

Line	Policy Type	Heading	2017 Policy #	Policy	Policy Approved	MONITORING FREQUENCY	MONTH
1	End	Global Ends	1.0	The board intends for Atlanta Classical Academy to form knowledgeable, virtuous citizens at costs commensurate with local, public, K-12 education.	8/17/2017	annually	Oct
5	Executive Limitation	Global Executive Limitations Policy	2.0	The Principal shall not cause or allow any organizational practice, activity, decision, or circumstance that is unlawful, imprudent, unethical, or a material deviation from the school's charter or authorizer policies and directives.	8/27/2016	annually	Jan
6	Executive Limitation	Treatment of Families, Students & Prospective Families & Students	2.a	With respect to interactions with families and students (including prospective, exiting, and former families and students), the Principal shall not cause or allow operational conditions, procedures, communications or decisions that are unsafe, untimely, undignified, or unnecessarily intrusive.	8/27/2016	annually	Apr
7	Executive Limitation	Treatment of Families, Students & Prospective Families & Students	2.a.1	The Principal shall not: 1. Use methods of collecting, reviewing, transmitting, or storing student information that fail to protect against improper access to the data.	8/27/2016	annually	Apr
8	Executive Limitation	Treatment of Families, Students & Prospective Families & Students	2.a.2	The Principal shall not: 2. Fail to operate facilities with appropriate accessibility.	8/27/2016	annually	Apr
9	Executive Limitation	Treatment of Families, Students & Prospective Families & Students	2.a.3	The Principal shall not: 3. Fail to establish with families and prospective families a clear understanding of what may be expected and what may not be expected from the school's programs and student conduct requirements.	8/27/2016	annually	Apr
10	Executive Limitation	Treatment of Families, Students & Prospective Families & Students	2.a.4	The Principal shall not: 4. Fail to inform families and prospective families of this policy or to provide a way to be heard for persons who believe they have not been accorded a reasonable interpretation of their rights under this policy.	8/27/2016	annually	Apr
11	Executive Limitation	Treatment of Families, Students & Prospective Families & Students	2.a.5	The Principal shall not: 5. Cause or allow any staff member to "counsel out" prospective students as a means of circumventing statutory prohibitions pertaining to nonselective enrollment.	8/27/2016	annually	Apr
12	Executive Limitation	Treatment of Families, Students & Prospective Families & Students	2.a.6	The Principal shall not: 6. Fail to conduct an annual lottery in those grades which are oversubscribed.	8/27/2016	annually	Apr
13	Executive Limitation	Treatment of Families, Students & Prospective Families & Students	2.a.7	The Principal shall not: 7. Fail to ensure appropriate services are provided for special needs students, including screening and evaluations, for any student with, or in need of, an IEP, 504, or EL services.	8/27/2016	3x per year	Oct+Jan+June
14	Executive Limitation	Treatment of Families, Students & Prospective Families & Students	2.a.8	The Principal shall not: 8. Fail to take into account the inherent value of diversity in race, gender, ethnicity, religion, cultural background and other viewpoints (as well as the value of such diversity to the board, the school's authorizers and the larger community) when (a) interacting with families, students, faculty, and staff, (b) recruiting, hiring and training faculty and staff, (c) representing the school before the school's authorizers and the larger community, and (d) generating interest in and designing the parameters of the annual lottery.	6/15/2017	annually	Oct
15	Executive Limitation	Treatment of Families, Students & Prospective Families & Students	2.a.9	The Principal shall not fail to conduct enrollment marketing, lottery, and enrollment procedures that are legal, fair, transparent, and accessible to students and families within its attendance zone.	3/21/2019	2x per year	Dec+Apr

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15	Executive Limitation	Treatment of Faculty & Staff	2.b	With respect to the treatment of paid and volunteer faculty & staff, the Principal may not cause or allow conditions that are unfair, undignified, disorganized, or unclear.	8/27/2016	annually	Oct
16	Executive Limitation	Treatment of Faculty & Staff	2.b.1	The Principal shall not: 1. Operate without written personnel rules that (a) clarify rules for faculty and staff, (b) provide for effective handling of grievances, and (c) protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.	8/27/2016	annually	Oct
17	Executive Limitation	Treatment of Faculty & Staff	2.b.2	The Principal shall not: 2. Retaliate against any faculty or staff member for non-disruptive expression of dissent.	8/27/2016	annually	Oct
18	Executive Limitation	Treatment of Faculty & Staff	2.b.3	The Principal shall not: 3. Allow faculty or staff to be unprepared to deal with emergency situations.	8/27/2016	annually	Oct
19	Executive Limitation	Treatment of Faculty & Staff	2.b.4	The Principal shall not: 4. Fail to acquaint faculty and staff with the Principal's interpretation of their protections under this policy.	8/27/2016	annually	Oct
20	Executive Limitation	Treatment of Faculty & Staff	2.b.5	The Principal shall not: 5. Fail to inform faculty and staff of this policy or to provide a way to be heard for employees who believe they have not been accorded a reasonable interpretation of their rights under this policy.	8/27/2016	annually	Oct
21	Executive Limitation	Financial Planning/ Budgeting	2.c	The Principal shall not cause or allow financial planning/ budgeting for any fiscal year or the remaining part of any fiscal year to deviate materially from the board's Ends policies, risk fiscal jeopardy, or fail to be derived from, at minimum, a three-year plan.	8/27/2016	annually	May
22	Executive Limitation	Financial Planning/ Budgeting	2.c.1	The Principal shall not: 1. Fail to submit the next fiscal year's budget for board approval prior to the June annual meeting, nor fail to present drafts of the budget publicly at least twice before its approval.	12/15/2016	annually	May
