

Sheridan Japanese School Charter School Board Application Packet

I. Introduction

Congratulations on deciding to run for a position on the Sheridan Japanese School Foundation Board. While it is a volunteer position, the hard work you put into the position and the accompanying responsibilities can and will significantly contribute to the lives of not only the students of SJS, but their families, and teachers. When considering applying for this position, please consider the following:

- A. This position requires a great deal of time and dedication on your part. If you are unable to devote enough time (beyond the SJSF (*Sheridan Japanese School Foundation*) board meetings) or are likely to have inconsistent participation, please reconsider applying.
- B. If you are a parent especially, please remember that your role demands that you not merely focus on improving the experience of your student, but the entire SJS community.
- C. There are board matters that require strict confidentiality. While board meetings are public record (after minutes are approved,) decisions made in Executive Session, discussions about teacher or Executive Director performance, disagreement with other board members must remain confidential.
- D. You are not responsible for staff-related matters or the daily operations of the school. You must respect the roles of the SJS (*Sheridan Japanese School*) administration and staff. If there is a concern, take it up with the Executive Director.
- E. Definitions: There are slightly increased requirements for parents/guardians of current SJS students. Please pay attention to the following definitions.
 1. Parent/Guardian: Parent or guardian of currently-enrolled student. This person cannot choose to run as an “outside community member.”
 2. Outside community member: anyone who is not a parent/guardian of a currently-enrolled SJS student.

II. List of SJSF Board Positions

A. Current Positions

1. Officers: President/Board Chair, Vice-President, Treasurer, Secretary
2. Additional representatives, directors.

III. Minimum Requirements for Nominees/Applicants

A. General Requirements for All Nominees/Applicants:

1. Must pass a regular background-check. The form is provided by the Sheridan Japanese School office. It is required prior to being selected/appointed.
2. Must have skills which would contribute to the board: educational experience, financial management/ NPO (*non-profit-organization*) management, fundraising, secretarial/administrative, and/or promotional/public relations experience.
3. New board members must be able to clearly identify and describe our mission as well as describe their reasons and goals for joining the Sheridan Japanese School Foundation Board.
4. It is the board’s duty and privilege to screen nominations.
5. Spouses and relatives of SJS employees and/or current SJSF members are ineligible.

6. Time requirements: 2-3 hour meeting once a month, additional work-sessions if necessary. Attendance at major SJS events. Board members may miss no more than two (per year) board meetings/official SJSF board functions, including SJS Orientation Day (September) and SJS Dinner and Auction (March, second Saturday.) They may miss if the board is informed well ahead of time.
7. Nominees must attend one SJSF board meeting prior to being appointed/selected.

B. Additional Requirements for Parents/Guardians:

In addition to the above requirements, parents/guardians, must satisfy the following requirements:

1. At time of nomination/application, has completed 40 hours of volunteer work in one year, logged into the SJS volunteer log-in system, and has satisfied both regular cleaning requirements. This requirement must be fulfilled prior to application.
2. A parent/guardian, must be in at least his/her second year of having a student enrolled at SJS. The parent, through volunteer hours, etc., has proven to be involved significantly in fundraising, spirit, and educational activities of his/her student and the school.
3. The parent/guardian must have a track record of positive communication with the staff, other parents, and the board. This includes professional and constructive feedback.
4. At the time of nomination and in their first term (if multiple) the parent representative, must have a student actively enrolled in school.
5. Parents must have a clear track record of attending SJS events, including but not limited to the Dinner Auction, parent/teacher conferences, etc.
6. The parent must possess the skills addressed above. (III.A.)
7. The parent must be able to clearly identify and adhere to the SJS mission and vision.
8. The parent must be clear about conflict of interest and will work not only to better the lives of their student (s) but work towards improving the school for the entire community.
9. The parent/guardian representative will respect all proper board procedures including confidentiality, conflict of interest, and ethics.
10. Only one parent/guardian per family may apply / be nominated for a position on the SJSF board.

IV. Application and Nomination Procedures

A. Nomination/Application

1. The SJSF board shall solicit formal nominations in the Executive Director's Update, website, and other digital means, as well as personal contact, at least 2 months prior to an established selection/appointment date.
2. Upon receiving and initially screening applications for completeness, the names of candidates will be sent digitally to all parents. They will be invited to send all feedback to sjsexecdirector@gmail.com .
3. Anyone in the SJS community can self-nominate or nominate others to serve on the SJSF board, as long as the requirements are met above.
4. If you are nominating someone, you must follow this process:
 - a. Fill out *Nomination Form*, providing all required information.

