

NPA Governing Board Application Packet

Thank you for your interest in serving on the Governing Board of Northland Preparatory Academy. We are pleased that you are interested in serving as a member of the Governing Board. As described in Article II, Section 2.1 of the Bylaws of Northland Prep, the Board constitutes the governing body of the school corporation:

The Board shall constitute the governing body of the Corporation. The Corporation's activities, affairs and property shall be managed, directed and controlled, and its powers exercised by, and vested in, the Board. The Board shall have all powers necessary to carry out the purpose of the Corporation as specified in the Articles of Incorporation as amended, and the laws of the State of Arizona and of the United States.

The Board consists of at least nine members. The term of each Board Member begins in August and lasts for three (3) years, which means that each year three seats are up for election. We hope to fill these positions with candidates who bring diverse skills, backgrounds and experiences and can contribute to a well-rounded and effective Board.

Steps in the NPA Board Application Process

1. Consider attending the optional board information session **on Monday, December 10, 2018 at 5:30pm at NPA**, to learn about the duties and expectations of Board membership, meet some of the members, and to review the application packet.
2. Submit all of the items listed in the Candidate Checklist below to be *received* by the deadline of **January 28, 2019 at 4pm**. The application may be returned to Board of Directors, c/o NPA, 3300 E. Sparrow Ave., Flagstaff, AZ 86004.
3. Applicants are strongly encouraged to attend (at least) the **February 25th** NPA Board Meeting, at which candidates will have a three minute slot to present themselves and their qualifications to the Board for consideration. Many board candidates attend many meetings prior to board elections and/or get involved in some of the board committees.
4. The Board will vote on candidates to fill upcoming vacancies at the February 25th meeting following the candidate presentations.
5. Those candidates elected will need to complete the items in the Board Member-Elect Checklist provided with the application.
6. Elected Board Members are seated and begin service at the August meeting, but most members-elect start or continue attending board meetings regularly in March.

NPA Board Candidate Checklist

The following items are to be submitted prior to the deadline of **January 28, 2019 at 4pm**:

- ☐ NPA Board Membership Application (pages 3-6 of this document)
- ☐ Resume (please attach)
- ☐ Notarized Affidavit, Disclosure and Consent for Background & Credit Check (p. 7 of this document)

[Member-Elect checklist continues on next page]

NPA Board Member-Elect Checklist

If elected to the Board, you will be given and must also submit the following items **within 45 days of election** [FYI, 45 days past the February 25th meeting date is April 11th] in order to qualify for official seating on the Board:

- ☐ Copy of Fingerprint Clearance Card
 - If you do not already possess a Fingerprint Clearance Card, you will need to apply for one using Department of Public Safety Form 802-07263, which is available from NPA after election.
 - Fill in all information requested (check boxes for “Public and/or Charter School Non-certificated Personnel” and “Volunteer”). The charge for DPS processing is \$65 and is borne by the Board Member-Elect.
 - NPA needs to have a copy of your **issued** card in order for you to be seated, not just the application showing that you’ve applied for the card. **Apply for your card immediately** after election to allow time for processing, which can take several weeks. There is an expedited online application available, but in either case fingerprints happen in person.
 - See <http://www.azdps.gov/services/fingerprint/#22> for further information.
 - Flagstaff Police Department (779-3646) will take your fingerprints for \$6 (cash or check only) at the Sawmill location. Hours are M-F 7-6:30 and Saturday 9-4:30.
- ☐ Declaration of Payment, Benefit or Consideration
- ☐ Copies of Official Transcripts from the highest post-secondary educational institution attended
 - OR** Verification of coursework/degree through www.studentclearinghouse.org

Application for Board of Directors Position
Northland Preparatory Academy

Please submit a current Vita/Resume and any other documents as requested on the candidate checklist with your application.

1. Personal Information

Please respond to all items.

Name _____
Last First Middle

Home address _____

Home/Mobile telephone _____ E-mail _____

Business address _____

Business telephone _____ E-mail _____

2. Experience

In order to assemble a board that provides the diversity to address the issues important to this school, and the balance to meet each of the varying needs of governing our school, we are looking for a variety of types of expertise. Please address your skill level for each area listed below. Let us know how your membership on Board would help us meet the goals of full diversity and balance to cover all NPA needs.

Skill set	Lots of experience	Some experience	No experience
Arizona politics			
Budget/Finance			
Building/Facilities Management			
Business Ownership/Management			
Communications and Marketing			
Community Collaboration/Partnerships			
Community Engagement			
Educational Issues			
Fundraising			
Grant Writing			
Leadership			
Legal Expertise/ Legal Issues in Education			
Legislative Issues			
Policy Making			
Strategic Planning			
Technology/Web Development			

Use the space below to comment on how any of these experiences would contribute to your Board membership:

Volunteer service to NPA is a critical component to the success of this school. Please highlight the volunteer experience(s) you have with Northland Preparatory Academy and/or other non-profit organizations.

List in consecutive order beginning with most recent experience all those professional work experiences you have had that lead you to believe you would be a successful Board member.