23	Executive Limitation	Financial Planning/ Budgeting	2.c.2	The Principal shall not: 2. Risk incurring those situations or conditions described as unacceptable in the board policy "Financial Conditions and Activities."	12/15/2016	annually	May
24	Executive Limitation	Financial Planning/ Budgeting	2.c.3	The Principal shall not: 3. Omit a credible projection of revenues and expenses by category, the sources and uses of all operating expenses and capital expenses, or planning assumptions. Operating expenses include all operating costs, current principal and interest payments, and regular maintenance and repair costs. Capital expenses include land acquisition, new construction, major system repairs, and any deferred maintenance that, if not corrected in the current budget cycle, places building occupants at risk of harm, or the facility at risk of not fulfilling its functions.	12/15/2016	annually	May
25	Executive Limitation	Financial Planning/ Budgeting	2.c.4	The Principal shall not: 4. Plan in any fiscal year for operating expenses to exceed public revenue.	12/15/2016	annually	May
26	Executive Limitation	Financial Planning/ Budgeting	2.c.5	The Principal shall not: 5. Fail to present year-over-year budget comparisons by category.	12/15/2016	annually	May
27	Executive Limitation	Financial Planning/ Budgeting	2.c.6	The Principal shall not: 6. Fail to maintain a three-year facilities plan.	12/15/2016	annually	May
28	Executive Limitation	Financial Planning/ Budgeting	2.c.7	The Principal shall not: 7. Fail to solicit a broad base of input in the formulation of budgets.	12/15/2016	annually	May
29	Executive Limitation	Financial Planning/ Budgeting	2.c.8	The Principal shall not: 8. Provide less for board prerogatives during the year than is set forth in the "Cost of Governance Policy."	12/15/2016	annually	May
30	Executive Limitation	Financial Condition and Activities	2.d	With respect to the actual, ongoing financial conditions and activities, the Principal may not cause or allow the development of financial jeopardy or material deviation of actual expenditures from board priorities established in its Ends policies.	4/19/2019	monthly	

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31	Executive Limitation	Financial Condition and Activities	2.d.1-2	The Principal shall not: 1. Fail to report at every regular board meeting current enrollment, changes to enrollment from previous reporting period and with reasons for withdrawal (to the extent that such reasons can be acquired with a reasonable effort by school staff). 2. Fail to provide a monthly report of the school's actual financial condition prepared in accordance with GAAP accrual accounting and including the following: a. Revenue and expense statement with comparison to budget and prior year b. Balance sheet c. Aged accounts payable summary d. Statement of cash flow e. System generated cash reconciliation report that ties to redacted bank statements f. Redacted credit card statements	12/15/2016	monthly	
32	Executive Limitation	Financial Condition and Activities	2.d.3-9	The Principal shall not: 3. Incur new debt or modify the terms of existing debt without permission of the board. 4. Modify the terms of insurance policies without permission of the board. 5. Open new bank accounts without board approval. 6. Expend restricted funds except for the purposes for which the funds have been restricted. 7. Allow operating expenses in a fiscal year to exceed public revenue without board approval. 8. Fail to maintain adequate cash reserves as required by creditors, nor use funds from designated reserve accounts without the permission of the board. 9. Fail to settle payroll and pay other debts in a timely manner.	12/15/2016	quarterly	Aug+Oct+Jan+Apr
33	Executive Limitation	Financial Condition and Activities	2.d.10-14	The Principal shall not: 10. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed. 11. Make in any fiscal year greater than \$20,000 in cumulative, unbudgeted capital expenses without prior approval from the Board, except that the Principal may make emergency purchases required to establish or preserve safe conditions. 12. Accept gifts or grants which obligate the school to make future expenditures with funds other than those created by the gift or grant without board approval or which are not in the best interest of the school to accept. 13. Allow the school's financial condition to jeopardize long range financial requirements. 14. Operate without adequate policies, procedures, and internal controls related to financial operations, purchase order procedures, cash management, credit cards, asset protection, and donation receipt and acknowledgement procedures.	12/15/2016	quarterly	Aug+Oct+Jan+Apr
34	Executive Limitation	Financial Condition and Activities	2.d.15-17	The Principal shall not: 15. Permit school debit cards. 16. Fail to require expense reimbursements to occur in accordance with IRS permissible rates. 17. Fail to maintain a gift acceptance policy that requires the school to: a. Adhere to IRS regulations pertinent to recipients of charitable giving; b. Adhere to professional ethical standards for fundraisers; c. Deposit and use for the stated purposes all donations that the school accepts; d. Satisfy reporting requirements for grants, as required.	12/15/2016	quarterly	Aug+Oct+Jan+Apr
35	Executive Limitation	Financial Condition and Activities	2.d.18	The Principal shall not: 18. Fail to provide an audited fiscal year-end report no later than the September board meeting.	12/15/2016	annually	Sep
36	Executive Limitation	Emergency Principal Succession	2.e	To protect the board from sudden loss of the Principal's services, the Principal may not permit there to be fewer than two other executives sufficiently familiar with board and Principal issues and processes to enable either to take over with reasonable proficiency as an interim successor.	1/27/2016	annually	Jan