- b. Inform the nominee that they have been nominated, and follow additional instructions on the *Nomination Form*.
 - c. Please send it through regular mail or hand-deliver to C/O Andrew Scott, 430 SW Monroe Street, Sheridan, OR 97378.
5. Nominees will be contacted and confirmed (receipt of nomination form, etc.) by the SJS Executive Director and/or office manager with further application instructions.
 6. Self-Nominees may simply fill out the *Application Form*.
 7. No campaigning may occur.

B. Candidate Screening and Selection Process

1. Step One: Nominees will be contacted and provided with the *Application Form*.
2. Step Two: Applicants and Nominees will turn in an *Application Form* on or before the deadline established by the SJSF board. This will be hardcopy and will not be accepted through digital means.
3. Step Three: (Initial Screening) All applications will be screened for completion and minimum requirements. Results will be presented to the SJSF board at the next regular board meeting.
4. Step Four: (Secondary Screening) At the same board meeting, new applicants and nominees will be rated (by clear rubrics) on the quality of their applications. They will be rated by current SJSF board members with input given by the SJS Executive Director and SJS Assistant Executive Director.
5. Step Five: (Initial Results) The SJSF board will tabulate scores and make recommendations for acceptance or non-acceptance of candidates.
6. Step Six: (Board Meeting Attendance) Upon completing step five, the candidate will be invited to attend a regular SJSF board meeting.
7. Step Seven: (Election) Candidates who are accepted in step five and attend a regular SJSF board meeting, will be put up for election, in which the current board of directors will hold a formal vote, in which both a quorum and a majority will be required to elect the candidate.
8. Step Eight: (Informing Candidates) All candidates will be informed via regular letter from the SJSF Board Chair of their status. For successful candidates, they will have two weeks to sign the *Acceptance Confirmation Form*. No information on specific scores will be presented.
9. Step Nine: (Informing stakeholders) All SJS stakeholders will be informed of the board's decision via digital means. The bio (s) of the successful candidate (s) will be presented to the public.

C. Premature Vacancies of Board Member

1. In the case that a board member resigns before the completion of his/her term, the Board Chair can appoint a replacement, who will serve until that term expires. This appointee may be drawn from existing applicants and/or from new applicants. If in the case of new applicants, they must fulfill all minimum requirements. To be appointed, there must be an affirmative vote of a majority of all the directors remaining in office. If a vacancy will occur at a specific later date (except due to resignation), the board may act before the vacancy occurs to elect a successor director to fill that vacancy, but the successor director may not take office until the vacancy occurs.

V. Terms, Resignation, Conflict of Interest

- A. The term of an SJSF board position is three years. Terms are staggered so they do not expire the same year. After a director/officer's term has expired, and in the case that they would like to remain on the board:
 - a. The candidate must submit a letter of intent to renew.
 - b. A formal announcement soliciting feedback from the SJS community (staff, parents, current directors) will be sent out sixty days before the final decision deadline of the renewal.
 - c. A formal evaluation will occur, and the election will occur, if a quorum is reachable and if there is a majority of affirmative votes.
 - d. A formal announcement will be made to the SJS community upon the completion of the elections process.
- B. Sanctions: A board member may be sanctioned/suspended for minor ethics, attendance, confidentiality, and conflict-of interest violations. The suspension must be approved by a 2/3 majority vote of remaining members (when a quorum is reachable,) and consequences will depend on severity.
- C. Resignation and/or Removal
 - a. Resignation: A board member seeking to resign from the SJSF board must provide adequate written notice (30-60 days) of their intention to resign. While the resignation will be made public, no details on the context behind the resignation will be made public.
 - b. Removal: Any board member can be removed by office, but only by a 2/3 majority vote of the existing board (minus the board member in question,) and when a quorum is reachable.
 - i. Reasons for removal may include, but not limited to: violation of board conflict of interest and ethics policies, lack of attendance (more than two unexcused absences from board meetings or official board functions.)
 - ii. Note: any director may be removed, with or without cause, by a vote of two-thirds of the directors in office (when a quorum is reachable.)

**Sheridan Japanese School
Charter School Board *NOMINATION FORM***

Congratulations on deciding to nominate a member of our community for the Sheridan Japanese School Foundation Board. While it is a volunteer position which requires a large amount of energy and time commitment, it is indeed a valuable one, which will benefit not only the students and staff of SJS, but the entire community.

The person that you nominate, must be a current parent (not a first-year parent,) or guardian of an SJS student, and/or a member of the community (in or outside Sheridan and Yamhill County.) Additional requirements will be given to those who accept the nomination.

Instructions:

1. Fill out this brief application form and send it to:
Andrew Scott, Executive Director, 430 SW Monroe St. Sheridan, OR 97378. Digital forms will not be accepted.
2. Inform your nominee that they have been nominated, and indicate on the application form that they have been informed and accept the nomination.
3. If you are self-nominating, please proceed directly to *APPLICATION FORM*.

