



## The Ivy School Board of Directors Application

**Complete this form and return: via e-mail to [board@theivyschool.org](mailto:board@theivyschool.org)  
or via postal mail to: The Ivy School Attention: Board Chair**

**4212 NE Prescott St, Portland, OR 97218**

Name \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Best phone number to reach you: \_\_\_\_\_

***Attach your resume highlighting community experience and/or employment.***

Why are you interested in serving on The Board of Directors of The Ivy School?

Every student of The Ivy School will be given equal educational opportunities regardless of age, sex, sexual orientation, gender identity, race, religion, color, national origin, disability and marital status. The Ivy School may not limit student admission based on ethnicity, national origin, race, religion, disability, gender, income level, proficiency in English language or athletic ability, but may limit admission to students within a given age group or grade level.

What are your areas of expertise and what do you intend to contribute to The Ivy School Board of Directors?

Do you have any questions regarding The Ivy School Board of Directors (BOD) Contract Document?

Yes \_\_\_\_\_

No

\_\_\_\_\_ Initial here to indicate that you have read and you do understand The Ivy School BOD Contract.

Other volunteer commitments:

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# The Ivy School Board of Directors Contract

\_\_\_\_\_The Ivy School Board of Directors shall have a firm belief in and shall be fully committed to educational equity in the context of the Montessori public charter school.

\_\_\_\_\_The purpose of the Board of Directors is to direct, not manage, the school. Board members shall be able to support the Executive Director in realizing the Ivy School vision, fostering relationships with staff and the school community, and overseeing the budget.

## **Expectations for Professional Development**

\_\_\_\_\_All Board members agree to participate in ongoing board development and training.

\_\_\_\_\_Board members agree to become familiar with the Montessori method, the Common Core State Standards, and the Oregon Department of Education contract and performance framework.

\_\_\_\_\_Board members agree to read, understand, and contribute to the development and revision of all Ivy School policies and procedures.

\_\_\_\_\_All Board members should attend at least two PTA meetings a year to show support and encouragement for that vital aspect of our school. Ivy Board members are not eligible to serve on the PTA board. Board members may chair and serve on committees of the PTA.

\_\_\_\_\_Prior experience on a non-profit board of directors is helpful. A high value for professionalism and the success of the school is mandatory. Motivation for serving on the Board shall be to help guarantee the educational success of students.

\_\_\_\_\_All Board members are required to attend a yearly Board conference, 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.

\_\_\_\_\_The Board will conduct an annual self-evaluation. Goals for the next year will also be determined at that time. Directors shall fulfill their responsibilities on the Board, Board committees, or Board subcommittees to their fullest capability. All Board members should be the best public relations representatives the school has.

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## **Behavioral Expectations**

\_\_\_\_\_Expectations include maintaining a professional demeanor at all times at Board meetings. Issues being discussed shall not be personalized and directed toward any other Board member, staff member, parent, or student. 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.

\_\_\_\_\_When receiving criticisms from parents or other interested parties about staff or other Board members, the Board member shall direct the speaker to the Board member/staff member, which the situation involves. 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 among involved parties. Board members will commit to resolve conflict directly with each other or with the appropriate staff member, and to not share 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. A dedication and commitment to the vision of the Ivy School and the charter school movement shall be top priority for every Board member. Any Board member finding himself or herself involved in an irresolvable conflict shall put the vision of the school first and possibly step down from the Board if resolution cannot be found.

\_\_\_\_\_Board members shall abide by the Open Meetings law [C.R.S. 24-6-401 through 402]. The Open Meetings law states that discussing Board business, policy, actions, resolutions, etc., with anyone else on the Board, except at regularly scheduled meetings, is illegal. "Meeting" with another Board member is defined as communication through person, telephone, or any other means. Confidentiality law is also outlined in this section of the statute. Personnel matters, individual students, and negotiations are confidential by law.

\_\_\_\_\_Board members missing more than two consecutive Board meetings, without prior approval for their absence from at least two other Board members, shall be relieved of their Board involvement immediately.

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## **Governance of The Ivy School**

\_\_\_\_\_A Board of Directors shall govern the Ivy School. The Executive Director of the Ivy School shall answer directly to the Board and serve at the pleasure of the Board. The Executive Director shall make decisions on a day-to-day basis and fulfill all administrative duties for the school. The Board will maintain the vision and steer the school's direction as it carries out the Mission Statement of the school.

\_\_\_\_\_As with all charter schools, the Ivy School is an entity separate from the school district in the area of governance. This unique characteristic of charter schools shall be guarded by each Board member.

\_\_\_\_\_Board members will not question in any public arena any decision made by the Executive Director. If a director questions a decision, he or she shall immediately take that concern or disagreement to the Executive Director in a confidential and diplomatic format. Likewise, the Executive Director shall agree to the same commitment. Mutual respect is expected at all times.

\_\_\_\_\_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. Directors shall foster good relationships with the administrator and staff on a personal level. With humility, each Board member will serve the best interests of the school.

\_\_\_\_\_Board members shall remember that stepping out of their advisory/Board capacity and attempting to run the school as an administrator is not the role of a Board member.

\_\_\_\_\_The vision and mission statement of the Ivy School, a Montessori charter school, will serve to guide and direct the Board of Directors. The goal to continually improve, maintain integrity, serve Ivy families, and ensure educational equity and academic success for all students shall take precedence in all situations.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_ 2016

\_\_\_\_\_Board Member Candidate, The Ivy School

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**The Ivy School Board of Directors Selection Committee completes the following:**

\_\_\_\_Date nominee met with the Board Chair, Executive Director, or other Board member.

\_\_\_\_Date nominee application reviewed by the Board of Directors.

\_\_\_\_Date nominee attended a board meeting.

\_\_\_\_Date nominee was interviewed by the board.

Action taken by the board:

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