37	Executive Limitation	Asset Protection	2.f	The Principal shall not cause or allow assets to be uninventoried, unprotected, inadequately maintained, or unnecessarily risked.	12/15/2016	annually	Sep
38	Executive Limitation	Asset Protection	2.f.1	The Principal shall not: 1. Fail to insure against theft and casualty losses in amounts consistent with replacement values or against liability losses to board members, staff, or the school itself, in amounts consistent with limits of coverage obtained by comparable institutions.	12/15/2016	annually	Sep
39	Executive Limitation	Asset Protection	2.f.2	The Principal shall not: 2. Allow unbonded (or uninsured) personnel access to material amounts of school funds.	12/15/2016	annually	Sep
40	Executive Limitation	Asset Protection	2.f.3	The Principal shall not: 3. Subject facilities and equipment to improper wear and tear or insufficient maintenance.	12/15/2016	annually	Sep

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41	Executive Limitation	Asset Protection	2.f.4	The Principal shall not: 4. Unnecessarily expose the school, the board, or faculty and staff to claims of public liability.	12/15/2016	annually	Sep
42	Executive Limitation	Asset Protection	2.f.5	The Principal shall not: 5. Fail to protect property, information, and files from loss or damage.	12/15/2016	annually	Sep
43	Executive Limitation	Asset Protection	2.f.6	The Principal shall not: 6. Make any purchase wherein normally prudent protection has not been given against conflict of interest.	12/15/2016	annually	Sep
44	Executive Limitation	Asset Protection	2.f.7	The Principal shall not: 6. Receive, process, or disburse funds under controls insufficient to meet the board-appointed auditor's standards.	12/15/2016	annually	Sep
45	Executive Limitation	Asset Protection	2.f.8	The Principal shall not: 7. Compromise the independence of the board's audit or other external monitoring or advice, such as by engaging parties already chosen by the board as consultants or advisors.	12/15/2016	annually	Sep
46	Executive Limitation	Asset Protection	2.f.9	The Principal shall not: 8. Invest or hold operating capital in insecure instruments, including uninsured checking accounts or in non-interest bearing accounts except when necessary to facilitate ease in operational transactions.	12/15/2016	annually	Sep
47	Executive Limitation	Asset Protection	2.f.10	The Principal shall not: 9. Acquire, encumber, or dispose of real property without Board approval.	12/15/2016	annually	Sep
48	Executive Limitation	Asset Protection	2.f.11	The Principal shall not: 10. Endanger ACA's public image, its credibility within the Georgia chartering community or its ability to accomplish its Ends.	12/15/2016	annually	Sep
49	Executive Limitation	Asset Protection	2.f.12	The Principal shall not: 11. Change the name of the school or substantially alter its identity in the community.	12/15/2016	annually	Sep
50	Executive Limitation	Asset Protection	2.f.13	The Principal shall not: 12. Cause or allow facilities, buildings, rooms, departments, programs, grounds to be named or renamed without prior board approval.	12/15/2016	annually	Sep
51	Executive Limitation	Asset Protection	2.f.14	The Principal shall not: 13. Fail to protect the school's trademarks, copyrights, and intellectual property interests.	12/15/2016	annually	Sep
52	Executive Limitation	Compensation and Benefits	2.g	With respect to employment, compensation and benefits to employees, consultants, contract workers, and volunteers, the Principal shall not cause or allow jeopardy to financial integrity or to public image.	8/27/2016	annually	Oct
53	Executive Limitation	Compensation and Benefits	2.g.1	The Principal shall not: 1. Establish current compensation and benefits that deviate materially from the geographic or professional market for the skills employed.	8/27/2016	annually	Oct
54	Executive Limitation	Compensation and Benefits	2.g.2	The Principal shall not: 2. Create obligations over a longer term than revenues can be safely projected, in no event longer than one year and in all events subject to losses in revenue.	8/27/2016	annually	Oct
55	Executive Limitation	Compensation and Benefits	2.g.3	The Principal shall not: 3. Operate without a reasonably uniform pay scale based on prospect/employee experience and credentials.	8/27/2016	annually	Oct
56	Executive Limitation	Compensation and Benefits	2.g.4	The Principal shall not: 4. Pay performance bonuses to any employee without publishing clear criteria well in advance of determining amounts to be paid.	8/27/2016	annually	Oct
57	Executive Limitation	Communication and Support to The Board	2.h	The Principal shall not cause or allow the board to be uninformed or unsupported in its work.	8/27/2016	annually	Feb
58	Executive Limitation	Communication and Support to The Board	2.h.1	The Principal shall not: 1. Neglect to submit monitoring data or evidence required by the board in Board-Management Delegation Policy "Monitoring the Principal Performance" in a timely, accurate, and understandable fashion, directly addressing provisions of board policies being monitored, including the Principal's interpretations consistent with Board-Management Delegation Policy "Delegation to the Principal," as well as relevant data or evidence.	8/27/2016	annually	Feb
59	Executive Limitation	Communication and Support to The Board	2.h.10	The Principal shall not: 10. Fail to inform the board of any written or verbal correspondence from the school's authorizer or other regulatory agency which conveys information about actual or impending non-compliance with any statute, regulation or directive.	8/27/2016	annually	Feb
60	Executive Limitation	Communication and Support to The Board	2.h.2	The Principal shall not: 2. Allow the board to be unaware of any actual or anticipated noncompliance with any Ends or Executive Limitations policy regardless of the board's monitoring schedule.	8/27/2016	annually	Feb
61	Executive Limitation	Communication and Support to The Board	2.h.3	The Principal shall not: 3. Allow the board to be without decision information required periodically by the board or let the board be unaware of relevant trends.	8/27/2016	annually	Feb
