



Evergreen
School

Board of Trustees Application Package

Dear Applicant:

Thank you so much for your interest in joining the Evergreen School Board of Trustees. In this package, you will find all the materials you need to submit, along with a current resume, by **April 11, 2018** for consideration. The package contains five sections:

- Overview of the Evergreen School Board of Trustees
- Board of Trustees Candidate Questionnaire
- Board of Trustees Principles of Good Practice
- Board of Trustees Conflict of Interest Policy
- Standing Committee Purpose Statements

Please give careful consideration to this application. Trustees are elected by the full Board at its Annual Meeting in May. **Applicants will be invited to meet and interview with the current Trustees on the evening of Monday April 16, 2018.** New Trustees join the Board in June for a 3-year term.

The Trustee experience is rewarding and positive. The work one does as a Trustee ensures that Evergreen will remain vibrant and able to provide high-quality, Montessori education for generations of students to come. Your contributions will be valuable to the school and the position, meaningful to you; we encourage you to consider giving of your time and talents for the good of Evergreen.

Please complete all attached application materials and a resume by April 11, 2018 and submit to Kate Greene and Tanya Palacio.

Tanya Palacio
Chair Governance Committee
tanyapalacio@gmail.com

Kate Greene
President Board of Trustees
kate.greene@gmail.com

Board of Trustees Candidate Questionnaire



Please return this questionnaire, along with a current resume by Wednesday April 11, 2018

Applicant Name: _____

Address: _____

Telephones: _____

Email: _____

Question	YES	NO
1. The Board of Trustees meets year-round either in full or in sub-committees. We expect that trustees will make their best efforts to attend or participate remotely in at least 80% of all meetings (recognizing that travel or conflicts arise), participate regularly in subcommittee work, and assume leadership roles in Board-related projects occasionally. Are you willing and able to attend, participate, and assume these responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>
2. Trustees are elected to a single, 3-year term of service. Are you willing and able to serve for such a term?	<input type="checkbox"/>	<input type="checkbox"/>
3. As a Trustee you will be expected to: <ul style="list-style-type: none"> a. Respond to e-mail and return phone calls in a timely manner (48 hours) b. Review all reports and other material prior to attending meetings c. Complete tasks, both assigned and volunteered d. Be a member of at least one Committee or Task Force Are you willing and agree to meet these expectations?	<input type="checkbox"/>	<input type="checkbox"/>
4. Accepting a position as a Trustee implies a commitment to participate in the school community, including making Evergreen among your top philanthropic priorities and supporting of the various fundraising events. Are you willing and able to accept this responsibility?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you currently up-to-date in your accounts with Evergreen School and Camp if applicable?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you able to maintain your independence at all times in considering issues brought before the Board, regardless of your relationship to the school, as a parent or otherwise, or other affiliation with fellow trustees?	<input type="checkbox"/>	<input type="checkbox"/>

Board of Trustees Principles of Good Practice

The following Principles of Good Practice are set forth to provide a common perspective on the responsibilities of individual members of independent school boards. Please acknowledge your receipt and understanding below.

1. A trustee actively supports and promotes the school's mission, vision, strategic goals, and policy positions.
2. A trustee is knowledgeable about the school's mission and goals, including its commitment to equity and justice, and represents them appropriately and accurately within the community.
3. A trustee stays fully informed about current operations and issues by attending meetings regularly, coming to meetings well prepared, and participating fully in all matters.
4. The board sets policy and focuses on long-range and strategic issues. An individual trustee does not become involved directly in specific management, personnel, or curricular issues.
5. The trustee takes care to separate the interests of the school from the specific needs of a particular child or constituency.
6. A trustee accepts and supports board decisions. Once a decision has been made, the board speaks as one voice.
7. A trustee keeps all board deliberations confidential.
8. A trustee guards against conflict of interest, whether personal or business related.
9. A trustee has the responsibility to support the school and its head and to demonstrate that support within the community.
10. Authority is vested in the board as a whole. A trustee who learns of an issue of importance to the school has the obligation to bring it to the head of school, or to the board chair, and must refrain from responding to the situation individually.
11. A trustee contributes to the development program of the school, including strategic planning for development, financial support, and active involvement in annual and capital giving.
12. Each trustee, not just the treasurer and finance committee, has fiduciary responsibility to the school for sound financial management



Revised and approved by the National Association of Independent Schools in 2003.

Signature

Date

Board of Trustees Conflict of Interest Policy



No member of the Board of Trustees, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Evergreen School.

Each individual shall disclose to the organization any personal interest which s/he may have in any matter pending before the organization and shall refrain from participation in any decision on such matter.

Any member of the Board of Trustees, Committee, or Staff who is an officer, Board member, a committee member, or staff member of a client organization or vendor of Evergreen School shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or Board of Trustees action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full Board of Trustees.

Any member of the Board of Trustees, Committee, Staff, or certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a Board member, committee member, or an employee of the following organizations:

This is to certify that I, except as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Evergreen School which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Evergreen School.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with Evergreen School.

Signature: _____

Date: _____

Printed _____

Name: _____

Standing Committee Purpose Statements



Evergreen
School

The purpose of the Executive Committee is to:

- Coordinate, with the President of the Board, the work of the Board of Trustees;
- Serve as a sounding board and resource for the Head of School on any matter for which s/he may seek advice or counsel;
- Coordinate the work of the Board of Trustees in developing Committee Charges;
- Support the President of the Board, the Board of Trustees, and the Head of School in achieving strategic plan goals;
- Act in place of the Board of Trustees between meetings in the manner prescribed by the bylaws; and
- Report to the Board of Trustees in a timely fashion.

The purpose of the Advancement Committee is to:

- Oversee the school's fundraising strategies and programs to ensure the school satisfies its fundraising goals,
- Solicit and secure financial support, and cultivate relationships that will advance the school's image and secure future financial support,
- Advise the Board of the goals, strategies, and status of all fundraising campaigns,
- Support the school administration's marketing and public relations efforts to develop the school's image and attract and retain students and donors,
- Assist the Head of School with the development and evaluation of school admissions policies and procedures, and
- Assist the Head of School with the development and evaluation of financial aid policies.

The purpose of the Finance Committee is to:

- Develop, in partnership with the Head of School, the school's long-range financial plan;
- Develop, in partnership with the Head of School, the school's yearly operational budget;
- Recommend annual tuition levels for Board of Trustee approval;
- Monitor the implementation of the budget; and
- Periodically report to the Board of Trustees on the financial status of the school.

The purpose of the Governance Committee is to:

- Initiate and develop governing documents, policies, and procedures for the administration of the Board of Trustees and its subsidiaries;
- Coordinate, with the President of the Board and the Head of School, the identification, cultivation, recruitment, and orientation of new Trustees;
- Coordinate the process for nomination, re-nomination, and election of Trustees;
- Develop the Board of Trustees self-evaluation tools and procedures as well as the evaluation of the President of the Board and oversee the orchestration of those evaluations; and

- Provide for ongoing education and professional development of the Board of Trustees.

The purpose of the Buildings and Grounds Committee is to:

- Advise the Board on major plant issues and work with the Finance Committee to identify funding for building and grounds needs;
- Assist the HOS in developing and keeping a long-term plan of the physical plant needs;
- Meet with Hughes UMC Board of Trustees periodically to discuss plans and issues related to the physical plant; and
- Support the HOS efforts in keeping the school safe and inviting for Evergreen's community enjoyment, this includes but it is not limited to the classrooms, the gym, and the playground.