Nominator's Name _____

Email _____ Phone _____

Nominee's Name _____

Email _____ Phone _____

Type of Candidate: Parent/Guardian Outside Community Member

In 250 words or less, please explain why this member would be a successful contributor to the SJSF board. Please make sure to detail their contributions to the community and possible skills that would benefit the board and the SJS community. (You may type, print, and attach this section if necessary.)

Certifications:

I have informed the nominee that I have nominated them. Yes No

The nominee has confirmed that they will participate in the application process. Yes No

**Sheridan Japanese School
Charter School Board *APPLICATION FORM***

Congratulations on being nominated to the Sheridan Japanese School Foundation Board. While it is a volunteer position which requires a large amount of energy and time commitment, it is indeed a valuable one, which will benefit not only the students and staff of SJS, but the entire community. Please see attached policies document for minimum requirements.

Instructions:

1. Fill out this brief application form and send all required documents to:
Andrew Scott, Executive Director, 430 SW Monroe St. Sheridan, OR 97378.
2. You may type, print, and attach all answers to short answer questions; however no digital forms will be accepted.

Basic Information:

Applicant's Name _____

Email _____ Phone _____

Address _____

Type of Candidate:

Parent/Guardian Outside Community Member

Additional Documents

- Statement of Purpose (addressing skills, goals for this position, belief in the SJS mission and vision, etc.)
- Resume and C/V (*curriculum vitae*) (To evaluate skills and previous job experience)
- Short Bio (250 words or less)
- Background check authorization

Assurances:

To the best of my ability, all content in this application and supplementary documents is accurate, current and truthful. I have read and understand the minimum requirements of board selection as well as the nomination, application/selection, termination/suspension policies and procedures.

Name _____

Signature _____ Date _____

PLEASE SEND/DELIVER ALL DOCUMENTS TO:

Andrew Scott
430 SW Monroe Street
Sheridan, OR 97378

**Sheridan Japanese School
Charter School Board *INITIAL SCREENING FORM*
NON-PARENT/GUARDIAN COMMUNITY MEMBER**

This is the initial screening form for potential new board members. All of these are minimum requirements. Not possessing these requirements will disqualify the applicants.

Nominee Name _____ Date _____

General Expectations/ Requirements	Yes (4)			NO (0)		
1. Application is complete: all supplementary materials were turned in.	<input type="checkbox"/>				<input type="checkbox"/>	
2. Background check authorization has been submitted	<input type="checkbox"/>				<input type="checkbox"/>	
3. Is not a spouse, relative of any SJS employee.	<input type="checkbox"/>				<input type="checkbox"/>	

Total Score: _____/12

I RECOMMEND that this applicant be allowed to participate in the second round of selection.

I DO NOT recommend that this applicant be allowed to participate in the second round of selection.

OFFICE USE ONLY

SJSF Board Representative:

Name _____ Signature _____ Date _____

**Sheridan Japanese School
Charter School Board *INITIAL SCREENING FORM*
PARENT/GUARDIAN**

This is the initial screening form for potential new board members. All of these are minimum requirements. Not possessing these requirements will disqualify the applicants.

Nominee Name _____ Date _____

General Expectations/ Requirements	Yes (4)					NO (0)	
1. Application is complete: all supplementary materials were turned in.	<input type="checkbox"/>					<input type="checkbox"/>	
2. Background check authorization has been submitted.	<input type="checkbox"/>					<input type="checkbox"/>	
3. Is not a spouse, relative of any SJS employee.	<input type="checkbox"/>					<input type="checkbox"/>	
4. Over 40 hours of volunteer work has been completed and logged into the SJS volunteer system.	<input type="checkbox"/>					<input type="checkbox"/>	
5. Has completed the annual cleaning requirement.	<input type="checkbox"/>					<input type="checkbox"/>	
6. Is not a parent in his/her first year at SJS.	<input type="checkbox"/>					<input type="checkbox"/>	
7. Student is enrolled for the school year of the first term of service.	<input type="checkbox"/>					<input type="checkbox"/>	
8. One parent/guardian per family has applied.	<input type="checkbox"/>					<input type="checkbox"/>	
9. There are confirmed attendance of at least two of these events: Dinner and Auction, Parent/Teacher Conferences, and Exhibition, etc.	<input type="checkbox"/>					<input type="checkbox"/>	

Total Score: Parents/Guardians _____/36

I RECOMMEND that this applicant be allowed to participate in the second round of selection.

I DO NOT recommend that this applicant be allowed to participate in the second round of selection.

OFFICE USE ONLY

SJSF Board Representative:

Name _____ Signature _____ Date _____

Sheridan Japanese School
Charter School Board *SECONDARY SCREENING FORM*
NON-PARENT/GUARDIAN COMMUNITY MEMBER

This is the secondary screening form for potential new board members. Please rate all candidates based on the clear rubrics provided.

