



## STUDENT VOICE | STUDENT CHOICE

CROSS RIVER CHARTER SCHOOL | 920 HOLLEY AVE. | ST. PAUL PARK, MN 55071 |  
651.346.0091 | CROSSRIVERCS.ORG

Adopted: 02/09/2022

### **INITIAL BOARD EXPANSION POLICY**

#### **PURPOSE:**

This policy addresses the skills, competencies and diversity intended for the Cross River Charter School Board of Directors as a whole. As policy, it is reviewed regularly for any necessary changes.

Cross River Charter School is dedicated to developing and maintaining a board of directors to effectively govern the school. The policy below addresses the characteristics identified as pertinent for the board and the nomination process for adding identified individuals to the initial founding board. Cross River Charter School seeks a board which, as a group, provides a composite of necessary attributes and competencies and reflects diversity.

Cross River Charter School uses this policy to identify, recruit and nominate candidates to the Board of Directors. We assure understanding, agreement, and commitment prior to nominating any candidate to the board. Cross River Charter School uses this policy to assist with regular evaluation of the Board as a whole and the evaluation of individual board members.

#### **QUALITIES:**

Cross River Charter School will look for the following attributes in every board member:

- Commitment to the mission and vision of Cross River Charter School
- Availability to participate meaningfully in the governance process
- Ability to engage in candid dialogue, ask difficult questions, agree to disagree, and work with colleagues to resolve differences
- Ability to work well in a group
- Comfort with diversity
- Honesty, courtesy, creativity, open-mindedness, and initiative

#### **SKILLS & COMPETENCIES:**

The Cross River Charter School Board of Directors is accountable for the success of the organization and, therefore, must collectively possess the wisdom, experience, and expertise to ensure the school's viability. The Executive Committee regularly conducts a skills inventory of the board to determine what areas need to be targeted in board expansion. The committee also reviews the competencies listed below each year and may recommend revisions to the list due to changes in environment or the organization.



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### **Key Competencies:**

Finance, Fundraising, Legal, Facilities, Marketing & Public Relations, Hiring & Human Resources, Governance, Community Outreach, Curriculum & Assessment

### **DIVERSITY:**

Cross River Charter School is committed to proactively seeking diversity on its board of directors. In addition to seeking board members that possess the attributes and competencies to contribute effectively to the board, Phillips Community School will search for candidates that reflect the diversity of the community.

### **NOMINATING PROCESS:**

The Executive Committee of the board takes the lead in finding and recruiting new trustees to the board. This committee will look to all Cross River Charter School board members to participate in recruiting new members. The process for nominating and approving new board members is as follows:

1. The Executive Committee conducts a skills inventory of the board of trustees and develops a prioritized list of needs.
2. Potential candidates are recommended to the Executive Committee.
3. The candidate is asked to forward a copy of his or her résumé to the Executive Committee.
4. A member of the Executive Committee conducts an initial phone screening to explore the background and qualifications of the potential board member.
5. If the potential board member seems likely to be a good fit for the board or a board committee, he or she is invited to meet a board member and the school director to participate in a lengthier in-person interview. At this point, the candidate is given written committee and board member job descriptions and expectations and is questioned about his or her ability to comply with all requirements.
6. If the candidate remains a fit for a committee or the board, he or she is invited to attend the next scheduled board meeting.



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7. The potential board member's résumé is forwarded to all board members in advance of the meeting that the potential member is planning to attend.
8. When the potential board member attends the board meeting, he or she is given a copy of the following documents:
  - a. Cross River Charter School contract
  - b. Cross River Charter meeting minutes from the past calendar year
  - c. Cross River Charter School bylaws
9. A background check is conducted on the potential board member.
10. If the potential board member continues to be interested in joining the board after he or she attends a meeting, and the Executive Committee finds that the candidate shares philosophical alignment with the mission of Cross River Charter School and possesses useful capacities for the board, the Executive Committee will recommend to the full board that the candidate be voted in as a board member.

**NOTES:**

This process is for the initial founding board of Cross River Charter School. Elections will be held for the ongoing governing board.