62	Executive Limitation	Communication and Support to The Board	2.h.4	The Principal shall not: 4. Let the board be unaware of any significant incidental information it requires including anticipated media coverage, threatened or pending lawsuits, and material internal or external changes.	8/27/2016	annually	Feb

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63	Executive Limitation	Communication and Support to The Board	2.h.5	The Principal shall not: 5. Allow the board to be unaware that, in the Principal's opinion, the board is not in compliance with its own policies on Governance Process and Board-Management Delegation, particularly in the case of board or board member behavior that is detrimental to the work relationship between the board and the Principal.	8/27/2016	annually	Feb
64	Executive Limitation	Communication and Support to The Board	2.h.6	The Principal shall not: 6. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: monitoring, decision preparation, and other.	8/27/2016	annually	Feb
65	Executive Limitation	Communication and Support to The Board	2.h.7	The Principal shall not: 7. Deal with the board in a way that favors or privileges certain board members over others, except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the board.	8/27/2016	annually	Feb
66	Executive Limitation	Communication and Support to The Board	2.h.8	The Principal shall not: 8. Fail to submit to the board consent agenda items delegated to the Principal yet required by law, regulation, or contract to be board-approved, along with applicable monitoring information.	8/27/2016	annually	Feb
67	Executive Limitation	Communication and Support to The Board	2.h.9	The Principal shall not: 9. Fail to inform the board of all personnel changes on a timely basis, including but not limited to, promotion, termination, resignation, reassignment, and compensation.	5/18/2018	annually	Aug
68	Executive Limitation	Ends Focus on Grants and Fundraising	2.i	The Principal shall not fail to take into consideration the school's annual fund raising goals as they interrelate to all plans, programs and activities.	8/27/2016	annually	May
69	Executive Limitation	Integrity of Instructional Program	2.j	The Principal may not alter the curriculum or instructional design such that either materially deviates from the classical model of education in the American tradition.	8/27/2016	annually	Nov
70	Executive Limitation	Protection and Safety of All Stakeholders	2.k	The Principal may not permit any visitors to campus or at off-campus school sponsored events to have unsupervised access to students.	8/27/2016	annually	Sep
71	Executive Limitation	Protection and Safety of All Stakeholders	2.k.1	The Principal shall not: 1. Allow any visitor or vendor on campus without taking adequate precautions to protect students and employees.	4/18/2018	annually	Sep
72	Executive Limitation	Authorizer Relationship	2.l	The Principal may not cause or allow any communication between school staff and the authorizer, whether formal or informal, which is discourteous, adversarial, untimely or uncooperative with respect to authorizer campus visits, requests, policies or directives. The Principal shall not fail to cause the organization to comply with the terms of the Charter Agreement.	5/17/2018	annually	Apr
73	Executive Limitation	Authorizer Relationship	2.l	The Principal shall not fail to meet or exceed academic objectives enumerated in the Charter Agreement	5/17/2018	annually	Nov
74	Executive Limitation	Authorizer Relationship	2.l.1	The Principal shall not fail to provide the board at every regular meeting a report that lists for the school year the date of national and state-mandated tests and key charter-mandated metrics (CCRPI and BTO, for example), the month the school anticipates the results, and as available, the actual results in summary form.	5/17/2018	monthly	
75	Executive Limitation	Authorizer Relationship	2.m	The Principal shall not fail to meet other objectives enumerated in the Charter Agreement.	5/17/2018	annually	Apr
76	Board-Management Delegation	Global Board-Management Delegation Policy	3.0	The board's official connection to ACA's operation, its achievements, and conduct will be through its Principal. The CGO shall be empowered to lead fundraising and development efforts on the Board's behalf and to direct the Principal, staff members, and volunteers in those realms alone.	5/17/2018	annually	Nov
77	Board-Management Delegation	Unity of Control	3.a	Only officially passed motions of the board are binding on the Principal.	8/27/2016	annually	Nov
78	Board-Management Delegation	Unity of Control	3.a.1	1. Decisions or instructions of individual board members, officers, or committees are not binding on the Principal except in rare instances when the board has specifically authorized such exercise of authority.	8/27/2016	annually	Nov
79	Board-Management Delegation	Unity of Control	3.a.2	2. In the case of board members or committees requesting information or assistance without board authorization, the Principal can refuse such requests that require, in the Principal's opinion, a material amount of staff time or funds, or are disruptive, or are in violation of FERPA.	8/27/2016	annually	Nov
80	Board-Management Delegation	Accountability of the Principal.	3.b	The Principal is the board's only link to operational achievement and conduct, so that all authority and accountability of staff, as far as the board is concerned, is considered the authority and accountability of the Principal.	8/27/2016	annually	Jun

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81	Board-Management Delegation	Accountability of the Principal.	3.b.1	1. The board will never give instructions to persons who report directly or indirectly to the Principal.	8/27/2016	annually	Jun
82	Board-Management Delegation	Accountability of the Principal.	3.b.2	2. The board will not evaluate, either formally or informally, any faculty or staff member other than the Principal.	8/27/2016	annually	Jun
