

# CHÁVEZ HUIERTA

## K-12 PREPARATORY ACADEMY

<b>Book</b>	CHPA Administrative Procedure Manual
<b>Section</b>	Chapter 1 Board of Directors
<b>Title</b>	AP 1020 Board Duties and Responsibilities
<b>Number</b>	AP 1020
<b>Status</b>	Active
<b>Legal</b>	<ul style="list-style-type: none"><li>• Colorado Education Code 22.30.5 – 104(4)(a)</li><li>• Bylaws of the Board of Directors at Chavez/Huerta Preparatory Academy Article III – 3.10, 3.11</li><li>• Chavez/Huerta Preparatory Academy Charter School Contract; waiver of C.R.S. 22-109(1)(b)</li></ul>
<b>Adopted</b>	January 11, 2022
<b>Last Reviewed</b>	January 5, 2022
<b>Last Revised</b>	January 11, 2022

The CHPA policies and procedures are developed using a 5-step vetting process which allows input from administration, staff, faculty and the Board of Directors. Once the policies and procedures completed the process they are presented to the Board of Directors at regularly scheduled board meetings. The policies and administrative procedures will be approved items on the board agenda and the administrative procedures are presented to the Board as information items. The vetting process is as follows:

1. Policy Development – Proposed policies may originate with a Board member, President/CEO, staff, parents or students.
2. Teacher Board Representative (Ex-Officio) Review
3. Executive Cabinet Review
4. Board Policy Committee Review
5. CHPA Board of Directors Review/Approval

Once the Board of Directors have approved the policies and reviewed the administrative procedures, they are available to review on the website.

Repeal or temporary suspension of Board Policies shall follow the same process as adoption with the Board vote of a majority plus one (1) present at any regular or special meeting of the Board. Under unusual circumstances to facilitate attainment of CHPA goals the Board may temporarily repeal or suspend a policy to meet special circumstances or emergency conditions. However, the administrative procedure is required before the policy shall be considered permanent. Amendments to policies shall also follow the above vetting process.