

# Cardinal Community Academy

## CCA Board of Directors

### Recruitment Information and Benefits



#### **Dear CCA Parents and Community,**

CCA is accepting Board applications for four positions: 2 Parent and 2 Community Members-At-Large. The Parent seats are available to those who have students attending CCA and the Community seat is available to individuals who are neither a parent, teacher, or employee affiliated with CCA. If you are interested, please see below for more details. Thank you for your continued support of our school and community!

Respectfully,  
CCA Board of Directors

#### **Overview:**

Cardinal Community Academy Charter School is a public charter school serving students in grades kindergarten through eighth grade. CCA is open to all interested students, regardless of where they reside. Since we are a public school, there are no fees to attend CCA. The school opened in 2000 with seventy-five students, and has grown in student numbers every year.

#### **Mission:**

The Mission of CCA is to serve students' needs to achieve educational excellence by providing a well-rounded curriculum while encouraging a love of learning in a safe and positive environment. Character Community Achievement - Soaring to Educational Excellence

#### **Board Responsibilities:**

The Board of Directors are responsible for leading and governing our school. It is estimated that Board Members will commit a minimum of six hours per month of service to the Board. General Board responsibilities include:

- Uphold and support Cardinal Community Academy's Vision, Mission, Goals, and Objectives.
- Work in partnership with the Director to ensure effective short and long term strategic planning.
- Approve and monitor the school's annual budget.
- Ensure legal and ethical integrity and maintain accountability.
- Attend all meetings of the Cardinal Community Academy Board on the 4<sup>th</sup> Wednesday of every month at 5:30PM, as well as emergency or work session meetings, when needed.
- Attend and support, when possible, school functions, fundraisers and events.
- Additional responsibilities, in addition to CCA Bylaws, with more detail can be found on the CCA Website under Resources on the Board page here: [https://www.ccaschool.net/board\\_of\\_directors](https://www.ccaschool.net/board_of_directors)

The Board of Directors serve in a volunteer role and are not compensated for their service. The Board of Directors are required to act within their authority, to exercise due care, and to observe fiduciary responsibilities in acting on behalf of the school and its stakeholders.

### Benefits of Serving:

- The opportunity and responsibility to plan and shape the direction of CCA.
- Share business knowledge and apply professional and personal skills.
- Practice and learn school leadership and governance skills.
- Work with CCA staff on various projects and activities.
- Work and network with community partners to enhance and expand the school's reach.
- The opportunity to leave a legacy of leadership and management of your school.
- A great addition to your resume.

### Qualifications:

- Strong Interpersonal Skills: approachability, team player, communication, listening, relationship building, conflict management, consensus building, and negotiating.
- Knowledge of Cardinal Community Academy: passion for the school and CCA's mission and vision, and understanding of school challenges and opportunities
- Willingness to Serve: Time and dedication is important to service on the school Board. If you are interested in serving your community and your school in an impactful way, this opportunity is great for you!

### Process Overview:

Individuals interested in serving on the Board of Directors will be asked to complete the [CCA Board Application](#), that can also be found online on the Board of Directors page on the website, **by 3:30pm on September 6th**. At the discretion of the election official, there may be a virtual or in-person meet and greet held to introduce applicants to the community. Interested candidates will be added to a slate for vote by the parents of the school during the week of Parent-Teacher conferences.

All elected Board members will begin their terms starting January 1, 2023. You are asked to attend the board meetings starting in October to observe. Two of the terms, one parent and one community member, will be filling regular, three year terms. The other two, one parent and one community member, will be filling two year terms.

### Board Member Checklist:

Are you:

- ✓ Passionate about CCA?
- ✓ A strong team player who is willing to listen, analyze, think clearly and creatively, engage in discussions, and work well with people individually and in a group?
- ✓ Willing to prepare for and attend Board meetings, ask questions, take responsibility and follow through on assignments in a timely manner?
- ✓ Ready to learn and grow in your personal & professional development and give back to your community?

**Then we need YOU!**

**Consider applying for a CCA Board of Directors position today!**

**Contact Lauren Dever at [laurendeever@re3j.com](mailto:laurendeever@re3j.com)**