

## **Banning Lewis Ranch Academy (BLRA) Board of Directors Appointment Policy**

**Purpose and Scope:** The BLRA School Board of Directors shall be composed of 4 elected and 3 appointed members. It is the purpose of this policy to provide the BLRA Board of Directors with a consistent process for the selection of appointed board members. The outcome of this process should result in the thoughtful selection of board members who provide the experience, leadership and skill sets that enable the Board to effectively accomplish the mission of the Academy and develop strategies that will enable the Academy to accomplish its vision. This policy is relevant to appointed positions during regular elections or outside of regular elections for appointed seats.

The Bylaws of the Banning Lewis Ranch Academy identify the required board composition and detailed explanation of appointment terms. The bylaws are available from the Banning Lewis Ranch Academy website-

### **Board Eligibility**

General Board of Directors eligibility requirements are defined in the Banning Lewis Ranch Academy Board of Directors Elected and Appointed Position Eligibility Policy, as well as the Charter Contract and subsequent amendments available upon email request from the Board of Directors at [Boardblra@blracademy.org](mailto:Boardblra@blracademy.org)

Eligibility requirements per the BLRA Charter Contract paragraph listed below, as amended by the BLRA board and approved by the Falcon District 49 Board of Education on August 14<sup>th</sup>, 2008:

*8.0 Governance and Operation. The Governance and Operation section of the Application concerning the nature and extent of parental, professional educator, and community involvement in the governance and operation of BLRA is acceptable to the School District to the extent permissible under federal and state law and subject to all conditions of this Contract and to the policies and regulations of the School District, as amended and adopted from time to time (except to the extent waived by the Board of Education as provided in this Contract). In addition, the Application is amended as follows, which amendments and other provisions of this Contract shall supersede and control over any conflicting language contained in the Application. BLRA shall provide training and orientation for each member of its Governing Board in matters concerning responsibilities for governance and operation as provided in this Contract, BLRA's bylaws, relevant policies, and applicable law. The School District may require BLRA to provide documentation from time to time during the term that such orientation and training has occurred." In calendar year 2008 BLRA will adopt an Appointment policy to effectuate a rule that each member regularly appointed to the Board by other Board members (that is, neither elected by parents, nor appointed to fill a vacancy in a parent-elected seat) must have experience material to a school board's governance, such as past management, board, accounting, legal, contractual, educational, leadership, business, or service experience that will be an asset to the board."*

### **Board Job Description and Expectations**

Interested parties should review the following documents for detailed explanation of the Board of Directors and the responsibilities related to Board Membership: Bylaws, Code of Conduct, and Charter School Contract (and amendments), which can be found on the school's website.

## **Board Application Procedure**

A posting officially referred to as the BLRA Board of Directors Application for Appointment Announcement will be made using the school's normal means of school communication. The Board may also elect to post the opening on the school web site as well as in the school newsletter. The Board of Directors shall have no obligation to notify separately parents who, through no action of the School, lack access to or fail to receive such communications.

The posting will include at a minimum the following information: The

- Current number of Board vacancies that will be appointed
- The seat identity and term expiration date of all vacancies
- The appointment application dates
- The dates of the final determinations
- Board of Directors email address
- Application instructions

## **Application for Appointment to a Board Position**

Candidacy shall be made by self-nomination. Individuals will be considered nominated once the BLRA Board of Directors receives a properly completed, currently approved version, of the Banning Lewis Ranch Academy Board of Directors Form titled "Banning Lewis Ranch Academy (BLRA) Board of Directors Application for Election Candidacy or Appointment".

Signed form must be received by designated time on the closing date expressed in the BLRA Board of Directors vacancy announcement.

Applications must be received during the posted application period. Applications submitted for prior election or appointment cycles are not considered valid and the candidate will not be considered for appointment. Early or late applications will not be accepted or considered under any circumstances.