83	Board-Management Delegation	Accountability of the Principal.	3.b.3	3. The board will view the Principal's performance as identical to organizational performance so that organizational accomplishment of board-stated Ends and avoidance of board-proscribed means will be viewed as successful Principal performance.	8/27/2016	annually	Jun
84	Board-Management Delegation	Delegation to the Principal.	3.c	The board will instruct the Principal through written policies that prescribe the organizational Ends to be achieved and proscribe organizational situations and actions to be avoided (Executive Limitations), allowing the Principal to use any reasonable interpretation of these policies.	8/27/2016	annually	Sep
85	Board-Management Delegation	Delegation to the Principal.	3.c.1	1. The board will develop policies directing the Principal to achieve specified results, for specified recipients, at a specified or relative cost. These policies will be developed systematically from the broadest, most general level to more defined levels and will be called Ends policies. All issues that are not ends issues as defined here are means issues.	8/27/2016	annually	Sep
86	Board-Management Delegation	Delegation to the Principal.	3.c.2	2. The board will develop policies that limit the latitude the Principal may exercise in choosing organizational means. These limiting policies will proscribe those practices, activities, decisions, and circumstances that would be unacceptable to the board, even if they were to be effective. These policies are developed systematically from the broadest, most general level to more defined levels, and will be called Executive Limitations. The board will never prescribe organizational means delegated to the Principal. a. Below the global level, a single limitation at any given level does not limit the scope of the forgoing level. b. Below the global level, the aggregate of limitations on any given level may embrace the scope of the forgoing level, but only if justified by the Principal to the board's satisfaction.	8/27/2016	annually	Sep
87	Board-Management Delegation	Delegation to the Principal.	3.c.3	3. As long as the Principal uses any reasonable interpretation of the board's Ends and Executive Limitations policies, the Principal is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and pursue all activities. Such decisions of the Principal shall have full force and authority as if decided by the board.	8/27/2016	annually	Sep
88	Board-Management Delegation	Delegation to the Principal.	3.c.4	4. The board may change its Ends and Executive Limitations policies, thereby shifting the boundary between the board and the Principal's domains. By doing so, the board changes the latitude of choice given to the Principal, but as long as any particular delegation is in place, the board will respect and support the Principal's choices.	8/27/2016	annually	Sep
89	Board-Management Delegation	Monitoring the Principal's Performance	3.d	Systematic and rigorous monitoring of the Principal's performance will be solely against the Principal's job outcomes: organizational accomplishment of board policies in Ends and organizational operation within the boundaries established in Executive Limitations.	8/27/2016	annually	Jan
90	Board-Management Delegation	Monitoring the Principal's Performance	3.d.1	1. Monitoring is simply to determine the degree to which board policies are being met. Information that does not do this will not be considered to be monitoring information.	8/27/2016	annually	Jan
91	Board-Management Delegation	Monitoring the Principal's Performance	3.d.2	2. The board will acquire monitoring information by one or more of three methods: a. By internal report, in which the Principal discloses interpretations and compliance information to the board. b. By external report, in which an external, disinterested third party selected by the board assesses compliance with board policies. c. By direct board inspection, in which a designated member or members of the board assess compliance with the appropriate criteria.	8/27/2016	annually	Jan
92	Board-Management Delegation	Monitoring the Principal's Performance	3.d.3	3. In every case, the board will judge (a) the reasonableness of the Principal's interpretation and (b) whether data or other evidence demonstrates accomplishment of the interpretation.	8/27/2016	annually	Jan
93	Board-Management Delegation	Monitoring the Principal's Performance	3.d.4	4. The standard of compliance shall be any reasonable interpretation by the Principal of the board policy being monitored. The board is the final arbiter of reasonableness, but will always judge with "reasonable person" test rather than with an interpretation favored by board members or by the board as a whole.	8/27/2016	annually	Jan

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94	Board-Management Delegation	Monitoring the Principal's Performance	3.d.5	5. All policies that instruct the Principal will be monitored at a frequency and by a method chosen by the board. The board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.	8/27/2016	annually	Jan
95	Governance Process	Global Governance Process Policy	4.0	The purpose of the board, on behalf of the citizens of Georgia, is to ensure that Atlanta Classical Academy (a) achieves appropriate results for students for an appropriate cost (as specified in its charter and its board Ends policies) and (b) avoids unacceptable actions and situations (as specified in board Executive Limitations policies).	8/27/2016	annually	Aug
96	Governance Process	Global Governance Process Policy	4.0.1	The Board establishes the school's Mission, Vision, Core, Virtues, Motto, and Pledge: Mission: The mission of Atlanta Classical Academy is to develop students in mind and character through a classical, content-rich curriculum that emphasizes virtuous living, traditional learning, and civic responsibility. Vision: To be a nationally regarded K-12 classical school and serve as a local and national incubator for the growth and promotion of classical education. Virtues: Courage. Courtesy. Honesty. Perseverance. Self-Government. Service. Motto: Virtus. Scientia. Felicitas. Pledge: I will learn the true. I will do the good. I will love the beautiful.	5/17/2018	annually	Aug
