**Board Member Application Form**

Applications to serve on Creative City’s Board of Directors are currently being accepted. Please complete this application and submit it to [governance@creativecityschool.org](mailto:governance@creativecityschool.org). **The deadline for submission is Monday, July 6, 2020.** Applicants will be contacted to schedule an interview with a member of the Governance Committee. Applicants recommended for Board membership will be added to the election slate for our Annual Meeting, to be held virtually this year on Sunday, July 12. Questions regarding the application or Board membership can be directed to [governance@creativecityschool.org](mailto:governance@creativecityschool.org).

Name: Date:

Home Address:

Phone: E-mail:

Are you a Founding Parent or a parent, legal guardian or family member of a current Creative City student? □ Yes □ No

**For the 2020-2021 academic year, there are a limited number of Board vacancies. Please indicate below for which of these vacancies you seek consideration. You may select more than one. Depending on demographics, applicants may be interested in and considered for more than one of these vacancies.**

□ Parent, legal guardian or family member of a current Creative City student

□ Park Heights Resident – between Wabash to the west, Greenspring to the east, Northern Pkwy to the north, and Druid Hill to the south

□ At-Large – anyone can fill this position

**NOTE: Board member terms are three years, and Board members are expected to regularly attend scheduled Board meetings and to serve on at least one committee.**

1. Why are you interested in joining the Board of Directors of Creative City?
2. What is your connection to Creative City and/or the Park Heights community? What has your involvement been with either the school or Park Heights community?
3. What skills, talents or ideas will you bring?
4. Please tell us a little bit about yourself. (Consider answering the following questions, among others: What do you do for a living? What is your background? What do you do in your spare time?)
5. How much availability is there in your schedule to serve on the Board of Directors? With advance notice, will you be able to attend monthly evening Board meetings, schedule TBD? With which committee(s) do you anticipate being involved? (Committees are listed below.)
6. Please include a current resume or an equivalent summary of professional/volunteer/other experience with your completed application.

**Thank you for your interest in joining the Board of Directors of the Creative City Public Charter School Foundation.**

**CREATIVE CITY BOARD MEMBER ROLES AND RESPONSIBILITIES**

**The Board is responsible for:**

* Providing fiscal oversight
* Hiring and oversight of the Executive Director of CCPCS
* Evaluating CCPCS’s performance in adhering to its mission and educational goals

**We ask our individual Board members to:**

* **Serve on at least one standing committee.** These are (1) Finance, (2) Teaching and Learning, (3) Facilities, (4) School Village Association, (5) Outreach and Partnerships, (6) School Climate, Culture and Attendance, and (7) Governance. Meetings of these committees will take place monthly in the coming year.
* **Participate in resource development and fundraising.** For those not on the Finance Committee, this could include, for example, selling raffle tickets or inviting colleagues to a happy hour reception. In addition, all Board members are expected to personally contribute financially at whatever level is meaningful to them.
* **Support our public image and attend our events.** Currently, this could include media outreach, positively promoting the school via social media, or going door-to-door in the area around the school. All Board members represent the public face of Creative City even when they are not on official “Board business.” As such, all members are expected to exercise discretion and confidentiality as befit their fiduciary duties, regardless of their other ties to the school. This includes, but is not limited to, using good judgment in public forums and on social media as to the types of information shared or commented upon.
* **Support the development of a diverse and engaged Board.** This could include meeting with a potential Board member among your own circle of colleagues or friends, meeting with candidates recommended by others, or attending Board trainings.
* **Attend Board meetings on a regular basis.** These are currently held monthly on weeknights. Occasionally votes or key decisions may be made over conference call or email between meetings.

**CREATIVE CITY COMMITTEES**

Creative City is committed to sharing decision-making on issues affecting school culture and the classroom. Parents, teachers, and community members are encouraged to have a role in creating and supporting the school’s climate and curriculum. To this end, membership on the Board of Directors will include community members, parents, and staff.

There are currently nine Creative City committees designed to address the various needs of the school, seven of which are standing committees and two of which are special committees. The standing committees are as follows: the Finance Committee; the Teaching and Learning Committee; the Facilities Committee; the School Village Association; the Outreach and Partnerships Committee; the School Climate, Culture and Attendance Committee; and the Governance Committee. The special committees are as follows: the Executive Committee and the Hiring Committee.

**Finance Committee:** The Finance Committee is responsible for developing and reviewing procedures to provide adequate fiscal controls, ensuring that the Creative City Public Charter School Foundation (CCPCSF) is in good financial health, and working with the Executive Director on developing fundraising strategies and assisting in their execution. The Treasurer of the Board will serve on the Finance Committee, and at least one other member should have finance and fundraising experience.

**Teaching and Learning Committee:** The Teaching and Learning Committee is tasked with ensuring that our students are reaching and exceeding our learning goals, that the core curriculum is being executed as envisioned, that teachers and students are receiving the support they need as feedback on the curriculum is given and received, and that our school is the best learning environment possible for our students.

**Facilities Committee:** The Facilities Committee is responsible for addressing issues arising with respect to the school building, the grounds, and surrounding areas. Of particular concern to the Facilities Committee is the school’s relationship with the Towanda Recreation Center, our move towards purchasing the school and its grounds within the next five years, and assessing and strategizing as to renovations and other physical structure development goals.

**School Village Association:** The School Village Association focuses its work on ensuring that all interested stakeholders are involved in the development of the school. It encourages the participation of parents, students, and community members and partners to improve the school and make it the best possible place to educate our children. It also works towards improving family involvement and addressing family concerns.

**Outreach and Partnerships Committee:** The Outreach and Partnerships Committee centers its work on reaching out to both the Park Heights community and the greater Baltimore City community to encourage enrollment and participation in the work of the school. The committee endeavors to build partnerships with organizations within Baltimore City to facilitate the impact that our students and school can have on our neighborhoods and to increase the possibilities for enriching the learning experiences of our students.

**School Climate, Culture and Attendance Committee:** The School Climate, Culture and Attendance Committee addresses safety, discipline and attendance issues at Creative City, concerning itself with policy matters affecting the entire student body and the larger Park Heights community. It ensures that the Responsive Classroom model is followed in a way that makes sense for the entire Creative City community, and it assesses overall data regarding discipline and attendance so as to address systemic issues and propose and pass policy changes to benefit the Creative City community while remaining in line with the school’s core values.

**Governance Committee:** The Governance Committee recruits, orients, trains and supports members of the Board of Directors, and assures that the Board’s membership is best suited to upholding the core values and mission of the school, while conducting the business of the CCPCSF in a responsible fashion. The Governance Committee oversees the Annual Meeting and election process.

**Executive Committee:** The Executive Committee addresses human resource, legal and finance matters. The committee makes recommendations to the Board of Directors on hiring, firing and other personnel issues. Legal matters such as compliance with contracts, state and federal law, and Baltimore City Public Schools policies are handled by the Executive Committee. The committee also provides oversight of the financial health of the CCPCSF.

**Hiring Committee:** The Hiring Committee meets to consider and select candidates for open positions at CCPCS. The committee consists of interested shareholders, including family members, teachers, and the Principal, who understand the core values of the CCPCSF and work together to find candidates that best fit our school’s culture and will thrive in their positions at the school.