Prior to submitting the application, all applicants shall have read the Banning Lewis Ranch Academy Bylaws, the Banning Lewis Ranch Academy Charter School Contract, the Appointed and Elected Eligibility Policy, and the Code of Conduct. All applicants must be prepared to sign the Banning Lewis Ranch Academy Board Member Code of Conduct agreement if they are appointed, as well as abide by all bylaws and policies.

Candidates shall submit their application form to the designated drop-off location in announcement, as well as a soft copy : A soft copy of the application must also be emailed to the Board of Directors email address [Boardblra@blracademy.org](mailto:Boardblra@blracademy.org) Subject line must include candidates first and last name along with the statement "Attn: Board of Directors, Board Candidacy Application"

Applications are not considered properly completed or received until both the hardcopy and softcopy of the application have been received.

Candidates may pick up the application form from the BLRA front office during normal business hours or by emailing the Board of Directors email address [Boardblra@blracademy.org](mailto:Boardblra@blracademy.org). Subject line must include candidates first and last name along with the statement "Attn: Board of Directors, Request for Board Candidacy Application". Due to delays in the email system email requests for applications will only be accepted during the posted application request period. The Board of Directors will provide a

response within five business days, but not later than twenty-four hours beyond the close of the posted email application request period, with links or attachments for the following:

- Banning Lewis Ranch Academy (BLRA) Board of Directors Application for Election Candidacy or Appointment form
- Banning Lewis Ranch Academy Bylaws
- Banning Lewis Ranch Academy Board of Directors Code of Conduct
- Banning Lewis Ranch Charter School Contract
- Banning Lewis Ranch Board of Directors Elected and Appointed Position Eligibility Policy

Campaigning targeted at any member of the school community including BOD, Staff, Students or Students Families is strictly forbidden and will result in the offending applicant being removed from consideration for the current and all future BOD positions appointed or elected.

A background investigation will be performed on all final applicants. Refusal to submit to or successfully complete the background investigation will result in disqualification from appointment consideration.

The information included in the application Section 1 will be published to the parents/guardians of children enrolled at BLRA. This is how successful applicants will be introduced to the school community.

Failure to comply with any of these provisions will result in disqualification from appointment consideration for current open BOD positions and at the sole discretion of the BOD may result in a permanent disqualification from BOD membership.

### **Appointment Selection Process**

Once the application period has closed the Board will review all applications received. The Board may elect to eliminate applicants from consideration based on the application review or may continue with the interview process.

If a candidate is selected to continue to the interview the Board will notify the applicant through the email address provided on the application. The board will make two attempts, twenty-four hours apart, to schedule an interview. Applicants that do not respond to interview requests within forty-eight hours will be eliminated from consideration for the current Board openings

Interviews will be conducted by at least two current board members, referred to as the Appointment Committee. The Appointment Committee is a temporary committee appointed by the Board of Directors to serve for the current appointment cycle. The interviewer(s) will provide their recommendations to the general board membership through a ranking of candidates interviewed based on the interviewer's opinion of the candidates current qualifications. Current Board of Director needs will also be considered when candidates are ranked. The rankings will be included in the Board Packet for the meeting at which the candidates will be selected.

## **Appointments**

A nomination must be made for each seat based on open positions. The final appointments will be voted on in the public section of the BLRA Board Meeting by the current board members. The determinations and voting of the appointments are final for their terms as described in the BLRA Bylaws.

## **Appointment results**

If selected applicants are not present at the Board of Directors Meeting when the final appointment selection is announced, the President of the Board, or their designee, shall notify each selected applicant of the appointment results by telephone or by e-mail, before publishing the results in public documents.

Appointment results will be announced at the board meeting, included in meeting minutes, and distributed by means of normal school communications.

All applications will be retained by the board.

Adopted: August 19, 2008

Revised: September 2, 2008  
February 16, 2010  
May 18, 2010

Revision 4: Discussed May 2022, Approved Jun 2022

-Removed redundant information, added language to include documents to be reviewed by applicants, and other limited grammatical and housekeeping items to remain consistent with other policies.