Nominee Name _____ Date _____

5= Completely Agree 4 Agree 3 Neutral 2 Disagree 1 Completely Disagree

General Expectations/ Requirements	5	4	3	2	1	NA
1. The candidate has clear, identifiable skills which would contribute to the school and the running of the board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The candidate is eloquent in both written and oral communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Intent/ Resume /CV	5	4	3	2	1	NA
1. Has experience in education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Clear Idea of SJS Mission and Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has clear goals and an action plan to work with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has previously served on boards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has community service experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has clear reasons for joining the SJS board and these reasons are aligned with the SJS mission and vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has experience in NPO management/work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has business links/ experience that could assist the board and executive director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Has fundraising or public-relations experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Clearly addresses and accepts the time requirements of the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Clearly possesses and states potential contributions to SJS and SJSF board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Score: _____/65

Comments:

- The candidate has met or surpassed the point threshold. (52/65 pts (80%) non-parents)
- I recommend the candidate **WITHOUT HESITATION** to serve on the SJSF Board.
- I recommend the candidate **CONDITIONALLY** to serve on the SJSF Board.
- I **DO NOT** recommend the candidate to serve on the SJSF Board.

OFFICE USE ONLY**SJSF Board Representative:**

Name _____ Signature _____ Date _____

Sheridan Japanese School
Charter School Board *SECONDARY SCREENING FORM*
PARENT/GUARDIAN COMMUNITY MEMBER

This is the secondary screening form for potential new board members. Please rate all candidates based on the clear rubrics provided.

Nominee Name _____ Date _____

5= Completely Agree 4 Agree 3 Neutral 2 Disagree 1 Completely Disagree

General Expectations/ Requirements	5	4	3	2	1	NA
1. The candidate has clear, identifiable skills which would contribute to the school and the running of the board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The candidate is eloquent in both written and oral communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Intent/ Resume /CV	5	4	3	2	1	NA
1. Has experience in education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Clear idea of SJS Mission and Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Has clear goals and an action plan to work with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Has previously served on boards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Has community service experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Has clear reasons for joining the SJSF board and these reasons are aligned with the SJS mission and vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Has experience in NPO management/work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Has business links/ experience that could assist the board and executive director.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Has fundraising or public-relations experience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Clearly addresses and accepts the time requirements of the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Clearly possesses and states potential contributions to SJS and SJSF board.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteering and Involvement	5	4	3	2	1	NA
1. Parent/Guardian is an active volunteer (40+) hours. (0 hrs= NA, Less than 10=1pts ; 10 hrs=2pts, 20 hrs= 3pts, 30-50hrs=4pts, 51+ = 5pts.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is actively and reliably involved in the School Council, and/or Fundraising/ Spirit & Morale / Maintenance or other such committees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Parent/guardian regularly attends SJS events such as parent/teacher conferences, Dinner Auction, Exhibition, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. The parent/guardian is communicative with the SJS executive director and board, and has a track record of positive, constructive and active communication with stakeholders. (staff, students, parents, board.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The parent has demonstrated through previous actions and through documentation supplied for application, that: 1) conflict of interest would be minimal, 2) goals and motives in applying support the SJSF board and SJS community, and 3) goals do not include personal gain, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Score: _____/90

Comments:

- The candidate has met or surpassed the point threshold. (72/90 pts (80%)
- I recommend the candidate **WITHOUT HESITATION** to serve on the SJSF Board.
- I recommend the candidate **CONDITIONALLY** to serve on the SJSF Board.
- I **DO NOT** recommend the candidate to serve on the SJSF Board.

OFFICE USE ONLY**SJSF Board Representative:**

Name _____ Signature _____ Date _____

Sheridan Japanese School
Charter School Board *BOARD POSITION ACCEPTANCE FORM*

Congratulations on being selected to serve on the SJSF Board. This is the final step before beginning your term of board service.

Instructions:

1. Fill out this brief application form and send it (or hand-deliver) to:
 Andrew Scott, Executive Director, 430 SW Monroe St. Sheridan, OR 97378. Digital forms will not be accepted.

Candidate's Name _____

Email _____ Phone _____

Type of Candidate: Parent/Guardian Outside Community Member

Assurances

- I have read and understand all requirements of board service, including but not limited to term-duration, time requirements, conflict of interest/ethics, termination/resignation, etc.
- I have attended a regular SJSF Board meeting.
- I have submitted by background check authorization form to the SJS office.

I ACCEPT board appointment for a _____ year term beginning _____ and ending _____.

I DO NOT ACCEPT board appointment for a _____ year term beginning _____ and ending _____.

Name _____

Signature _____ Date _____

OFFICE USE ONLY

SJSF Board Representative:

Name _____ Signature _____ Date _____