97	Governance Process	Governing Style	4.a	The board will govern lawfully, observing the principles of the Policy Governance model, with an emphasis on (a) outward vision rather than internal preoccupation, (b) encouragement of diversity in viewpoints, (c) strategic leadership more than administrative detail, (d) clear distinction of board and the Principal, (e) collective rather than individual decisions, (f) future rather than past or present, and (g) proactivity rather than reactivity.	8/27/2016	annually	Aug
98	Governance Process	Governing Style	4.a.1	1. The board will cultivate a sense of group responsibility. The board, not the staff, will be responsible for excellence in governing. The board will be the initiator of policy, not merely a reactor to staff initiatives. The board will not use the expertise of individual members to substitute for the judgment of the board, although the expertise of individual members may be used enhance the understanding of the board as a body.	8/27/2016	annually	Aug
99	Governance Process	Governing Style	4.a.2	2. The board will direct, control, and inspire the school through the careful establishment of broad written policies reflecting the board's values and perspectives. The board's major policy focus will be on the intended long-term impacts in the lives of students, not on the administrative or programmatic means of attaining those effects inside the school.	8/27/2016	annually	Aug
100	Governance Process	Governing Style	4.a.3	3. The board will enforce upon itself whatever discipline is needed to govern with excellence. Discipline will apply to matters such as attendance, preparation for meetings, policymaking principles, respect of roles, and ensuring the continuance of governance capability. Although the board can change its Governance Process policies at any time, it will scrupulously observe those currently in force.	8/27/2016	annually	Aug
101	Governance Process	Governing Style	4.a.4	4. Continual board development will include orientation of new board members in the board's governance process and periodic board discussion of process improvement.	8/27/2016	annually	Aug
102	Governance Process	Governing Style	4.a.5	5. The board will allow no officer, individual, or committee of the board to hinder or serve as an excuse for not fulfilling group obligations.	8/27/2016	annually	Aug
103	Governance Process	Governing Style	4.a.6	6. The board will monitor and discuss the board's process and performance at each meeting. Self-monitoring will include comparison of board activity and discipline to its policies in the Governance Process and Board-Management Delegation categories.	8/27/2016	annually	Aug
104	Governance Process	Governing Style	4.a.7	7. The board will take into account the inherent value of diversity in race, gender, ethnicity, religion, cultural background, and other viewpoints (as well as the value of such diversity to the school's authorizers and the larger community) when (a) governing the school, (b) assessing the performance of the school, the Principal/school leader, and any other direct reports, and (c) recruiting, appointing and training any future Principal/school leader, other direct reports, board members, and board officers.	6/15/2017	annually	Aug
105	Governance Process	Board Job Description	4.b	Specific job outputs of the board as an informed agent of the ownership are those that ensure appropriate school performance	8/27/2016	annually	Feb
106	Governance Process	Board Job Description	4.b.1	1. <i>The board is the</i> authoritative link between the ownership and the operational organization.	5/17/2018	annually	Feb

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107	Governance Process	Board Job Description	4.b.2	2. Written governing policies that realistically address the broadest levels of all organizational decisions and situations to include: a. Ends: The organizational impacts, benefits, outcomes; recipients, beneficiaries, impacted groups; and their relative worth in cost or priority b. Executive Limitations: Constraints on the Principal's authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place. c. Board-Management Delegation: How power is delegated and its proper use monitored; the Principal's role, authority, and accountability. d. Governance Process: Specifications of how the board conceives, carries out, and monitors its own tasks.	8/27/2016	annually	Feb
108	Governance Process	Board Job Description	4.b.3	3. Assurance of successful organizational performance on Ends and Executive Limitations.	8/27/2016	annually	Feb
109	Governance Process	Board Job Description	4.b.3.a	To accomplish its job products with a governance style consistent with board policies, the board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves board performance through board education and enriched input and deliberation.	8/27/2016	annually	Feb
110	Governance Process	Chief Governance Officer's Role	4.c	The chief governance officer (CGO) (i.e., referred to as the board chair in the ACA bylaws), a specially empowered member of the board, ensures the integrity of the board's processes and, secondarily, occasionally represents the board to outside parties.	8/27/2016	annually	Oct
111	Governance Process	Chief Governance Officer's Role	4.c.1	1. The intended result of the CGO's role is that the board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization. a. Meetings will be conducted in a manner consistent with parliamentary procedure in accordance with Standards for Effective Governance of Georgia Nonprofit Charter School Governing Boards, V.a.6. b. Meeting discussion content will consist solely of issues that clearly belong to the board to decide or to monitor according to board policy. c. Information that is neither for monitoring performance nor for board decisions will be avoided or minimized and always noted as such in the minutes. d. Deliberation will be fair, open, and thorough but also timely, orderly, and kept to the point.	8/27/2016	annually	Oct
