal. For purposes of these Bylaws and this Section 4.9, the term "cause" shall include unethical conduct, as defined in Section 4.10, a material violation of the demeanor requirements set forth in Section 4.4, or any other conduct reasonably determined by the vote of two-thirds (2/3) of the Board to be sufficient, as a matter of law, to justify the removal of a Director.

**Section 4.10. Unethical Conduct.** Unethical and/or any illegal conduct by a Director that is detrimental to the reputation of the School, determined as set forth in Section 4.9, shall

constitute “cause” and shall be grounds for the Director’s immediate removal, without further action by the Board, whether or not such conduct occurs while acting in the capacity of Director.

**Section 4.11. Removal by Petition.** A removal petition may be submitted to the Board President if such petition is signed by a number equaling at least thirty-three percent (33%) of the Members entitled to vote at a meeting of Members. Upon presentment of a removal petition with the required number of Member signatures, the issue of the removal petition shall be placed on the agenda for the next regularly scheduled Board meeting, provided that such petition is presented not less than fifteen (15) days prior to such meeting. The Board shall act on the recall petition at the meeting and if two-thirds (2/3) of the Directors support the petition, the Board will submit the removal issue to the membership for a vote, which vote shall be administered by the Board’s Vice President (unless the Vice President is the subject of the removal petition, in which case the Board President shall select another Director to administer the vote), on such terms and conditions as the Board reasonably shall establish; provided that the vote on the removal petition shall be held not more than thirty (30) days following the Board’s vote on the removal petition.

**Section 4.12. Regular Meetings.** A regular meeting of the Board shall be held within thirty (30) days after the election by ballot of the members for the purpose of electing officers and for the transaction of other business. Additional regular meetings will be held monthly and Directors are required to attend each meeting, subject to excused absences provided in advance by the President, which, except in extenuating circumstances, shall not be more than two (2) times in any one (1) calendar year per Director.

**Section 4.13. Special Meetings.** Special meetings of the Board may be called by, or at the request of, the President, the Administrator, or any four (4) Directors.

**Section 4.14. Notice.** Notice of each meeting of the Board stating the place, day and hour of the meeting and agenda shall be published or posted for the general public in accordance with the Sunshine Act.

**Section 4.15. Quorum and Voting.** A majority of the Directors shall constitute a quorum for the transaction of business at any meeting of the Board, and the vote of a majority of the Directors present in person at a meeting at which a quorum is present shall constitute an act of the Board. If less than a quorum is present at a meeting, a majority of the Directors present

may adjourn the meeting from time to time without further notice other than an announcement at the meeting until a quorum shall be present.

A Director, with the prior approval of the President, may appear at a meeting by telephone or video conference and in such event such Directors presence shall count toward the required quorum of Director's and such Director shall be permitted to participate in the meeting and to vote on any resolutions as if such Director were personally attending the meeting. It shall be understood that attendance by a Director by telephone or video conference shall be the exception and all Directors shall make every reasonable effort to personally appear at all Board meetings and special meetings.

A Director may vote or act by proxy at any meeting of the Board provided that notice of the proxy is provided to the Board, through the President, at the meeting and prior to any vote by the proxy. Only another Director may act upon a Director's proxy. In addition, and as an alternative, a written proxy may be provided to the President at or prior to a meeting setting forth in detail a Director's position and vote and directing the President to present the Director's position and to place a proxy vote for the Director. A Director absent from a meeting is not required to provide a proxy for any matter to be discussed or voted on at such meeting.

**Section 4.16. Compensation.** Directors shall not receive any compensation for their service on the Board.

**Section 4.17. Executive Sessions.** All regular and special meetings of the Board shall be open to the public, except that, upon the vote of two-thirds (2/3) of the quorum present, an executive session may be held to discuss any one or more of the following:

- A. purchase, acquisition, lease, transfer or sale of any real, personal or other property interest except that no executive session shall be held to conceal the fact that a Director of the local public body has a personal interest in such property transaction;
- B. conferences with an attorney for the purpose of receiving legal advice on specific legal questions, which shall not be satisfied merely by the presence or participation of an attorney at an executive session;

- C. matters required to be kept confidential by federal or state law or rules and regulations;
- D. specialized details of security arrangements or investigations;
- E. determining positions relative to matters that may be subject to negotiations: developing strategy for negotiations: and instructing negotiators;
- F. personnel matters; except if the employee who is the subject of the session has requested an open meeting (If the personnel matter involves more than one employee, all of the employees have to request an open meeting for the board to conduct the discussion in public. Pursuant to the Teacher Employment, Compensation and Dismissal Act, teacher dismissal hearings are to be open meetings, unless either the administration or the employee requests that the hearing be closed.);
- G. consideration of any documents protected under the mandatory nondisclosure provisions of the Sunshine Act; and
- H. discussion of individual students.

