



Join Highline's Board!

Declaration of Candidacy Form

To forward completed applications by email, or for questions about Board-level service (Highline's Board, Board Committees, Advisory & Policy Board), please contact tee.jonathan@gmail.com

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
tgarcia@highlineacademy.org

ABOUT THE BOARD

Highline Academy's Board of Directors is a governing board. As such, it sets short- and long-term goals for the school, measures the school's progress against those goals, and evaluates the Executive Director's performance with those goals in mind. The Board's decisions are guided by the Highline's mission (1) and vision (2), rather than personal interest. The Board is not involved in day-to-day operations of the schools, 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 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.

ABOUT THE NOMINATING PROCESS

Completing this "Declaration of Candidacy Form" is the first step in the process of joining Highline's Board. The form invites you to tell the Board about yourself, what excites you about Highline, and your interest areas as they relate to the school's governance. The Board's REACH IN Committee will review your completed form, and determine next steps, including scheduling a time to meet with you. A background check will also be performed, as required by Denver Public Schools, and the Committee may also speak with the references you provide. The Committee's job is to ensure candidates "reflect the qualities, qualifications and diversity" needed at the Board level to help Highline move forward effectively (3). The Committee will make a recommendation to the full Board as to whether you should be appointed as a new director in the forthcoming term (4). Appointments are then made by a vote of the full Board.

¹ Highline's Mission: Highline Academy Charter School exists to foster a diverse and equitable community of youth and adults striving together for academic, personal, and civic excellence.

² Highline's Vision: Creating inclusive excellence in public education.

³ See Bylaws of Highline Academy, Sec. 3.4

⁴ If you do not receive a favorable recommendation from the Nominating Committee, you can secure a full Board review by petitioning the parent/guardian community and receiving signatures from no less than 10% of Highline's households. Please see Bylaws of Highline Academy, Sec. 3.5.4.

DECLARATION OF CANDIDACY FORM, Highline Academy Board of Directors

NAME: _____ **DATE:** _____

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 experience (or attach brief resume).

Strengths: What strengths will you be able to bring to the Board? 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 the Board? What do you hope to accomplish as a Board member?

Challenges: In your view, what are the biggest challenges facing Highline Academy, and how do you believe Highline should address them?

Governance Experience: If you have previously served on or worked with a governance board, describe the governance structure. Did you find this experience to be a positive or a negative one? Why?

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

Are you willing to attend a board meeting during the nominating process?

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 candidates to have interest or experience in all areas, but some leadership role in a professional and/or volunteer capacity is desired.*

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 Board Member Agreement upon appointment to the Board? Yes / No

SECTION 5, Criminal History. 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. 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.

SECTION 6, Further Disclosure. Please note that the information included in Section 6 will not be shared

SECTION 7, References. Please provide contact information for at least two references who are not related to you, at least one of whom should be a professional or volunteer source. We will ask these individuals questions about your work ethic and general character. Information in this section will not be shared.

Reference #1: _____ Name
_____ Relationship to You (i.e., boss, friend)
_____ Email
_____ Phone #s

Reference #2: _____ Name
_____ Relationship to You (i.e., boss, friend)
_____ Email
_____ Phone #s

Reference #3: _____ Name
_____ Relationship to You (i.e., boss, friend)
_____ Email
_____ Phone #s

SECTION 8, Affirmation

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

Signature

Date