



KALEIDOSCOPE
A C A D E M Y

318 East Brewster St., Appleton WI 54911

Governance Board Handbook

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What is a Charter School?

Kaleidoscope Academy is an Instrumentality Charter School. This means it is part of the Appleton Area School District and the school's administrator and staff are district employees. Even so, it is still a Charter School and that means:

- It is exempt from significant State and local rules that inhibit flexible operation.
- It is a public school operated under public supervision and direction.
- Its educational objectives are determined by the school's administrator and Governance Board.
- Parents freely choose to send their children to the school.
- The school has a written performance contract with the school district.
- The Governance Board plays a substantive role in directing and supporting the school.

Mission, Vision, Values

Mission:

Kaleidoscope Academy strives to develop students who use higher order thinking skills to create beautiful, intellectual, and substantial products using a balance of fine arts and 21st Century skills.

Vision:

Forming a foundation for 21st century success through student empowerment.

Values:

Kaleidoscope Academy:

- Delivers curriculum through inquiry-based activities and projects arranged in interdisciplinary teaching teams
- Facilitates the use of 21st Century Skills (Creativity and Innovation, Communication and Collaboration, Research and Information Fluency, Critical Thinking, Problem-Solving and Decision Making, Digital Citizenship, Technology Operations and Concepts) as established by the International Society of Technology Educators (ISTE)
- Utilizes best practices for adolescent learners as recommended by [This We Believe](#) (AMLE) and [Breaking Ranks in the Middle](#) (NASSP)
- Promotes lifelong learning
- Differentiates instruction to meet the individual needs of students
- Offers expanded curricular choices for individual interest through elective course selections in fine arts and technology

Academy Overview

Kaleidoscope Academy is a charter school for students in grades six through eight, located within the campus of Roosevelt Middle School located at 318 East Brewster Street, Appleton, WI 54911.

More Choices

Students enrolled in the Kaleidoscope Academy have more choices in how they structure their day. They have the opportunity for increased fine arts study, technology engineering, family and consumer education, and can choose from three world languages including French, German, and Spanish.

In-Depth Study Opportunities

Kaleidoscope Academy focuses on preparing our youth for a future filled with change and globalization. To do this, we focus on inquiry project based learning, which have the students actively engaged in learning and not passively sitting and receiving. Students will be pushed to think differently and work hard at developing using critical thinking skills and a strong work ethic.

Kaleidoscope Academy concentrates on using middle school best practices through the use of block scheduling and interdisciplinary teaming. Transitioning from elementary school is smoother as sixth grade students will work with teams of two teachers. Units of study will be integrated through all subjects where appropriate.

Integrated Technology

Technology is infused into the Kaleidoscope Academy approach to learning. Instructors will have greater access to a variety of technologies not limited to computers, projection equipment for streaming video, and amplification systems which have been proven to increase student comprehension and learning.

More Time for Electives

Students have the opportunity for greater choice in course selection outside of the central core content. At seventh and eighth grades, students choose their own electives to fill two and a half periods each day.

Co-curricular Activities

Kaleidoscope Academy seventh and eighth grade students may participate in all of the co-curricular activities available at Roosevelt Middle School. Sixth grade students may participate in all club activities. For students looking for an innovative and collaborative learning environment, Kaleidoscope Academy provides the opportunity for students to make their own choices, develop their interests at an earlier age and be better prepared for the challenges of high school.