The motion requesting the executive session shall state the nature of the matter to be discussed. Only those persons invited by the Board may be present during the executive session. The Board shall not make final policy decisions, nor shall any resolution, rule, regulation, or formal action, or any action approving a contract or calling for the payment of money be adopted or approved at any session closed to the general public. Matters discussed during executive sessions shall remain confidential among those attending. The executive session shall be recorded and such recording shall be retained as provided by the Sunshine Act. Whenever reasonable, the convening of an executive session shall be scheduled in advance and announced to the community through the normal means of noticing Board meetings.

## ARTICLE V OFFICERS AND AGENTS

**Section 5.1. Number and Qualifications.** The elected officers of the School shall be, at least, a President, a Vice President, a Secretary and a Treasurer. The Board may also appoint

such other officers, assistant officers and agents, as it may consider necessary. A person may hold only one elected office at a time.

**Section 5.2. Election and Term of Office.** The officers of the School shall be elected by the Board at the first meeting of the Board held after each election by ballot of the members. If the election of officers shall not be held at such meeting, such election shall be held as soon as practicable thereafter. All officer terms are for one (1) year. Each officer shall hold office until such officer's successor shall have been duly elected and shall have qualified, or until such officer's earlier death, resignation or removal.

**Section 5.3. Compensation.** Officers shall not receive compensation for their service as an officer.

**Section 5.4. Removal.** Any officer may be removed by a majority of the Board whenever in its judgment it would be in the best interests of the School, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer or agent shall not in itself create any contract rights.

**Section 5.5. Vacancies.** Any officer may resign at any time subject to any rights or obligations under any existing contracts between the officer and the School, by giving written notice to the Board President. If the President is the resigning officer, written notice shall be provided to the Secretary of the Board. An officer's resignation shall take effect upon submission or upon qualification of a successor, and the acceptance of such resignation shall not be necessary to make it effective. The Board may fill a vacancy in any office, however occurring, for the unexpired portion of the term.

**Section 5.6. Authority and Duties of Officers.** The officers of the School shall have the authority to exercise the powers and perform the duties specified below and those additionally specified by the Board.

**President.** The President of the Board, or his/her designee, shall (i) preside at all meetings of the members and of the Board; (ii) see that all orders and recommendations of the members and of the Board are carried into effect; (iii) oversee and administer the School's strategic plan; (iv) approve an agenda for posting under the Sunshine Act; and (v) perform all other duties incident to the office of President.

**Vice President.** The Vice President shall serve in the absence or disability of, and at the direction of the President. The Vice President shall take full responsibility for organizing and overseeing elections for the Board. The Vice President shall serve as a mentor for the for new Directors to aid in their acclimation and, in general, perform all duties incident to the office of vice president and other duties as from time to time may be assigned to such office by the Board.

**Secretary.** The Secretary shall (i) keep (or cause to be kept) the minutes of the proceedings of the Board and any committees of the Board; (ii) see that all notices are duly given in accordance with the provisions of these bylaws or as required by law; and (iii) in general, perform all duties incident to the office of secretary and other duties as from time to time may be assigned to such office by the Board.

**Treasurer.** The Treasurer shall (i) be the principal financial officer of the School and monitor the care and custody of all its funds, securities, evidences of indebtedness and other personal property and the real deposit of same in accordance with the instructions of the Board; (ii) work cooperatively with Administrative staff to prepare the annual budget; (iii) upon request of the Board, make such reports as may be required at any time; (iv) oversee and chair the Finance Committee; and (v) perform all other duties incident to the office of treasurer.

## **ARTICLE VI INDEMNIFICATION**

**Section 6.1. Immunities.** The School will take no action to impair the immunities of individual Directors or officers under the Federal Volunteer Protection Act, 42 U.S.C. § 14501, et seq., and provisions of Colorado law respecting volunteers and directors of nonprofit organizations, C.R.S. § 13-21-116(b)(I); public entities, C.R.S. §§ 24-10-101, et seq.; or any successor provisions. Nothing in these Bylaws shall be construed to waive or impair any immunity or modify any process provided by the Colorado Governmental Immunity Act.

