

# 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 and encourage you to review the following background information about service on the Governing Board.

## **Structure of the NPA 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 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.

The Board is a governing board rather than a managing board and works as a body to support the school's mission by (1) creating and solidifying the platform and environment in which the Superintendent and school administration can carry out the operations of the school and (2) providing expertise and oversight for the institution as a whole.

Members of the Board are registered with our chartering body, the Arizona State Board for Charter Schools, after being seated on the board. Members are also listed with the Arizona Corporation Commission, as NPA is a 501(c)(3) not-for-profit corporation, as the membership of the corporate board and governing board are one in the same.

The Board currently has the following standing Committees: Board Recruitment; Community Enrichment; Finance; Grants and Fundraising; Personnel; Policies and Bylaws; and Strategic Planning. These committees consist of Board members, members of the school administration team, and interested parents. Different committees have different frequencies of meetings, varying from two or three meetings a year for some committees to eight or nine for the most frequent. Oftentimes, prospective Board members serve on committees prior to their application to the Board.

## **Expectations of Members**

Members are expected to attend the regular meetings, which are monthly and typically on the fourth Monday of the month with some alterations when holidays conflict with the normal pattern. From time to time, additional meetings may be called in response to personnel, student discipline, or other issues which may arise and must be addressed at a special meeting.

Members are all expected to participate actively in committee work, usually serving on at least two committees. As key supporters of the school and its mission, Board members also set positive examples for the school community in volunteering, serving as ambassadors for the school in the community, and participating in school fundraisers to whatever extent is feasible.

## **Enrollment Preference Benefit**

Many prospective Board members are aware that in accordance with A.R.S. §15-184 and NPA's enrollment policies, we can reserve space in the school for children of staff and children of seated Board members. However, all prospective Board members should be clear on exactly what this preference does and does not mean.

NPA policy regarding enrollment recognizes preferences for enrollment at each grade level in the following priority: students returning from the prior year; siblings of currently enrolled students; children of full-time staff members; children of seated board members; siblings of students admitted at another grade level for the coming year; and all other students. Except for returning students, a random lottery process establishes order on a wait list with each of the categories of students listed above. In any given year at any given grade, there may or may not be students in each of the categories, and the numbers can vary.

At 6<sup>th</sup> grade, with no returning students, we can reserve spaces in the 6<sup>th</sup> grade class for children of staff and board, because we never have more siblings than spaces in 6<sup>th</sup> grade. Children of board members elected in the spring and slated to be seated on the board in early August have a high probability that their child will be enrolled. For prospective board members whose children may be seeking to enroll in grades 7-12, there is not an automatic guarantee, as we can only reserve priority spaces on the wait list for filling vacancies that come open. If there are siblings of current students or children of staff seeking enrollment at the same grade, those children are at a higher priority than children of board members. If that number of children is greater than the number of vacancies which come open for a given grade in a given summer, there is a possibility that the child of a prospective board member would still not be able to enroll.

Prospective board members file an enrollment application for children just as any other parent. At the point that someone becomes a Board Member-Elect, the student's application will be reclassified to reflect the preference.

## **Steps in the NPA Board Application Process**

1. Consider attending the optional board information session **on Tuesday, January 5<sup>th</sup>, 2021 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 25, 2021 at 4pm**. The application may be returned to Board of Directors, c/o NPA, 3300 E. Sparrow Ave., Flagstaff, AZ 86004 or scanned and emailed to Board member Priscilla Rost at [prost@northlandprep.org](mailto:prost@northlandprep.org).
3. Applicants are strongly encouraged to attend (at least) the **February 22<sup>nd</sup> 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 22nd 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 25, 2021 at 4pm**:

- NPA Board Membership Application (pages 4-7 of this document)
- Resume (please attach)
- Notarized Affidavit, Disclosure and Consent for Background & Credit Check (p. 8 of this document).

NOTE: While this form states that listing your SSN is technically optional, without doing so, the background check run by ASBCS cannot be finalized and they would reject our application to add you to our Board. **Please list your SSN on this form.**

## **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 22<sup>nd</sup> meeting date is April 8th] in order to qualify for official seating on the Board:

- Copy of Fingerprint Clearance Card**
  - o If you do not already possess a Fingerprint Clearance Card, you will need to apply for one using the Fieldprint Arizona website:
    - <https://fieldprintarizona.com/>
    - First you will create an account
    - You will need to enter your personal information
    - Choose the options that best fit the following:
      - Charter School
      - Board Member
      - Not paid/volunteer
      - Fingerprint Clearance Card **with** an IVP number
      - Non-Certificated Personnel
    - Schedule your appointment
    - Take two forms of ID to the appointment
      - A list of what is accepted can be found on the following link:
        - o [https://fieldprintarizona.com/SubPage\\_FullWidth.aspx?ChannelID=374](https://fieldprintarizona.com/SubPage_FullWidth.aspx?ChannelID=374)
    - The cost is typically \$75.00 with the processing fee and your card will be good for 6 years.
    - Currently it will take about 4-6 weeks to process and receive your card. Once you have received it, we will need to place a copy of it in your file.
- Declaration of Payment, Benefit or Consideration Form** – this simply acknowledges the fact that you are receiving no compensation for your service on the Board other than the enrollment preference described above.

**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 \_\_\_\_\_

Do you have school-aged children? If so, what is(are) the grade level(s) he/she(they) would be entering NEXT school year? \_\_\_\_\_  
 Will you be seeking to enroll them at NPA next school year? \_\_\_\_\_

**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 you 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. Duplicate as needed and print each form separately. Have each form signed and dated by the 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 (ASBCS) or its authorized representative bearing this release or a copy thereof, to conduct a background and credit check to obtain information about me, if and/or when ASBCS decides it is necessary to do so, or in connection with a request of the following Charter Holder(s): \_\_\_\_\_**

*Please check the appropriate answer to each question below.*

|   |  |
|---|--|
| <b>1.</b> 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.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>2.</b> 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. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <b>3.</b> Have you ever declared bankruptcy? Please give details on a separate signed, notarized and dated sheet.   | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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.