Governance Board Member Responsibilities

The Kaleidoscope Academy Governance Board consists of staff, parents and community members and is responsible for:

- Submitting, maintaining, and complying with the contractual obligations as required by the Appleton Area School District (AASD)
- Collaborating with the AASD in selecting the KA Administrator
- Working closely with the KA Administrator to ensure all educational goals are met
- Overseeing the mission and strategic plan
- Coordinating public relationships, collaborations, and strategies
- Establishing policies
- Overseeing and approving the site budget

Governance Board members agree to:

- Attend regular meetings of the Governance Board, which are each approximately two hours in duration. The Governance Board meets a minimum of six (6) times per year and must be accessible for personal contact in between meetings.
- Provide leadership to Governance Board committees. Each Governance Board member is expected to serve as an active, ongoing member of at least one committee.
- Commit time to developing financial and other resources for Kaleidoscope Academy.
- Review and act upon committee recommendations brought to the Governance Board for action.
- Prepare in advance for decision-making and policy formation at Governance Board meetings and take responsibility for self-education on the major issues before the Governance Board.
- Participate in the annual Governance Board member self-review process.
- Participate in the annual Governance Board development and planning retreat held prior to the beginning of each school year.
- Tour the school and visit classrooms at least one time each year.
- Utilize personal and professional skills, relationships, and knowledge for the advancement of Kaleidoscope Academy.

Governance Board Guidelines

Governance Board . . .

- I. will consist of no more than 11 Board members
- II. will consist of less than 50% Kaleidoscope Academy (KA) staff members (no more than five)
- III. will continually attempt to meet a balanced set of skills, ethnicity, and experiences that represent the current needs of the school
- IV. will meet bi-monthly beginning September through May of the current school year, along with an August retreat meeting before the next school year, for a total of at least six Board meetings
- V. will elect officers yearly during the August retreat (before the school year begins) through a democratic voting process on a recommended group of interested Board members seeking officer positions
- VI. will not consist of the KA Administrator or any AASD Board Member
- VII. will not elect a KA staff member as Board president, but can consider a staff member for other officer positions, including committee chair positions
- VIII. includes three sub-committees: Executive, Resource and Governance
- IX. requires Executive committee to meet bi-weekly, unless otherwise determined by the committee chair
- X. requires the Executive committee to consist of the Board President, Board Vice-President, Board Secretary, and up to two ad-hoc Board members
- XI. requires Resource and Governance committees to meet bi-monthly, unless otherwise determined by the committee chair
- XII. requires both the Resource and Governance committee to elect a committee chair
- XIII. members of Resource and Governance committees include committee chairs, Board President, and up to two other Board members. Other interested staff, parents, students, or community members are encouraged to attend.
- XIV. members serve indefinitely, until the Board member resigns, or Governance Committee recommends removal of membership based on self-evaluation, lack of participation and/or attendance, or inability to uphold the standards of KA commitments
- XV. conducts open full Board meetings, allowing any interested parents, staff, students, or community members to attend

- XVI. requires a quorum on all majority votes, with no more than 50% staff during the voting process
- XVII. will produce an annual report consisting of: state testing results, MAP test results, enrollment data, attendance data, student and parent satisfaction results, financial report, and student academic progress as necessary
- XVIII. will be available to work closely with the KA Administrator with parental issues, questions, concerns, or complaints as determined appropriate by the KA Administrator
- XIX. oversees the enrollment and lottery process
- XX. oversees the Governance Board application process and membership policies
- XXI. oversees and approves the site budget
- XXII. applies for grants and seeks collaborative relationships to raise funds for equipment purchases and additional curriculum expenses that support the school strategies
- XXIII. approves curriculum, materials, staff development, and school schedule & calendar that aligns with the KA mission and is consistent with AASD guidelines
- XXIV. develops and oversees a code of conduct policy or guideline that aligns with KA mission
- XXV. will abide by all applicable state and federal laws relating to operations of a charter school, admission of students, and contractual obligations to the AASD

Governance Board Officer Descriptions

President

- Oversees Governance Board and executive committee meetings.
- If the President chooses, serves as ex-officio member of any committee.
- Works with the Kaleidoscope Academy's Administrator to see that Governance Board resolutions are carried out.
- Calls special meetings if necessary.
- Appoints committee chairs and with KA Administrator, recommends who will serve on committees.
- Prepares agendas for Governance Board meetings.
- Assists KA Administrator in conducting new Governance Board member orientation.
- Works with the Governance Board governance committee to recruit new Governance Board members.
- Coordinates periodic Governance Board assessment with KA Administrator.
- Consults with Governance Board members on their roles and help them assess their performance.

