



<i>New Summit Charter Academy</i>	<i>Policies and Procedures</i>
Policy Name:	Board Selection Policy
Policy Number:	BBB - NSCA
Original Date:	January 08, 2026
Last Reviewed:	February 10, 2026
Category:	Board Governance
Author:	Compliance Officer
Approval:	NSCA Board of Directors

Overview

New Summit Charter Academy (NSCA) is governed by a Board of Directors as outlined in the Bylaws approved in November 2022. The corporation has no members, and all rights and approvals vest in the Board. Directors are appointed by the Board to fill vacancies, including those arising from expiring terms, resignations, or increases in the number of directors. The number of directors shall be between three and seven, with terms generally lasting three years (subject to initial classification as per Bylaws Section 3.2(c)).

This policy establishes a structured appointment process for Board Directors, modeled after established charter school practices, while ensuring consistency with NSCA Bylaws. It applies to vacancies resulting from expiring terms and is not intended for mid-term vacancies caused by resignation or removal (which are handled under Bylaws Section 3.3). The process ensures new directors are in place by the annual Board Retreat in June of each year, allowing for onboarding and participation.

NSCA will engage an independent third party to monitor the appointment process, if needed, for transparency or conflict resolution.

Eligibility

Eligibility is established in the NSCA Bylaws (Section 3.2). To be a Board Director, candidates must:

- Be a natural person at least 25 years of age.
- Complete Colorado Department of Education (CDE) board modules within the first year of service.
- Demonstrate enthusiasm for NSCA and conviction in its purpose.
- Possess special skills to address specific management needs of the school (e.g., finance, legal, education, community relations).
- Be willing to accept and support democratically made decisions.
- Have the ability to represent NSCA to the community.

The Board may not include:

- Employees of NSCA.

- Individuals with a family member employed by NSCA.
- Individuals who are married to one another.

Candidates must also provide a resume, three references, disclosure of any other boards/committees/businesses they are involved in, and any social media IDs (e.g., Facebook, Instagram, TikTok, YouTube, Nextdoor). Candidates must attend at least 1-2 Board meetings as an observer prior to final appointment.

Board Director Appointment Process

The Board shall form a Board Search Committee (BSC) to manage the recruitment, vetting, and recommendation of candidates. The BSC shall consist of at least two current Board Directors (excluding those with expiring terms) and may include the Executive Director (ED) or other non-voting advisors. The process emphasizes transparency, community input, and alignment with NSCA's needs via a gap analysis.

Succession Plan (Appointment Timeline)

The following timeline ensures an orderly appointment of NSCA Directors, working backwards from the June Board Retreat. It is reverse-engineered to accommodate preparation time for marketing, application review, interviews, and onboarding. The process begins in January for vacancies expiring at the end of the school year (typically aligned with the June Retreat). Families and the community will be notified to update contact information from January–March.

Month	Key Milestones and Activities
January	Review and Adjust Timeline: <ul style="list-style-type: none"> <input type="checkbox"/> Set Board Search Committee Dates <input type="checkbox"/> Call-to-Action <input type="checkbox"/> BOD Interest Meeting Date <input type="checkbox"/> Open Applications date <input type="checkbox"/> School Tour with ED Dates <input type="checkbox"/> BOD Meeting Observation Dates <input type="checkbox"/> Close application date <input type="checkbox"/> Date Finalists are notified

January	<p>Preparation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct Gap Analysis/Identify needs <input type="checkbox"/> Create Call-to-Action <input type="checkbox"/> Review/Finalize Application <input type="checkbox"/> Review/Finalize Application Review Checklist <input type="checkbox"/> Review/Finalize Reference Questions <input type="checkbox"/> Review/Finalize Interview Questions <input type="checkbox"/> Review/Finalize Candidate Evaluation Form
February	<p>Begin Marketing Campaign Board Interest Meeting</p> <p>Review with Candidates:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Applications open <input type="checkbox"/> Application process/deadlines <input type="checkbox"/> Candidates must attend at least 1 or 2 board meetings as an observer <input type="checkbox"/> Finalists will be required to complete an FBI at their expense \$58
March	<p>Submit an application on the website:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Resume <input type="checkbox"/> Professional References x 3 (Google survey) <input type="checkbox"/> Discloser of any other boards, committees, businesses, and non-profits, all social media identities <input type="checkbox"/> Finalists must schedule a school tour <input type="checkbox"/> Finalists must review the Board Agreement and approve <p>Close applications on the website at 3:00 pm on the final date</p> <ul style="list-style-type: none"> <input type="checkbox"/> Create an application folder
April	<p>Conclusion:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review Application packets <input type="checkbox"/> Select finalists - use application review checklist <input type="checkbox"/> Finalists are notified by email <input type="checkbox"/> Reference checks by BOD
May	<p>Finalists Interviewed by BOD</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use Candidate Evaluation Form

	<input type="checkbox"/> Finalists must be available in person <input type="checkbox"/> Must complete an FBI background check prior to acceptance of board position. Cost: \$58.00
May	Finalist Interviews at the regular May Board Meeting Special Meeting <input type="checkbox"/> New member selection
June	Special Meeting <input type="checkbox"/> Seat a new member(s)/position(s) Board Retreat

Related Documents

- Board Candidate Application/Questions
- Application Review Checklist
- Board Search Reference Questions
- Candidate Interview Questions
- Candidate Evaluation Form
- Social Media Guidelines (In-house info)
- Congratulatory Letter
- Board Meeting Calendar/Onboarding Packet

This policy shall be reviewed annually by the Board and may be amended by affirmative vote as per the Bylaws. Approval of this policy initiates the process for replacing outgoing directors.

Revision History

Date	Revision Details	Revised By
01/08/2026	Creation	Executive Director, Compliance Officer
02/10/2026	Approved	Board of Directors