



11603 Donner Pass Rd, Truckee, CA 96160 · (530) 582-3701

## **Board of Directors Recruitment**

Sierra Expeditionary Learning School (SELS) seeks qualified candidates for our Board of Directors from education, nonprofit, community, business, and legal organizations to responsibly govern the organization and school. SELS is a 4<sup>th</sup> year K-8 charter school within the Tahoe Truckee Unified School District. We are looking for individuals with diverse skill sets, perspectives and backgrounds who are passionately committed to the mission of Sierra Expeditionary Learning School:

*To inspire a diverse group of learners to achieve academic excellence while developing a strong sense of character and community. Our goal is to preserve each child's natural curiosity and love of learning.*

*We believe:*

- *Interdisciplinary learning expeditions, developed from state standards, promote learning through authentic experiences that encourage critical thinking and social responsibility.*
- *Small multi-grade classes cultivate a safe environment for individual learning and self-discovery.*
- *High expectations for character and behavior create a school culture exemplified by physical and emotional safety, accountability, compassion, integrity, and respect.*
- *Shared school traditions and celebrations support reflection, personal growth and a sense of belonging within the school community.*
- *Multiple means of assessment, including portfolios and student-led conferences, along with academic and character reports, hold students, teachers, and staff accountable for the highest quality of work.*
- *Multicultural studies and a foreign language component instill tolerance and broad worldviews while fostering an appreciation for local and global diversity.*
- *A diverse school population reflective of our community promotes intercultural understanding and respect for individual differences and similarities.*
- *Physical fitness, outdoor activities, and visual and performing arts are an integral part of students' daily lives.*

## **PURPOSE**

The purpose of the SELS Board of Directors is to direct, not manage, the school. Board members shall be able to manage, carry out the SELS mission, foster relationships with staff and the school community, and oversee the budget. The Board of Directors is responsible for:

- Legal and fiscal well-being of the organization and the school.
- Hiring and evaluating the Sierra Expeditionary Learning School Director. Other staff will be retained as Sierra Expeditionary Learning School and the Board determine it to be necessary.

- Approving and monitoring the implementation of the organization's policies.
- Developing and monitoring an overall operational business plan that focuses on student achievement.
- Approving and monitoring the organization's annual budget and fiscal policies.
- Acting as fiscal agent. This includes the receipt and management of funds for the operation of the organization in accordance with all applicable laws and the mission statement of the organization.
- Contracting with an external auditor to produce an independent annual financial audit according to generally accepted accounting practices.
- Regularly measuring both student and staff performance.
- Encouraging active involvement of students, parents/guardians, grandparents, and the community.
- Performing all of the responsibilities provided for in the California Corporations code, the Articles of Incorporation, Bylaws, and the SELS Charter Document as required to ensure the proper operation of the organization.

### JOB DESCRIPTION

1. Attend board regular meetings of SELS, which are each approximately three hours in duration. The board meets at least twelve (12) times per year. Be accessible for personal contact in between board meetings.
2. Provide leadership to board committees. Each board director is expected to serve as an active, ongoing member of at least one committee. This requires a number of meetings per year plus individual committee task completion time. Presently committees include Character, Diversity, Lottery Policy, Future K-8 Configuration, Board Member Recruitment and PR & Marketing and Grants.
3. Commit time to developing financial resources and supporting other fund development activities of SELS in a manner appropriate for board directors.
4. Responsibly review and act upon committee recommendations brought to the board for action.
5. Prepare in advance for decision-making and policy formation at board meetings; take responsibility for self-education on the major issues before the board.
6. Participate in the annual board director self-review process.
7. Participate in the annual board planning retreat where the goals of the board are defined, a board self-evaluation critiqued, outside speakers present information on effective board leadership and other pertinent topics are discussed.

### BEHAVIORAL EXPECTATIONS

- ⤴ A professional demeanor is expected at all board meetings.
- ⤴ Issues being discussed shall not be personalized and directed toward any other board member, staff member, parent or anyone else.
- ⤴ Confidentiality is expected in all situations.
- ⤴ Board members shall respect and listen to ideas being presented by other board members.
- Board members fulfilling their responsibilities to their fullest potential shall be encouraged by each of the directors.
- Board members will never speak negatively about staff or other board members to the school community, or parties outside the school community.
- Conflicts shall be resolved with the people with which it was created. Board members will

commit to resolving conflict directly with each other or with the appropriate staff member and not share the conflict with anyone outside of the conflict, including, but not limited to other parents, other staff members or the media.

- Board members shall exemplify integrity, honesty and respect.
- Board Members shall abide by the Ralph M. Brown Act (California Government Code section 54950 et seq.), which provides for open meetings by government bodies. Any gathering of a majority of the members of the Board to receive information or discuss an issue under the subject matter jurisdiction of the Board constitutes a “meeting” under the Brown Act, and therefore Board Members must take care not to violate these provisions. The Brown Act may also apply to telephone communications or “serial” communications among Board Members. Board Members must also protect confidential information regarding personnel, students, and Board matters as provided by law.
- Board members missing two or more meetings of the Board in any calendar year may be removed from the Board, at the discretion of the other Board Members.
- While at the school, board members shall be mindful of the different roles they play: parent, volunteer, board member, etc. A board member will not use their position of authority while acting in their parent or volunteer roles.

## QUALIFICATIONS

- ⤴ Be in agreement with the Expeditionary Learning philosophy and administrative structure of the school.
- ⤴ A high value for professionalism and the success of SELS.
- ⤴ Motivation for serving on the board shall be to help guarantee the educational success of all students.
- ⤴ Ability to commit time, energy and resources to the SELS Board and school community.

Interested individuals should send a letter of interest and current resume/CV to David Manahan at [dmanahan@truckeecharterschool.org](mailto:dmanahan@truckeecharterschool.org). For more information or answers to any questions, you can contact him at:

530-414-5326 (cell)

530-582-3701 (office)