

Join a Highline Committee!

Declaration of Candidacy Form, 2017-18 School Year

To forward completed applications by email, or for questions about Committee-level service, please contact Jonathan Tee, Board President at board@highlineacademy.org. To drop off applications, please visit either of the Highline campuses during school hours:

Highline Academy – Southeast
2170 South Dahlia Street
Denver, CO 80222
(303) 759-7808; Fax (303) 759-7809

Highline Academy – Northeast
19451 E. Maxwell Place
Denver, CO 80249
(720) 485-5172; Fax (303) 759-7809

ABOUT BOARD COMMITTEES

Highline Academy's Board of Directors is the governing board of the organization and has three major Committees to assist as the board sets short- and long-term goals for the two campuses, measures the progress against those goals, and evaluates the Executive Director's performance with those goals in mind. The Board's and the Committees' decisions are guided by the Highline's mission (1) and vision (2), rather than personal interest. The Board and the Committees are not involved in day-to-day operations of the school campuses, such as instructional decisions or teacher evaluations — that is the job of our executive director and principals, as Highline's administrators.

We currently are seeking candidates for Committee service who have passion for Highline's unique mission and vision, and can support in advancing our strategic efforts, at both our Highline Southeast and Northeast campuses. We welcome applications from candidates with robust connections and roots in the Northeast/Green Valley Ranch Denver community to help facilitate the continuing growth process. We also welcome solid organization, strategic, fund raising, and/or financial skills; as always, we seek diverse backgrounds to reflect the schools we serve, which include those with Spanish speaking skills. Here is a summary of the Board's committees and their main goals:

1. **REACH UP:** This committee leads the Board's efforts to provide oversight for the academic program, and the civic and personal excellence programs that are central to our mission. Members work to develop a Board dashboard to look at academic and civic and personal data with a particular focus on monitoring the achievement gap.
2. **REACH IN:** This committee leads the Board's efforts to ensure all leadership (Board and admin) are working to create an organization-wide culture which empowers all stakeholders. Members work on processes to identify, vet and onboard new Board members, the timing and structure of the Executive Directors' and principals' evaluations, and develops opportunities for ongoing training and self-assessment of the Board.
3. **REACH OUT:** This committee leads the Board's effort to become a known charter brand throughout Denver for serving a diverse and inclusive student body in a program that creates academic, personal, and civic excellence for all students. Members work on developing the marketing and outreach plan, fundraising strategies, and helping better tell the Highline story to a larger community. Members also help ensure we are continuing to serve a diverse and inclusive population.

4. **FINANCE COMMITTEE:** This committee leads the Board’s fiduciary oversight of the organization. Members review monthly financials to ensure the proper use and allocation of resources, monitors budgets vs. actuals and develops the annual budget for the organization.

Committees meet every month, on the Monday prior to the Board meeting. Attendance at each monthly Committee meeting is required for Committee service.

ABOUT THE NOMINATING PROCESS

Completing this “Declaration of Candidacy Form” is the first step in the process of joining one of Highline’s Committees. The form invites you to tell the Committee Chair about yourself, what excites you about Highline, and your interest areas. The Committee Chair will review your completed form, and determine next steps, including scheduling a time to meet with you. For those interested in joining the Finance Committee, a background check will also be performed. The Committee Chair’s job is to ensure candidates “reflect the qualities, qualifications and diversity” needed at the Board Committee level to help Highline move forward effectively. The Committee Chair will make a recommendation to the Committee and appointments are then made by a vote of existing Committee members.

DECLARATION OF CANDIDACY FORM, Highline Academy Board Committee

NAME: _____ **DATE:** _____

COMMITTEE: _____ **(please indicate which Committee you are interested in joining)**

SECTION 1, General. Please note that the information included in Section 1 may be shared with the parents/guardians of children enrolled at Highline Academy.

Relevant Experience and/or Employment: List pertinent professional, volunteer, and board of director, or advisory community board/committee experience (or attach brief resume).

Strengths: What strengths will you be able to bring to the Committee? What area(s) of expertise/contribution do you think you can make?

Mission: Explain what the Highline Academy mission means to you. How do you think you could help? Support it? Further it?

Reason for Serving: Why do you wish to serve on a Committee? What do you hope to accomplish as a Committee member?

Are you a Highline teacher, administrator, parent or guardian? If so, at which campus? If you are a parent/guardian, how many children do you have enrolled in the school? How many volunteer hours have you completed this school year?

SECTION 2, Interest & Experience in Specific Governance Areas *Please note that the information included in Section 2 may be shared. The Board does not expect Committee candidates to have interest or experience in all areas, but some leadership role in a professional and/or volunteer capacity is desired as it relates to the Committee you are interested in joining.*

Governance Area	I'd like to take a leadership role on this.	I'd like to play a supportive role on this.	This area does not interest me.	I have prior experience in this area.
Financial Oversight: Budgeting, auditing, banking, investments				
Fundraising: grant writing, foundation relations, personal solicitation				
Physical Plant: Engineering, construction management				
Community Relations: Marketing, community organizing, legislative relations				
Compliance: legal issues, DPS regulations, charter school regulations				
Accountability: data evaluation toward goals and benchmarks				
Strategic Planning: Setting long-term goals, ensuring their feasibility and implementation				

HR: Evaluating the principal’s performance, and areas such as organization effectiveness, succession planning, leadership development				
Administrative: Maintaining records, scheduling, meeting facilitation				
Inclusive Excellence: Multicultural education, cultural competency, equity, diversity initiatives				

SECTION 3, Contact Information Please note that the information included in Section 3 will not be shared.

Address:

Email Address(es):

Daytime Phone:

Evening Phone:

Cell Phone:

SECTION 4, Eligibility Requirements Please note that the information included in Section 4 will not be shared.

Circle Yes or No:

- Are you related to any employee of Highline Academy? Yes / No
- Are you related to any current Board Member of Highline? Yes / No
- Are you willing to sign the Committee Member Agreement upon appointment to a Committee? Yes / No

SECTION 5, Criminal History. FOR THOSE INTERESTED IN JOINING THE FINANCE COMMITTEE ONLY

Please note that the information included in Section 5 will not be shared.

Regulations require that charter school board members undergo a criminal background check, and Highline Academy has also required a background check for service on the Finance Committee. Since reaching the age of 18, have you been convicted of a felony or misdemeanor? If YES, please provide all relevant circumstances, including the date, location, offense and disposition in Section 6.

SECTION 6, Further Disclosure. Please note that the information included in Section 6 will not be shared. Please also provide any additional information you believe would be relevant for the Committee to know before making a decision on your candidacy.

SECTION 7, Affirmation

I commit to upholding the mission and vision of Highline Academy.

Signature

Date

