FLAGSTAFF ARTS & LEADERSHIP ACADEMY

March 7, 2018

Dear Applicant,

Thank you for your interest in the open board position for Flagstaff Arts and Leadership Academy.

The FALA board currently has four openings and candidates should meet the qualification requirements, but also have expertise in one or all of the following areas; Fundraising, Finance, School Administration, and Strategic Planning.

Please complete the included board application. You will find the duties and obligations of board members, the Governing Board Compact to review, and Conflict of Interest Policy. Please complete the application, acknowledgement of the Conflict of Interest, Notarized Affidavit, and Disclosure and Consent of Background and Credit Check. The application should include official transcripts from the highest postsecondary education institution and a current resume. Applicants will need to pass a valid fingerprint clearance card if they are selected for the position.

Applicants should be available for regular board meetings at 5 pm on the third Wednesday of each month and special board meetings that are scheduled during the year.

We appreciate your interest in this position and look forward to reviewing your completed application.

Sincerely,

Dr. Judy Jordan
President of the Board

PS: Any questions, please contact Deidre Crawley, Dean of Academy, 928-779-7223 or email dcrawley@flagarts.com.

Flagstaff Arts and Leadership Academy
Job Description

POSITION/TITLE: Director - Board of Directors

TERM: 3 Years - May apply for additional term
SALARY: None

QUALIFICATIONS:

1. Must be older than 18 years.
2. Significant experience and qualifications to further the Board's commitment to the educational purposes of FALA - weight given to school administration, finance, fundraising and organizational development
3. Complete Notarized Affidavit, Disclosure and Consent for Background and Credit Check
4. Official transcripts from the highest post-secondary education institution attended
5. Pass a valid fingerprint clearance card
6. Submit a current resume

The Board performs the following basic functions necessary to the discharging of its responsibilities: legislative, executive, and appraisal.

- The legislative function is the policy-making aspect of the Academy. It is the policy of the Board to retain and exercise full legislative authority and control over the Academy by adopting general policies or by acting directly in matters not covered by its policies.

- The executive function of the Board is concerned with placing in operation existing Board policy. Most of this function is delegated by the Board to its executive and administrative officer, the Executive Director.

- The appraisal function involves the determination of the efficiency of the Academy operation and an evaluation of the educational program of the Academy based on the policies as outlined in the policy manual.

JOB GOAL: To further the mission of the Flagstaff Arts and Leadership Academy by ensuring compliance with state and federal regulations concerning the operations of the Academy.

The duties and obligations of an individual Board member include the following:

1. To become familiar with the state's school laws, regulations of the State Department of Education, Arizona State Board for Charter Schools, and Academy policies, rules, and regulations.
2. To have a general knowledge of the educational aims and objectives of the Academy.
3. To work harmoniously with other Board members without neglecting a proper share of the work or trying to dominate the Board.
4. To work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Executive Director.
5. Work with the Executive Director and staff on goal setting and strategic planning.
6. To vote and act in Board meetings impartially for the good of the Academy.
7. To accept the will of the majority vote in all cases, and give wholehearted support to the resulting policy.
8. To accept the responsibility for confidentiality in appropriate matters, especially those dealing with personnel and the divulging of privileged information that could cost the Academy money, support, or public confidence.
9. To represent the Board and the Academy to the public in a manner that promotes both interest and support.
10. To refer complaints to the proper school authorities and to refrain from individual counsel and action.
11. To closely monitor the finances of the institution and ensure fiscal responsibility.
12. To take responsibility for ensuring that policies and procedures reflect the best practices of accounting, compliance, operations, academic standards, and personnel.
13. Come to Board meetings prepared by the school's administration.
14. Regularly attend Board meetings, alerting the Board President in advance when you must miss a meeting.
15. Attend as many FALA performances and exhibitions as possible.
16. Visit campus and attend classes during the school year.
17. Participate in fundraising in a way that makes sense for each individual Board member --this can run the spectrum of directly asking for donations to letting friends and associates know about fundraisers and performance that the school is hosting.
18. Act as an ambassador for the school out in the community and among friends and colleagues.
19. Remember always that a Board member's first and greatest concern must be the educational welfare of the students attending the public schools.

REPORTS TO: BOARD OF DIRECTORS

EVALUATION: Performance will be evaluated in accordance with the provisions of Board policy.

Director's Signature: _____ Date: _____

Board President's Signature: _____ Date: _____

Flagstaff Arts and Leadership Academy
Board Member Application updated Nov. 2015

Application for Board Candidacy

We want to understand more about how you envision your contribution to the organization, as well as your skills, talents and passions. Please use this as an opportunity to expand on interests and skills that might not otherwise be highlighted in your resume.