112	Governance Process	Chief Governance Officer's Role	4.c.2	2. The authority of the CGO consists in making decisions that fall within topics covered by board policies on Governance Process and Board-Management Delegation, with the exception that (a) contract renewal or termination of the Principal and (b) areas where the board specifically delegates portions of this authority to others. The CGO is authorized to use any reasonable interpretation of the provisions of these policies. a. The CGO is empowered to chair board meetings with all the commonly accepted powers of that position, such as ruling and recognizing. b. The CGO has no authority to make decisions about policies created by the board within Ends and Executive Limitations policy areas. Therefore, the CGO has no authority to supervise or direct the Principal. c. The CGO may represent the board to outside parties in announcing board-stated positions and stating CGO decisions and interpretations within the area delegated to that role. d. The CGO may delegate this authority but remains accountable for its use.	8/27/2016	annually	Oct
113	Governance Process	Board Secretary's Role	4.d	The board secretary is an officer of the board whose purpose is to ensure the integrity of the board's documents.	8/27/2016	annually	Oct
114	Governance Process	Board Secretary's Role	4.d.1	1. The intended result of the secretary's job is to see to it that all board documents and filings are accurate and timely. a. Policies will be current in their reflection of board decisions. Decisions upon which no subsequent decisions are to be based, such as consent agenda decisions, motions to adjourn, and staff or board member recognitions, need not be placed in policy. b. Policies will rigorously follow Policy Governance principles. c. Bylaw elements necessary for legal compliance and for consistency with the principles of Policy Governance will be known to the board. d. Requirements for format, brevity, and accuracy of board minutes will be known to the Principal.	8/27/2016	annually	Dec
115	Governance Process	Board Secretary's Role	4.d.2	2. The authority of the secretary is access to, and control over, board documents, and the use of staff time not to exceed 24 hours per year.	8/27/2016	annually	Dec

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116	Governance Process	Board Treasurer's Role	4.e	The board Treasurer is an officer of the board whose purpose is to assist the board in auditor selection and financial oversight against the board's stated Executive Limitations. Because the Atlanta Classical Academy Board is committed to being a Policy Governance board, it defines the role of board Treasurer as assisting the whole board with oversight of the school's financial management rather to be a participant in it. As such, the Treasurer, like all other ACA board members individually, has no authority to direct management or evaluate management performance against personal standards. Accordingly, the treasurer has no disproportionate responsibility for the financial performance of the school. As such, the Treasurer shall not be a signer on any school account nor shall have any authority to approve or authorize transactions.	5/18/2017	annually	Dec
117	Governance Process	Board Member's Code of Conduct	4.f	The board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.	8/27/2016	annually	Apr
118	Governance Process	Board Member's Code of Conduct	4.f.1	1. Members must demonstrate loyalty to the ownership, unconflicted by loyalties to staff, other organizations, or any personal interest such as board members with children in the school or spouses employed by the school.	8/27/2016	annually	Apr
119	Governance Process	Board Member's Code of Conduct	4.f.2	2. Members must avoid conflict of interest with respect to their fiduciary responsibility. a. There will be no self-dealing or business by a member with the organization. Members will annually disclose their involvement with other organizations or with vendors and any associations that might be reasonably seen as representing a conflict of interest. b. When the board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall withdraw without comment not only from the vote but also the discussion. c. Board members will not use their board position to obtain employment in the organization for themselves, family members, or close associates. A board member who applies for employment in ACA must first resign from the board.	8/27/2016	annually	Apr
120	Governance Process	Board Member's Code of Conduct	4.f.3	3. Board members may not attempt to exercise individual authority over the organization. a. Members' interaction with the Principal or with staff must recognize the lack of authority vested in individuals except when explicitly authorized by the board. b. Members' interaction with the public, the press, or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions. c. Except for participation in board deliberation about whether the Principal has achieved any reasonable interpretation of board policy, members will not express individual judgments of performance of employees or the Principal.	8/27/2016	annually	Apr
121	Governance Process	Board Member's Code of Conduct	4.f.4	4. Members will respect the confidentiality appropriate to issues of a sensitive nature.	8/27/2016	annually	Apr
122	Governance Process	Board Member's Code of Conduct	4.f.5	5. Members will be properly prepared for board deliberation.	8/27/2016	annually	Apr
123	Governance Process	Board Member's Code of Conduct	4.f.6	6. Members will support the legitimacy and authority of the final determination of the board on any matter, without regard to the member's personal position on the issue.	8/27/2016	annually	Apr
124	Governance Process	Board Committee Principles	4.g	Board committees, when used, will be assigned so as to reinforce the wholeness of the board's job and so as never to interfere with delegation from board to the Principal.	8/27/2016	annually	May
