

# Board Member Agreement

## Human Program Foundation

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### **Governing Board Member Agreement**

This Board Member Agreement (“Agreement”) affirms the commitment, responsibilities, and ethical obligations of each member of the Governing Board of Human Program Foundation, a Colorado public charter school operated by a nonprofit organization. By signing this Agreement, the Board Member acknowledges their duties under Colorado law, federal law, and the policies of Human Program Foundation.

### **I. Purpose of Board Service**

The Governing Board exists to ensure that Human Program Foundation fulfills its mission, achieves strong academic and organizational outcomes, operates in compliance with applicable laws and its charter contract, and serves the best interests of students and families. Board members govern in the public interest and are stewards of public resources.

### **II. Roles and Responsibilities**

As a member of the Governing Board, I agree to:

- Act in good faith and in the best interests of Human Program Foundation and its students
- Fulfill fiduciary duties of care, loyalty, and obedience consistent with Colorado nonprofit law
- Focus on governance, policy, strategy, and oversight rather than day-to-day operations
- Hire, support, evaluate, and, if necessary, replace the Head of School or Superintendent
- Approve and monitor the school’s budget, financial health, and long-term sustainability
- Monitor academic performance, organizational health, and compliance with the charter contract
- Participate actively in board meetings, committees, training, and board development activities
- Maintain confidentiality of non-public information

### **III. Legal and Ethical Obligations**

I acknowledge that Human Program Foundation is a public charter school and that my service is subject to applicable laws and regulations, including but not limited to:

- Colorado Charter Schools Act
- Colorado Open Meetings Law (C.R.S. § 24-6-401 et seq.)
- Colorado Public Records Act (C.R.S. § 24-72-204)
- Family Educational Rights and Privacy Act (FERPA)
- IRS regulations governing 501(c)(3) nonprofit organizations

I agree to comply fully with these requirements and all board-adopted policies.

#### **IV. Conflict of Interest and Code of Ethics**

I acknowledge receipt of, and agree to comply with, the **Human Program Foundation Code of Ethics and Conflict of Interest Policy**. I understand that:

- I must complete an annual Conflict of Interest Disclosure Statement
- I have an ongoing obligation to disclose any actual, potential, or perceived conflict of interest
- I must recuse myself from discussion and voting on any matter in which I have a conflict
- All disclosures and recusals will be documented in board meeting minutes

I agree not to use my board position for personal, professional, or financial gain.

#### **V. Confidentiality and Privacy**

I agree to maintain the confidentiality of all non-public information obtained through my service, including student records, personnel matters, legal matters, and proprietary information. I understand that disclosure of student information is strictly limited under FERPA and that violations may result in legal consequences and removal from the board.

#### **VI. Attendance and Participation**

I understand that effective governance requires consistent participation. I agree to:

- Attend regular and special board meetings as scheduled
- Attend a minimum of 75% of board meetings
- In the event a board member cannot attend a meeting, the board member agrees to watch the recorded session prior to the next board meeting and provide feedback/take action if necessary.
- Prepare for meetings by reviewing materials in advance
- Participate in committee work as assigned
- Notify the Board Chair in advance if unable to attend a meeting

Failure to meet attendance or participation expectations may result in corrective action as outlined in the board bylaws.

## **VII. Code of Conduct**

As members of the Board of Directors, we are committed to honoring the time, work, and mission that bring us together. To ensure our meetings are productive, respectful, and reflective of our organization's values, all board members are expected to uphold the following standards:

**Preparation:** Come to each meeting having reviewed all materials distributed in advance. Be ready to engage thoughtfully, ask informed questions, and contribute meaningfully to discussion and decision-making.

**Punctuality:** Arrive on time and remain present for the duration of the meeting. If you are unable to attend or anticipate a delay, notify the appropriate person in advance whenever possible.

**Professionalism:** Engage with fellow board members, staff, and guests with courtesy and respect. Differences of opinion are welcome and encouraged — how we express them matters. Active listening, constructive dialogue, and a collaborative spirit are expected of everyone at the table.

**Appearance:** Dress in a manner that reflects the professionalism of your role and the dignity of the organization, whether attending in person or virtually.

**Environment: Participate** from a quiet, distraction-free setting. Silence or disable notifications on personal devices during the meeting. If attending virtually, use a professional background, ensure reliable connectivity, and keep your camera on whenever possible.

## **VIII. Board Development and Training**

I agree to participate in board orientation and ongoing governance training, including training related to ethics, financial oversight, academic accountability, and charter school law. I understand that continuous learning is an essential component of effective board service.

## **IX. Term, Removal, and Resignation**

I acknowledge that my term of service, removal procedures, and resignation process are governed by the board bylaws and applicable law. I agree to abide by those provisions and to support an orderly transition if my service concludes.

## **X. Acknowledgment and Agreement**

By signing below, I affirm that I have read, understand, and agree to abide by this Board Member Agreement, the Human Program Foundation bylaws, and all applicable board

policies. I understand that failure to comply with this Agreement may result in corrective action, including removal from the Governing Board.

**Board Adoption**

This policy was adopted by the Governing Board of Human Program Foundation at a duly noticed public meeting of the Board of Directors.

**Date of Adoption with revisions:** ~~4.13.2026~~ *Katie Mccullough*

**Board Chair Signature:** \_\_\_\_\_

**Board Chair Name (Printed):** Katie Mccullough

**Secretary Signature:** \_\_\_\_\_ *jennifer bassignani*

**Secretary Name (Printed):** Jennifer Bassignani