Vice-President

- Serves on the executive committee.
- Carries out special assignments as requested by the Governance Board President.
- Performs the responsibilities of the Governance Board president in the President's absence.
- Participates as a vital part of the Governance Board leadership.

Secretary

- Serves on the executive committee.
- Maintains all Governance Board records and ensure their accuracy and safety.
- Reviews Governance Board minutes.
- Assumes responsibilities of the President in the absence of the President and Vice President.
- Provides notice of meetings of the Governance Board and/or of a committee when such notice is required.

Kaleidoscope Academy Governance Board Committees

Executive Committee

The Executive Committee functions on behalf of the Governance Board in matters of emergency and in interim periods between regularly scheduled Governance Board meetings. The Executive Committee is the President, Vice-President, and Secretary, and up to two at-large members. The Chair of the Executive Committee is the President of the Governance Board.

Responsibilities

- Meet to draw up the agenda the full Governance Board meetings.
- Make decisions on behalf of the full Governance Board as needed.
- Maintain effective communication with the committees of the Governance Board.
- Coordinate the annual planning and budget process of the Governance Board in conjunction with Kaleidoscope Academy's Administrator.
- As part of the annual planning process, review the growth and development of Kaleidoscope Academy's Administrator.
- Respond to the call of the Governance Board President or Kaleidoscope Academy's Administrator for emergency meetings to deal with special problems between regular Governance Board meetings.
- Annually evaluate its work as a committee.
- Report to the full Governance Board at regular meetings.
- As called upon act as a spokesperson for the school

Governance Committee

The Governance Committee builds and maintains an effective Governance Board for Kaleidoscope Academy. It establishes and drives a continuous improvement process in order to help the Governance Board and individual members become more valuable as strategic assets of Kaleidoscope Academy, contributing to the school's long-term success.

Responsibilities

- Review the structure and size of the Governance Board and the Governance Board committees.
- Establish a process for nominating people to serve on the Governance Board.
- Identify and consider candidates for Governance Board membership.
- Review members and candidates for possible conflicts of interest.
- Annually review and assess the Governance Board's governance practices and recommend improvements.

- Annually solicit the KA Administrator’s review of the Governance Board.
- Plan Governance Board education including new member orientation and Governance Board retreats.
- Evaluate and monitor governance structures and processes, including policy development and processes for Governance Board monitoring/oversight of operations.

Resource Committee

The Resource Committee works to identify and attract financial and other educational resources to Kaleidoscope Academy. Its efforts are aimed at assuring the long term stability of Kaleidoscope Academy.

Responsibilities

- Develop a plan for the long term sustainability and success of Kaleidoscope Academy.
- Identify financial and other educational resources to match the needs of the school.
- Actively seek to raise financial and other resources for the school through personal appeals, media, fundraising and other events.

Committee Chair Job Description

Responsibilities

- Attend all committee meetings.
- Call and preside over meetings of the committee.
- Set the agenda for committee meetings.
- Record decisions and recommendations made by the committee.
- Report the committee’s recommendations to the Executive Committee or the full Governance Board.
- Work with KA Administrator and Governance Board President to decide who serves on the committee.
- Delegate responsibilities to other committee members and encourage their full participation.
- Evaluate the work of the committee.

