

**Language Academy of Sacramento**  
**Governing Board of Directors**

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**Board Representative** (v5.14.18)

The Governing Board of the Language Academy of Sacramento is seeking for one (1) candidate for each of the Community, Parent and Staff Representative Positions. The term of the office will be from July 1, 2018 until June 30, 2021. This important position serves to ensure the Language Academy of Sacramento's mission is fulfilled.

The LAS mission is to create a learning community where students: 1. Utilize bilingual (Spanish and English) academic knowledge and skills in real-world situations and diverse settings. (BILITERACY), 2. Develop and exhibit positive self-esteem, pride, confidence and respect for themselves and others. (CONFIDENCE AND LIFE SKILLS), and 3. Demonstrate leadership skills in order to build bridges between communities and apply critical thinking skills to solve problems, promote social justice, and create change in society. (LEADERSHIP AND CRITICAL THINKING)

In support of the school's mission, the Governing Board's responsibilities encompass the following: 1) preparing for and attending one monthly 4-5 hour evening meeting and two committee meetings a month estimated at two hours each, 2) during Governing Board and committee meetings: setting organizational policies, 3) designing long-range and strategic plans that fulfill the school's mission; and 4) monitoring the school's overall operational needs and overseeing proper allocations of the school's financial and human resources.

If you are interested in this challenging and vital position, please submit a current resume and your Declaration of Candidacy for Governing Board Representative (see below) to the Language Academy of Sacramento, 2850 49<sup>th</sup> Street, Sacramento, CA 95817. Note for Community and Parent Representatives positions only: *Individuals employed by LAS within the last 60 months are not eligible for candidacy.*

**IMPORTANT DATES**

All candidate declaration and resume must be received at the school no later than  
**Monday, June 11, 2018 by 5PM**

**For Community Representative Candidates**

- ❖ Interviews will be: To be determined (TBD) at 5:30PM
- ❖ Town Hall Meeting for candidates will be held on TBD at 8:30AM and 5:30PM
- ❖ All stakeholder votes will be received by TBD by **4:00PM**
- ❖ New Community Representative Board member will be announced by TBD

## Job Description, Member of the Board of Directors

Board members are expected to serve the community of the Language Academy of Sacramento Charter School by ensuring that there is competent leadership and adequate resources available to accomplish the school's mission. Collectively, board members understand that they are responsible to ensure that the school's education program and operations are aligned with the school's charter and bylaws as well as all applicable laws and regulations. In addition, the board is responsible for ensuring the school's fiscal health and ensuring that fiscal systems, procedures, and processes are in place. Members of the Board of Directors are expected to be available to participate in committees and at board meetings as fully informed members.

Specifically, board members must:

1. Attend and actively participate in all regularly scheduled board meetings, arriving on time and remaining until the meeting is ended. Members will be allowed two (2) absences due to emergencies per fiscal year. It is mandatory for all members to attend all special Board meetings. Board members will make every attempt to schedule special meetings at a time when all Board members can be present.
2. Prepare for meetings by reading the board packet and by being ready to discuss with an open mind the issues at hand. In addition, Board members will be responsible for the information shared during any Board meetings for which they have been absent.
3. Participate on two active board committees- attending committee meetings and contributing to the accomplishment of the committee goals. Teacher board representatives will participate in only one active board committee. Members will be allowed two (2) absences from committee meetings due to emergencies per fiscal year. It is mandatory for all directors to attend all special committee meetings. Board members will make every attempt to schedule special meetings at a time when all Board members can be present.
4. Advocate on behalf of Language Academy of Sacramento Charter School, to promote high academic achievement, the views of the school, and to secure funding and other support for the organization.
5. During Board votes, Directors shall subordinate individual agendas, and agendas of the member's constituency to the goals of the entity.
6. Share information from committee meetings and board meetings with member's constituencies. Board members will share said information from the point of view of the Board. If a Board member states her or his opinion about a Board matter, it will be clearly stated as such. In sharing information from committee meetings and board meetings, Board members will share the appropriate sections of the latest minutes, committee or board deliberations, resolution, and decisions taken by the Board.
7. Follow the board norms.
8. Keep closed session board discussions and reports confidential.
9. Provide input into the strategic plan and monitor the organization's progress towards achieving established goals.
10. Keep abreast of charter school issues through research, reading, and attendance at workshops.

## CODE OF ETHICS FOR GOVERNING MEMBERS

As a Governing Board member of the Language Academy of Sacramento, I shall promote the best interests of the School as a whole and, to that end, shall adhere to the following ethical standards:

### Equity in Attitude

- I will be fair, just, and impartial in all my decisions and actions.
- I will accord others the respect I wish for myself.
- I will encourage expressions of different opinions and listen with an open mind to others' ideas.

### Trustworthiness In Stewardship

- I will be accountable to the public by representing School policies, programs, priorities, and progress accurately.
- I will be responsive to the community by seeking its involvement in School affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of School resources.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities.

### Honor In Conduct

- I will tell the truth.
- I will share my views while working for consensus.
- I will respect the majority decision as the decision of the Governing Board.
- I will base my decisions on fact rather than supposition, opinion, or public favor.

### Integrity Of Character

- I will refuse to surrender judgment to any individual or group at the expense of the School as a whole.
- I will consistently uphold all applicable laws, rules, policies, and governance procedures.
- I will not disclose information that is confidential by law or that will needlessly harm the School if disclosed.

### Commitment To Service

- I will focus my attention on fulfilling the Board's responsibilities
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the School Leadership.
- I will seek continuing education that will enhance my ability to fulfill my duties effectively.

### Student-Centered Focus

- I will be continuously guided by what is best for all students of the School.

**Language Academy of Sacramento  
Declaration of Candidacy for the Governing Board Representative**

*Deadline: Monday, June 11, 2018  
Send it via email or in person by 5:00PM*

Declaration of Candidacy for Governing Board: (Please choose one)

Community Representative       Parent Representative       Staff Representative

I, \_\_\_\_\_, am announcing my candidacy for the Governing Board Representative position.

I believe I am qualified for this position because: (maximum 100 words)

My priorities for the LAS Governing Board are: (maximum 100 words)

Other comments: (maximum 50 words)

*\*Please attach a current resume*

I am aware that if I am voted in as a member of the LAS Governing Board, I must commit to:

- ◆ Attending the Governing Board's monthly (and occasionally more frequent) meetings.
- ◆ Attending the Governing Board retreats.
- ◆ Attending assigned committee meetings.
- ◆ Parent Representative Only– Attending monthly Parent Council and Parent Association Meetings
- ◆ Attending trainings and/or workshops (in addition to those offered during Board meetings) so as to learn the roles and responsibilities of Charter School Board members

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date