Dates	Position/Location	Supervisor Name and Title	Supervisor's Phone
			Work:
			Home:

3. References

Please list the names of persons who are familiar with your character, personality, experience, and work habits.

Name	Position	Telephone	Email

4. Education

List all graduate and undergraduate work and degrees earned.

School and Location	Date earned	Degree, Diploma, or Hours	Major & Minor if applicable	

5. Honors and Distinctions

List honors, awards, communications, elective or appointive offices held, or other distinctions received.

6. Memberships and Affiliations

List educational and other memberships/affiliations. Please note leadership roles.

7. Community and Volunteer Activities

Please list significant community and/or volunteer activities applicable to board membership at NPA.

Activity	Community or Organization

8. Please provide any additional information that you would like the board to consider as part of your application.

9. Background Check and:

In addition to the following information, a thorough background check may be made at the option of the Governing Board.

If additional space is needed, begin your explanation here and attach additional sheets. Clearly identify any additional sheets as 9. Background Check and Information: A, B, C, and D, respectively.

"Yes" answers to the following questions will not necessarily result in denial of your application.

- A. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of drug or alcohol impairment)? You must answer, "Yes" even if the matter was later dismissed, deferred, reversed, vacated or expunged. If you answer, "Yes" you must provide dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of the accusation against you and the final disposition of the case(s).

Yes ☐

No ☐

Explanation:

- B. Have you ever been dismissed (fired) from any job, or resigned at the request of your employer or while charges against you or an investigation of your behavior was pending? You must answer "Yes" even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "Yes" you must provide the date of termination of employment, the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination.

Yes ☐

No ☐

Explanation:

- C. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you before an licensing, certification or other regulatory agency or body, public or private? If you answer "Yes" you must provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.

Yes ☐

No ☐

Explanation:

- D. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer, "Yes" you must provide the name, address, and telephone number of the employer or licensing body and a statement of the accusations against you.

Yes ☐

No ☐

Explanation:



Arizona State Board for Charter Schools

Affidavit, Disclosure, and Consent for Background and Credit Check

Complete this form for each new Charter Representative and Principal listed in the request/application. Duplicate as needed and print each form separately. Have each form signed and dated by the new Charter Representative or Principal and notarized.

Name: _____ Social Security Number*: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Date of Birth: _____ Place of Birth: _____

With my signature below, permission is hereby granted to the Arizona State Board for Charter Schools to conduct a background and credit check of the individual above.

Please check the appropriate answer to each question below.

1. Have you ever been convicted of or pled "no contest" for any violation of law other than minor traffic offenses? If either event has occurred, you must answer YES. If the conviction has been set aside, the charges must be disclosed. Please give details on a separate signed, notarized and dated sheet.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2. Have you ever been convicted of, admitted committing, or are you awaiting trial on any of the following criminal offenses in this state or similar offenses in another jurisdiction: (1) Sexual abuse of a minor, (2) Incest, (3) First or second degree murder, (4) Kidnapping, (5) Arson, (6) Sexual assault, (7) Sexual exploitation of a minor, (8) Contributing to the delinquency of a minor, (9) Commercial sexual exploitation of a minor, (10) Felony offenses involving sale, distribution or transportation of, offer to sell, transport or distribute marijuana or dangerous or narcotic drugs, (11) Felony offenses involving the possession or use of marijuana or dangerous or narcotic drugs, (12) Misdemeanor offenses involving the possession or use of marijuana or dangerous drugs, (13) Burglary in the first degree, (14) Burglary in the second or third degree, (15) Aggravated or armed robbery, (16) Robbery, (17) A dangerous crime against children as defined in A.R.S. § 13-705, (18) Child abuse, (19) Sexual conduct with a minor, (20) Molestation of a child, (21) Manslaughter, (22) Aggravated assault, (23) Assault, or (24) Exploitation of minors involving drug offenses? If YES, submit certified court record and details of incident(s), signed, notarized and dated.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3. Have you ever declared bankruptcy? Please give details on a separate signed, notarized and dated sheet.	Yes <input type="checkbox"/> No <input type="checkbox"/>

I DO SOLEMNLY SWEAR OR AFFIRM THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. FURTHERMORE, SHOULD ANY PART OF THE INFORMATION HEREIN PROVIDED PROVE TO BE FALSE, I RECOGNIZE THAT IT SHALL BE JUST CAUSE FOR THE ARIZONA STATE BOARD FOR CHARTER SCHOOLS TO DENY THE REQUEST SUBMITTED BY THE ABOVE LISTED CHARTER HOLDER(S)?

Signature _____

Notary: Subscribed and sworn before me this _____ day of _____ Year _____

County of _____ State of _____

Notary Public Signature _____ My Commission Expires _____

*Disclosure of your social security number is voluntary and is requested by the Arizona State Board for Charter Schools pursuant to its legislative authorization under A.R.S. § 15-182(E) in order to verify the information supplied in your request and to determine your qualifications to operate a charter school. No statute or other authority requires that you disclose your social security number for that purpose. Failure to disclose your social security number may, however, result in a denial of your request.