Division of Roles between Governance Board and KA Administrator

Responsibility	AASD Board	Governance Board	KA Administrator
Planning	Establishes the purpose and mission of the District	Establishes the mission and program direction for the school.	Works with Governance Board to define the school's mission and direction.
		Reviews strategic plan and evaluates progress.	Brings to the Governance Board a strategic plan for the success of the school.
	Monitors achievement as outlined in charter contract and hold charter school accountable for learning outcomes as defined in the contract	Assesses compliance/progress in achieving educational and other outcomes agreed to in the charter school contract.	Develops specific program goals and objectives.
			Develops reports or oversees staff development of reports to demonstrate program progress.
Policy	Establishes District Policies	Develop and adopt written Governance Board policies	Identifies need for new policies
	Negotiates charter contract with Governance Board	Reviews Governance Board policies periodically	Assures the implementation of policies and assists the Governance Board in analyzing policy options

Resource Development	Implements long-range budget plans for the district and subsequent schools.	Assures long-range commitments of resources; establishes a fund development plan and participates in its implementation.	Conducts research and maintains information database.
	Receives notifications of any major grant awarded to the charter school.	Reviews and approves all major grant proposals.	Assist in fund development efforts.
			Develops grants, and other funding applications, plans fund-raising events, enters business ventures to support mission.
Board Accountability		Establishes and communicates clear expectations of Governance Board members.	Facilitates training and information exchange for members in preparation for selection of Governance Board members.
		Assures effective participation of Governance Board members.	Facilitates effective communication among Governance Board members.
Community Relations	Acts as an ambassador for all of the District schools, including this charter school.	<p>Promotes the charter school to parents and the general public, including serving as an emissary of the charter school to the broader community.</p> <p>Promotes cooperative action with other charter schools including activities and occasions when the charter school should take part in coalitions, shared programs, joint action, etc..</p>	Interprets the mission of the charter school to the community through direct involvement, public relations programs, including personal contact, descriptive program literature, works with the media; and works closely with the Governance Board for an effective division of labor.

Process for Governance Board Meetings

Governance Board Calendar

The Governance Board needs to establish and publish an annual calendar. It also needs to provide an effective way for members to participate virtually—via phone conference, through an online meeting application, and/or online storage and collaboration.

Calling the Meeting and Developing the Agenda

The Governance Board's Executive Committee calls the meeting for the established date and develops the agenda in concert with the KA Administrator.

The Governance Board Packet

It is important to get a written (electronic or on paper) packet that includes an agenda and other documents needing review out to the Governance Board ahead of time. This way members can come to the meeting prepared and can clarify issues or concerns ahead of the meeting.

Governance Board Evaluation Form

It is important to evaluate the Governance Board at least annually and one of the best ways to do this is through self-evaluation. It is also a good practice to leave a brief period at the end of each Board meeting for members to offer their evaluation of the meeting.

Organizational Dashboard (still in development)

Another tool that can be used to increase the effectiveness of Board decision-making is an organizational dashboard. The dashboard incorporates key success factors of the charter school – the most essential areas of performance. These are the variables that most determine whether the charter school is succeeding or failing. Once the critical success factors have been identified, the Governance Board and the KA Administrator (and other key staff) can then propose and consider strategic performance indicators – the qualitative and quantitative data that most accurately measure and convey the critical areas of performance. These critical success factors should be linked to the charter school's

strategic plan. By focusing on these indicators, the Governance Board can position itself to place its focus on the priority areas of governance.

As the “dashboard” metaphor implies, the Governance Board will regularly refer to the organizational dashboard for feedback on how well the school is doing relative to the critical success factors. In this way, corrective action can be taken before – not during or after – a crisis erupts. The latest version of the dashboard will be included in the Governance Board packet of information. The review of the dashboard will be a standard part of each regular Governance Board meeting.

Governance Board Meeting Agenda Format

Call to Order

Welcome by the President, who shares the objectives of the meeting and reviews the agenda

Consent Agenda Items

The consent agenda includes items that are approved by consent (without a vote, if there is no objection) or by formal vote. Single items can be taken off calendar in considered separately, if even one member wishes to do so. Typical items in this calendar are:

- Minutes.
- Routine ratifications.
- Governance Board approval required by the bylaws, such as the approval of banking relations.

Charter School Administrator Report

Opportunity for Governance Board members to ask questions on the written report and for the charter school KA Administrator to share any confidential items she/he did not want to put in writing. The KA Administrator can also use time to update Governance Board on broad educational issues and trends.