**Section 6.2. Indemnification.** The School 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 Director or officer of the School and acting in that capacity, or another person entitled to indemnification under the Colorado Governmental Immunity Act, unless such indemnification is prohibited by applicable 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, with only voting Directors not parties to the proceeding counted in satisfying the quorum, or, if a quorum cannot be so obtained, upon Board approval of a recommendation by independent legal counsel selected by majority vote of all voting Directors. As provided in the Colorado Governmental Immunity Act, the Board may determine or approve a recommendation of independent counsel that defense of any person is in the public interest and will therefore be provided. With respect to matters not covered by insurance, the Board may, and independent legal counsel may recommend that the Board, in connection with an indemnification decision, condition payment or adopt written payment procedures as are appropriate to protect the School. Indemnification determinations shall conform, to the extent possible, to both the requirements of the Nonprofit Act and the Colorado Governmental Immunity Act, subject to Section 6.4. An advance of expenses in aid of indemnification shall also be made by Board action and as otherwise provided by this Article for indemnification generally. In no event shall indemnification available and permitted under the Colorado Governmental Immunity Act be denied to any Director or officer. Decisions on indemnification shall be made by the Board in a public meeting in public session and recorded in the minutes made available to the Members. Discussion of indemnification issues may take place in executive session to the extent permitted by the Sunshine Act.

**Section 6.3. Insurance.** The School shall purchase and maintain, directly or through its authorizer, such insurance as is reasonable and appropriate to assure that costs arising from claims brought against Directors or officers in such capacity or for acts taken for the School are defrayed. Decisions of a carrier to provide coverage shall not require separate Board action.

**Section 6.4. Priority.** In the event of any conflict between these Bylaws or the Nonprofit Corporations Act and the Colorado Governmental Immunity Act, the Colorado Governmental Immunity Act shall control.

## **ARTICLE VII MISCELLANEOUS**

**Section 7.1. Account Books and Minutes.** The School shall retain correct and complete books and records of account and shall retain minutes of all meetings of the Board and its committees.

**Section 7.2. Fiscal Year.** The School's fiscal year shall be July 1 to June 30.

**Section 7.3. Conveyances and Encumbrances.** Property of the School may be assigned, conveyed, or encumbered by such officers of the School as may be authorized to do so by the Board, and such authorized person(s) shall have power to execute and deliver any and all instruments of assignment, conveyance, and encumbrance; provided, however, that the sale, exchange, lease or other disposition of all or substantially all of the property and assets of the School shall be authorized only in the manner described by applicable law or statute.

**Section 7.4. Designated Contributions.** The School may accept any designated contribution, grant, bequest, or devise consistent with its general purposes. As so limited, donor designated contributions will be accepted for special funds, purposes or uses, and such designation generally will be honored. However, the School shall reserve all right, title, and interest in and to and control of such contributions, as well as full discretion as to the ultimate expenditure or distribution thereof in connection with any such special fund, purpose or use. The funds from such designated contributions shall be retained in a special account separate from School operating funds.

**Section 7.5. Conflicts of Interest.** If any Director or officer of the School is aware that the School is about to enter into any business transaction directly or indirectly with such person, any member of such person's family, or any entity in which such person has any legal, equitable or fiduciary interest or position, including without limitation as a Director, officer, shareholder, partner, beneficiary or trustee, such person shall: (a) promptly inform those charged with approving the transaction on behalf of the School of such person's interest or position; (b) aid the persons charged with making the decision by disclosing any material facts within such person's knowledge that bear on the advisability of such transaction from the School's standpoint; and (c) not be entitled to vote on the decision to enter into such transaction. Each Director is responsible



to make known to the Board any circumstances that could involve potential conflict of interest, including all inside and outside interests and activities.

**Section 7.6. Loans to Directors and Officers are Prohibited.** No loans shall be made by the School to any Director or officer.

**Section 7.7. Amendments.** The power to alter, amend or repeal these Bylaws or adopt new Bylaws shall be vested in the Board; provided, however, that no change to these bylaws shall limit or repeal the voting rights of the Members, unless such change is adopted by the affirmative vote of a majority of the Members and provided further that these bylaws may not be amended to change the mission of the School, as stated in Article I, unless approved by eighty percent (80%) of the quorum of Members at the ballot vote.

**Section 7.8. Severability.** The invalidity of any provision of these Bylaws shall not affect the other provisions hereof and in such event these Bylaws shall be construed in all respects as if such invalid provision were omitted.

**Section 7.9. Open Meetings and Records.** All meetings and record keeping will be conducted in accordance with the Sunshine Act.

**Section 7.10. Conduct of Meetings.** Roberts Rules of Order may be used as a nonbinding guideline for the conduct of Board meetings.

## **BYLAWS CERTIFICATE**

The undersigned certifies that he/she is the Board of Directors President of Montessori Peaks Academy, and that, as such, he/she is authorized to execute this certificate on behalf of said school, and further certifies that attached hereto is a complete and correct copy of the presently effective bylaws of said school.

  
/s/ Brittney Horstman  
President  
April 20, 2019