Experience Matrix

Please check the box that best reflects your skills/ experiences/involvement in each area.

	Very Knowledgeable / Involved	Somewhat Knowledgeable / Involved	Not Particularly Knowledgeable / Involved	Not At All Knowledgeable / Involved
Fundraising				
Finance				
School Administration				
Grant Writing				
Legal				
Human Resources				
The Arts				
Non-Profit Organizations				
Management				
Public Relations				
Strategic Planning/ Organizational Development				
Youth Leadership				
Business				
Community Outreach				
Facilities				
Environmental Issues/ Sustainability				
Political/ Governance				

Please answer the following questions on a separate sheet of paper.

1. **Elaborate on two of the areas of interest from the experience matrix where you are most adept. Briefly describe previous experiences within the areas and the skill(s) you have developed during that time.**

2. **Elaborate on two of the areas of interest from the matrix that you are most passionate about. Briefly describe previous and present experiences within the areas and what fuels your passion.**

3. **Outline the specific skills and contributions you hope to bring to Flagstaff Arts and Leadership Academy Board of Directors and to FALA's school environment and community.**

4. **List your affiliation with other local, state and national organizations.**

5. **Why do you want to serve on FALA's board?**

Mission Statement

Our mission is to provide a transformative educational experience by cultivating academic excellence in the arts, sciences, and humanities and developing leadership. We support the individual growth of each student through our nurturing educational community.

Our Principles & Purpose

Fine and Performing Arts: Learning about artistic forms, history, techniques, art critique, and artists in a variety of artistic disciplines supports self-expression and creativity. The breadth and depth of art courses at FALA guide students to follow their own artistic passions. FALA graduates value and practice art for the rest of their lives and are prepared to pursue advanced studies in artistic disciplines.

College Preparatory: Participating in sequences of rigorous and thought-provoking courses cultivates vital skill development. All FALA courses incorporate written, oral, and artistic forms of communication and critical inquiry, along with building increased knowledge and understanding. The liberal arts focused education at FALA supports the success of our graduates in college and university settings.

Leadership: Translating understanding into action in one's daily life and in the community is how FALA defines leadership. Community may include friends, family, peers, and local and global groups of people and organizations. The experiences at FALA, including an emphasis on service learning, build confidence, understanding, empathy and communication, and empower students to be leaders in their lives and the world.

Habits of Heart and Mind

The FALA Habits of Heart and Mind are five values, or ways of being, that guide students throughout their time at FALA and beyond. In the classroom, during performances, by doing service, during personal interactions, or through creative projects, students at FALA embrace and embody these Habits and faculty and staff at FALA use these habits to guide their educational decisions and practices.

Common Good: Building a functional community by evaluating the impact of individual actions on the rest of the group and making decisions accordingly.

Connection and Collaboration: Working with diverse concepts, techniques, objects and people to further meaningful intellectual and artistic understandings.

Investment: Demonstrating a commitment to education and learning by taking responsibility for personal success and making significant contributions to FALA.

Creativity: Pushing the boundaries of accepted understandings and ideas by making innovative interpretations, connections, creations, and productions.

Critical Inquiry: Seeking out, analyzing, and synthesizing different perspectives and allowing these perspectives to change individual understandings, thought processes, and actions.

Applicant:

Please respond to the following questions:

1. One of the duties and obligations of a Board Member is to have a general knowledge of the educational aims and objectives of the Academy. In that role, you work harmoniously with other board members to further the mission of the Academy. Please describe how the Habits of Heart and Mind's five values will guide your role as Director.

2. As an ambassador of the Academy in the community and among friends and colleagues, how would the Habits of Heart and Mind inform your relationships? Please describe.

Flagstaff Arts and Leadership Academy

BACKGROUND INFORMATION SHEET ATTACHMENT

Provide the following information for each authorized representative, officer, member, director, and partner:

Any section not completely filled out will be deemed **ADMINISTRATIVELY INCOMPLETE.**

This form may be copied as many times as necessary.

Full Name (First, Middle, Last)		**Other Names Used** (Maiden names, AKA, etc.)	
Social Security Number (xxx-xx-xxxx)*		**Date of Birth** (Month/Day/Year)	
Residential Address			
City	**State**	**Zip**	**Phone Number**
Mailing Address (if different from above)			
City	**State**	**Zip**	**Phone Number**
Email Address			

List each CITY, STATE and ZIP CODE you have lived in within the past seven years if different from your current address.