Committee Reports

Begin with committees that have action items that allow time for questions on other committees' reports. Remember, committees do not need to be on every agenda if they have not sent out a report or have action items.

Issues Discussion/In-depth Governance Board Education

This is the part of the agenda or the Governance Board can break up into smaller groups and or have interactive education or training.

Old (Unfinished) Business

Items that have been postponed from or not finished from previous meetings are handled here.

New Business

This is an opportunity for a Governance Board member to bring up items that have not been placed on the agenda. In the case of major issues, there likely would not be enough time for a thorough discussion of the item. The Governance Board could agree that such an issue would be scheduled for discussion at future Governance Board meeting or delegated to the appropriate committee for initial discussion with a report back to the Governance Board at a future meeting.

Evaluation of the Meeting

This can be a quick, two-minute appraisal. Governance Board members answer to questions: "What went well?" and "What did not?"

Adjournment

Enrollment and Lottery Process

Student Requirements for Enrollment

- Must be a student enrolled in or open-enrolled into the Appleton Area School District
- Must be a sixth, seventh or eighth grade level student

Student Recommendations for Enrollment

- Have an affinity to technology and fine arts
- Be prepared to be creative, think critically, and problem solve
- Be naturally inquisitive, have an interest in working in teams and have a desire to learn

Application to and attendance at KA is voluntary and no tuition is charged. Students who do not wish to attend or are not admitted into KA may attend their neighborhood schools or seek enrollment in another AASD school per AASD Board policy.

Parents will enroll their children by completing an application form. A parent/guardian is encouraged to attend an informational meeting or visit KA in order to assure understanding of the nature and work of the school. If the number of applicants exceeds available positions, a lottery will be employed. The names of students on the waiting list will be recorded in the order in which they were drawn. The waiting list will roll over from year to year.

Currently enrolled KA students, siblings of currently enrolled KA students and children of KA staff will receive enrollment preference and will be exempt from the lottery, provided an application is submitted by the third Friday in February for the next school year. Any application received after this date will be treated like any other applicant and will be placed on the waiting list in the order it was received. KA Governance Board reserves the right to create lottery preferences in the future for under-represented groups.

Lottery Protocols:

- The lottery will be videotaped and kept on file for one calendar year.
- Each application will have a numbered ticket attached to it; a duplicate ticket will be placed in a drum or similar container. Applicants of the same family will receive just one numbered ticket.
- If the number of students wanting a seat at a particular grade does not exceed the seats available, no lottery will be held for that grade. If any of these accepted students has a sibling applicant, they will receive a seat before the lottery is conducted for the corresponding grade.
- An Assistant Superintendent of the AASD will draw numbers from the drum or similar container and the names of the students will be written down in order, until the maximum is reached.
- Numbers will then be drawn from a waiting list. The names of the students will be recorded for the waiting list in the order that they are drawn.

Waiting List Protocols

- Students will be called from the waiting list in the order they were placed .
- Families will either accept the open seat or decline it. By declining the seat, the student is removed from the waiting list. If a family wants to be considered for the following year for the next grade, they would need to reapply..
- The waiting list is carried over from year to year. Example, if you are number 4 on the 6th grade waiting list, the following year, you are number 4 in line for open seats at 7th grade. The students on the 6th grade waiting list would get seats before any new applicants would be considered from the “lottery”. If this is the case, all new applicants would be placed on the waiting list following the lottery protocols.

Students may enroll and attend KA at any point during the school year as space permits in accordance with these guidelines. Special needs of students will be met according to the goals of their IEP. The AASD will provide needed special education services as appropriate.

Academic Guidelines and Expectations

Kaleidoscope Academy is an innovative middle school for adolescents who are interested in learning in a collaborative, inquiry-based, 21st Century environment. Kaleidoscope staff are well-versed in teaching diverse learners using a variety of instructional strategies, and meeting the needs of students with different skill levels and learning styles, within the same classroom.

