



Board Membership Process

The following document provides the process by which Directors for the Governing Board of Fort Collins Montessori School will be elected. The Governing Board will have at least 5 voting members but no more than 7 voting members: two parent representatives, three to five representatives of the Fort Collins community, the Head of School (non-voting) and one faculty representative (non-voting), chosen by majority vote among full-time teachers. Directors will be elected in May, or as vacancies occur. Directors serve for two-year terms, except for one parent representative and one community member from the initial board, who will serve three-year terms to allow a natural transition of board members. Directors elected to fill a vacancy will serve only the remainder of the term for the vacant position. Directors may be reelected without limit.

The status of a Board member (i.e., community member or parent representative) is the status in place at the time of the election. If a community representative becomes a parent after being elected to the Board, that member's term will end the following May. The member is still eligible to be re-elected to the Board as a parent representative, but must be nominated by the Parent Council and elected by the Board as described below.

In electing Directors, the Governing Board will prioritize the desired skill sets needed on the Governing Board. Overall, community members on our Board should bring professional skill sets and experience that make our Board well rounded, strong, and function efficiently. Such professional skill sets might include: legal, financial, development, facilities, and education skills and experience.

Nominating Committee

The Nominating Committee (NC) will determine the board's needs with respect to skills, interests, knowledge of Montessori pedagogy, etc. The NC will include at least one and no more than two voting board members. The NC may also include one or both non-voting board members, and may include one parent representative from the Parent Council. The NC will inform the general public of community board position vacancies via a notice in the newspaper and/or on the FCMS web site 4-6 weeks prior to the deadline for the applications. The NC may also actively recruit community members and may invite staff, other board members, parents, and others to invite board applications.

After the application period has closed, the NC reviews the candidate's applications for selected candidates to determine if they meet board needs and qualifications. If so, the NC meets with candidates to provide additional information and further determine candidate qualifications. If the NC decides to nominate a candidate, they will inform the board and invite the candidate to a board meeting. At that board meeting the full board may ask additional questions, then the board will vote on the nominee.

Parent Council

A Parent Council, made up of parents or guardians of children currently attending the school, ensures that the voice of the school's parent community and its students' will be heard by nominating parent representatives (of currently enrolled students) as candidates for the FCMS Governing Board. The Parent Council will be a sub-committee of the School Accountability Committee (SAC). This Council will work together to solicit parent interest, and to evaluate fit and commitment to service on the school board. After reviewing applicants, the Council will nominate at least two individuals for each vacant parent representative seat on the Board, and will prepare for the Board an information packet for each nominee consisting of the letter of interest, resume, and application. The Council should seek input from the Nominating Committee to ensure that parent nominees will best contribute to the success of FCMS. The voting Board Director on the SAC will provide guidance to the Parent Council on the need for and timing of nominees to the Board. At the May Board meeting each year, the Board will elect the parent representatives for the following year.



**Application for a Community Seat on the
Fort Collins Montessori School Board**

Fort Collins Montessori School is seeking community board members with skill sets in the following professional areas: legal, development (fundraising), finance and investment, facilities/mechanical or civil engineering.

To work with our Board you must be committed to serving a full term (2 years), 8-10 hrs of work per month, attending all board meetings, missing no more than 3 per year, no more than 2 consecutive, engaging in board professional development opportunities throughout the year as decided upon by our Board, and visiting one Montessori Charter School in Colorado for a tour. In addition, we all commit to taking a 15-hour online Board Development Training course provided by the Colorado Department of Education. Our Board meetings typically are once a month, for 3 hours. Completion of the Board Training modules and visitation at a Montessori Charter School for a tour should occur in the first 4 months of a person's tenure on the FCMS Board.

Name _____

Preferred Contact: phone _____ e-mail address _____

How did you learn about our Board positions: _____

What experience do you have with Charter Schools:

Please describe, in your own words, the role of a Charter School Governing Board.

Why are you interested in serving on the FCMS Board?

Please describe your previous Board Experience:

The FCMS Board is committed to having a diverse set of skills and experience on the Board, e.g., fundraising, facilities, legal, financial, education, etc. What specific experience would you bring to the Board?

FCMS's Mission and Vision express a strong commitment to Montessori principles. Please describe your understanding and commitment to those principles?

Are you aware that you will need to read our Conflict of Interest Policy and disclose any Conflicts of Interest prior to or during application to our Board? If you serve on our Board, you will be asked to sign a Disclosure Form declaring that you have no conflicts of interest that would prohibit you from serving on our Board.

YES _____ NO _____

To apply: Submit this application, a letter of interest, and your resume with this application to:

jsandersonfcms@gmail.com and lfedermanfcms@gmail.com

One of our Board Officers will contact you and provide next steps.