City	State	Zip Code	From Mo/Yr	To Mo/Yr

BACKGROUND INFORMATION SHEET ATTACHMENT
PAGE TWO

If applicable, list the highest post-secondary institution attended. If no post-secondary degree was earned, then write N/A in "Institution Name".

Institution Name	**Dates Attended**	**Degree Earned**	**Major**

List the last FIVE YEARS of employment. Please include retirement or gaps in employment within the last five years.

Company Name		**Position Held**		
Address	**City**	**State**	**Zip Code**	**Phone Number**
Date Employed From: (Month/Year)	**Date Employed To:** (Month/Year)		**Supervisor/Contact:**	

Company Name		**Position Held**		
Address	**City**	**State**	**Zip Code**	**Phone Number**
Date Employed From: (Month/Year)	**Date Employed To:** (Month/Year)		**Supervisor/Contact:**	

Company Name		**Position Held**		
Address	**City**	**State**	**Zip Code**	**Phone Number**
Date Employed From: (Month/Year)	**Date Employed To:** (Month/Year)		**Supervisor/Contact:**	

AFFIDAVIT, DISCLOSURE, AND CONSENT FOR BACKGROUND AND CREDIT CHECK

Instructions: Upload a scanned copy of the original in the Title Page section of the application package.

Name: _____ **Social Security Number*: _____**

Street Address: _____

City: _____ **State: _____** **Zip: _____**

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

With signature below, permission is hereby granted to complete the background and credit check of the individual above for the following Applicant(s):

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** ☐ **No** ☐
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 distribution of 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. § 13-604.01, (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** ☐ **No** ☐
3. Have you ever declared bankruptcy? Please give details on a separate signed, notarized and dated sheet.	**Yes** ☐ **No** ☐

I DO SOLEMNLY SWEAR OR AFFIRM THAT THE FOREGOING INFORMATION PROVIDED BY ME FOR THE ABOVE LISTED APPLICANT(S) 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 DENIAL OR REVOCATION OF THE CHARTER FOR THE ABOVE LISTED APPLICANT(S) BY THE ARIZONA STATE BOARD FOR CHARTER SCHOOLS.

Applicant's Signature _____

Notary:
Subscribed and sworn before me this _____ day of _____ Year _____.
County of _____ State of _____.
Notary Public _____ My Commission Expires _____

Governing Board Compact
2016-2017 School Year

Our mission is to provide a transformative educational experience by cultivating academic excellence in the arts, sciences, and humanities and developing leadership. We support the individual growth of each student through our nurturing educational community.

The Governing Board of the Flagstaff Arts and Leadership Academy is the body entrusted with ensuring compliance with state and federal regulations concerning the operations of the school. Additionally, the Board approves the adoption of policies and procedures relating to FALA academic standards, admissions, attendance, and personnel.

The Governing Board is fiscally responsible for the institution's finances and accounting procedures. Individual Board members are not personally liable for debts incurred by the institution, but rather, responsible as a Board for ensuring the fiscal sustainability of the institution.

Board members are expected to attend all meetings unless an occasional emergency or scheduling conflict arises. Board members are encouraged to attend FALA's theatrical, dance, and music performances, and art exhibitions and other opportunities to get to know the students, the faculty and the staff.

In exchange for this faithful service to FALA, Board members can expect that they will be provided with timely and accurate information so that they are able to make informed decisions. FALA administration pledges to communicate openly and honestly about all matters affecting the school that in turn affect how the Board governs.

Flagstaff Arts and Leadership Academy Governing Board Expectations

- Closely monitor the finances of the institution and ensure fiscal responsibility
- Take responsibility for ensuring that policies and procedures reflect the best practices of accounting, compliance, operations, academic standards, and personnel
- Work with the Executive Director and staff on goal setting and strategic planning
- Read all materials provided by the school's administration
- Come to board meetings prepared to participate in discussions
- Regularly attend board meetings, alerting the Board president in advance when you must miss a meeting
- Attend as many FALA performances and exhibitions as possible
- Visit campus and attend classes during the school year
- Participate in fundraising in a way that makes sense for each individual Board member—this can run the spectrum of directly asking for donations to letting friends and associates know about fundraisers and performances that the school is hosting

- Act as an ambassador for the school out in the community and among friends and colleagues

What the Governing Board can expect from FALA's Administration and Staff

- To be provided with timely and accurate information
- To be included in discussions affecting the operations of the school
- To be shown gratitude for its service to the school
- To operate the school in a professional manner that portrays FALA in a positive light in the community and among FALA students, parents, and staff

Sign and date:

_____ _____

Board Member Executive Director