This process is a collaborative effort dependent on cooperation among students, parents, and staff. The expectations listed below are in place to create the most effective learning environment possible for our students here at Kaleidoscope.

What you can expect from your teacher at Kaleidoscope

- The teachers at Kaleidoscope are eager to facilitate learning for our students and to watch them succeed. Our efforts are designed to help students succeed in middle school, as well as help them prepare for high school and beyond.
- Uphold the philosophy and mission of Kaleidoscope Academy
- Update grades electronically on a regular basis
- Provide daily, open communication through Edmodo.com (web-based curriculum delivery), email, phone, etc.
- Offer MESH (Mandatory Extra School Help) or other form of work time with a teacher
- Schedule student-led conferences to help students share portfolio of work with family
- Offer meaningful opportunities to share and become involved in classroom activities

What we expect from our students at Kaleidoscope

Middle school can be an adjustment even for the most diligent students. We will extend every effort to assist our students, expecting they will match our efforts.

- Plan to complete grade-level quality work that reflects appropriate effort, turned in on time
- Participate in class, be an active listener, ask for help, and use work time productively
- Be prepared for class each day (supplies, agenda, SSR book)
- Use agenda planner/calendar daily
- Check school email account, the portal, and Edmodo on a daily basis
- Communicate honestly with both parents and teachers
- Use class time and MESH to keep up with work, using home time to finish, as necessary

What we expect from parents of Kaleidoscope students:

- Communication among parents, students, and Kaleidoscope staff is a necessity to facilitate success for students. Active participation of parents in the educational environment is one of the strongest indicators of success for students.
- Recognize and support the mission of Kaleidoscope Academy
- Expected attendance at an Open House/Orientation session to acclimate to school expectations and digital resources
- Participate in fall and spring student-led conferences, as well as two presentations of your choice (ie: Food for Thought, National History Day)
- Participation in a school fundraising effort (time or donation)
- Monitor school and classwork regularly via student calendar, Edmodo and Parent Portal
- Communicate daily with your student regarding school
- Provide quality space, time and support to encourage completion of school work at home
- Communicate promptly with teachers regarding student progress, concerns or questions

SST (Student Support Team)

The staff at Kaleidoscope recognizes and understands that some students require additional academic support and we are committed to providing this for them. Additionally, we are aware that students occasionally fall behind, if they are not following the guidelines stated above, and this in turn causes missing work and low grades. In the event a student should fall behind in his/her classes at KA, the student's team of teachers will meet to develop a plan to assist the student. The following SST steps will be followed, sequentially, if the student at any time has two or more D's or one or more F's in core academic courses.

- Conference with student to develop a plan
- Mandatory support time with a teacher
- Contact with parents
- Meeting with parents and student
- Meeting with administration and team
- Building Plan will be initiated (a written document to describe strategies in place to assist student)
- *In the event the student has an IEP, it will be the main guideline for developing a plan of support.

Kaleidoscope Academy is proud to extend adolescent students an opportunity to learn in a creative, collaborative environment. We are confident that Kaleidoscope students, teachers, and parents can work together to assist struggling students develop a plan for appropriate progress and work production.

Once a plan has been in place and monitored over a designated period of time, if a student does not show improvement in effort, alternative options will be discussed, including a decision whether Kaleidoscope Academy is an appropriate learning environment for the student. Should parents feel there are mitigating circumstances that have not already been addressed, they may request a meeting with the Kaleidoscope Charter Board to discuss the academic progress of their student. Our primary intent is to work to find the best educational environment for our students' learning styles.