125	Governance Process	Board Committee Principles	4.g.1	1. Board committees are to help the board do its job, never to help or advise the staff. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. In keeping with the board's broader focus, board committees will normally not have direct dealings with current faculty and staff operations.	8/27/2016	annually	May
126	Governance Process	Board Committee Principles	4.g.2	2. Board committees may not speak or act for the board except where formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order to prevent conflict with authority delegated to the Principal.	8/27/2016	annually	May
127	Governance Process	Board Committee Principles	4.g.3	3. Board committees will not exercise authority over staff. The Principal works for the full board, and will therefore not be required to obtain the approval of a board committee before or after an executive action.	8/27/2016	annually	May

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128	Governance Process	Board Committee Principles	4.g.4	4. Board committees are to avoid over-identification with organizational parts rather than the whole. Therefore a board committee that has helped the board create policy on some topic will not be used to monitor organizational performance on that same topic.	8/27/2016	annually	May
129	Governance Process	Board Committee Principles	4.g.5	5. Committees will be used sparingly and ordinarily in an ad hoc capacity.	8/27/2016	annually	May
130	Governance Process	Board Committee Principles	4.g.6	6. This policy applies to any group that is formed by board action, whether it is called a committee and regardless of whether the group includes board members. It does not apply to committees formed under the authority of the Principal.	8/27/2016	annually	May
131	Governance Process	Cost of Governance	4.h	Because poor governance costs more than learning to govern well, the board will invest in its governance capacity.	8/27/2016	annually	Mar
132	Governance Process	Roll of Audit Committee	4.i	The Board's Audit Committee a) Operates in accordance with Policy Governance to provide financial oversight on behalf of the board, tax payers, and authorizers; b) Serves as the authority of record within the ACA community to individuals that may wish to direct allegations of financial fraud, waste and abuse (i.e., whistleblower allegations). c) Ensures that contact information of committee members is widely disseminated throughout the organization so that any individual wishing to make an allegation knows whom to contact. d) Promptly investigates, documents, and reports to the board the findings of any allegation of fraud, waste and abuse.	5/18/2017	annually	Oct
133	Governance Process	Roll of Audit Committee	4.i.1	The Audit Committee shall be chaired by the treasurer and include a maximum of two additional members, one of whom must be another Director.	5/18/2017	annually	Nov
134	Governance Process	Roll of Audit Committee	4.i.2	On an annual basis, the audit committee shall a) Ensure that all criminal background checks on board members and key employees (i.e., with respect to finances) have been conducted and are favorable. b) Ensure that adequate bonds and/or insurance against employee theft are being maintained by the Principal for all employees with access to school funds. c) Schedule reviews of the audit and the IRS form 990 with the full board and its external auditor. d) Ensure that the banking institutions being utilized by the school are only those authorized by the board. e) Ensure that all officers and directors sign statements disclosing situations that could give rise to a conflict of interest. f) Ensure that management has conducted and published a risk management evaluation.	5/18/2017	annually	Dec
135	Governance Process	Roll of Audit Committee	4.i.3	On a semi-annual basis, the audit committee shall conduct an onsite evaluation to determine the extent to which the following internal controls are being followed. Report results to the board. Committee shall inspect: a. Purchase order procedures b. Check writing procedures c. Asset inventory and protection d. Recommendations/action items identified by the auditor e. Review vendor lists for irregularities (such as shell companies, related-party transactions and inordinately favorable contracts). Ensure school has not f. Incurred new debt or modified the terms of existing debt without permission of the board. g. Modified the terms of insurance policies without permission of the board. h. Opened new bank accounts without board approval. i. Expended restricted funds except for the purposes for which the funds have been restricted. j. Allowed operating expenses in a fiscal year to exceed public revenue without board approval. k Failed to maintain adequate cash reserves as required by creditors, nor use funds from designated reserve accounts without the permission of the board. l. Failed to settle payroll and pay other debts in a timely manner. m. Allowed tax payments or other government-ordered payments or filings to be overdue or inaccurately filed. n. Made in any fiscal year greater than \$20,000 in cumulative, unbudgeted capital expenses without prior approval from the Board, except that the Principal may make emergency purchases required to establish or preserve safe conditions.	5/18/2017	semi-annually	Dec+Jun

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136	Governance Process	Roll of Audit Committee	4.i.4	<p>The audit committee shall</p> <ul style="list-style-type: none"> a) Review payroll reports for irregularities (e.g., ghost employees, fraudulent compensation changes, etc.) b) Review all purchases and vendor contracts valued at or above \$5,000 per year for irregularities. c) Review the following documents for irregularities and report to the board: <ul style="list-style-type: none"> i. School credit card statements ii. Bank statements iii. Check register iv. Debt service compliance certificate 	9/21/2017	semi-annually	Dec+Jun
137	Governance Process	Roll of Audit Committee	4.i.5	As required, solicit and review RFPs from qualified external auditors and recommend as appropriate to the board.	5/18/2017	annually	May