Governance Board Member Evaluation

Are you satisfied with your performance as a Kaleidoscope Academy Governance Board member in the following areas: (rate your performance in spaces that apply below):

	<u>Very good</u>	<u>Adequate</u>	<u>Needs work</u>
• Attendance:			
Full Board Meetings	_____	_____	_____
Committee Meetings	_____	_____	_____
Food for Thought	_____	_____	_____
Charter Fair	_____	_____	_____
Other	_____	_____	_____
• Input in policy development and decision-making	_____	_____	_____
• Fund development	_____	_____	_____
• Strategic relationship building	_____	_____	_____
• School promotion	_____	_____	_____
• Time spent in the school	_____	_____	_____

Please respond to these questions.

What factors contributed to your performance or lack of performance in the areas above: (please be specific)?

Here's what I would need from the Governance Board to maintain/increase my level of commitment:

Do you have any other comments or suggestions that will help the Governance Board increase its effectiveness?

Your name: _____ Date _____

Conflict of Interest Policy

Purpose

To avoid conflict of interest or the appearance of such conflict, each Kaleidoscope Academy Governance Board member shall disclose in writing to the Governance Board any existing or potential conflict of interest that might harm the Governance Board or school.

If a matter should arise before the Governance Board or within a committee in which an affected member is involved, the member shall disclose the potential conflict and refrain from participating in the discussion of the issue, except to respond to any questions. An affected member shall not vote on any matters involving a conflict of interest. This policy, by its intent and administration, does not limit normal cooperation between the Governance Board and affiliated organizations.

Policy

Members in leadership roles are responsible for governing the Governance Board's affairs honestly and economically, exercising their best care, skill, and judgment for the benefit of the organization. The Governance Board is committed to identifying and resolving situations of real or perceived conflict of interest involving the Board or school, to assure that such real or perceived conflicts of interest are fully disclosed, so that the appropriate action can be taken.

A conflict of interest can be considered to exist in any **economic, professional, business, political, volunteer, or personal** instance in which the actions or activities of an individual on behalf of the Governance Board could involve obtaining personal gain or advantage to the individual or the individual's immediate family, business partners, employers, and employees, and could be unfair to the organization.

Therefore:

Governance Board members and other persons representing the Governance Board shall exercise good faith in all transactions touching upon their duties. They shall not use their position in such a way as to obtain unfair personal advantage or financial gain and all their acts shall be for the best interest of the school.

The Governance Board shall not enter into agreements with entities whose partners, members, owners, significant investors or executive employees are Governance Board members unless specific authorization is obtained from the Governance Board.

It is the responsibility of individual Governance Board members to disclose when there is or may be a perception of a conflict of interest. None of these members shall accept gifts, favors, or hospitality that might influence their decision-making or action affecting the organization. It is assumed that common hospitality extended to an organization's representative, such as a lunch or dinner, will not influence the representative's decision-making action.

Any Governance Board member having a potential or actual conflict of interest in any matter shall not vote or participate in discussion of that matter unless such participation is required to reach an informed decision. A person identified as having a potential or actual conflict may be requested to leave the meeting during subsequent discussion and voting. The minutes of the meeting shall reflect the disclosure and abstention.

Any circumstances, financial or otherwise, that might lead to a conflict of interest shall be disclosed to the Governance Board through the following annual disclosure procedure or be declared prior to any discussion or action.

Reporting

Each year, the Governance Board's members will disclose any situations or areas of actual or potential conflicts of interest using the approved disclosure form to disclose a perceived conflict of interest or to state that they have none to disclose.

Conflicts or potential conflicts shall be evaluated thoroughly, when they arise, using the assistance of legal counsel if necessary, and resolved appropriately.

Special attention should be given to ensure that any members engaged as vendors provide full disclosure and avoid participation in related issues at the Governance Board.

Signed disclosure statements are maintained on file in the Kaleidoscope Academy office.

Governance Board Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the Kaleidoscope Academy Governance Board's Conflict of Interest Policy.

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature

Date

Printed Name

Governance Board Acknowledgement

I am aware that this Kaleidoscope Academy Governance Board member position description is an expression of good faith and provides a common ground from which Governance Board members can operate.

Governance Board Member's Signature

Date