

# Board Application for Appointment Announcement

Orton Academy (OA) has a FIVE (5) member Board of Directors. The Board is now accepting applications for the appointment of ONE (1) OA school board positions. The OA school board will be accepting applications for appointment to one open position from February 1 through February 28, 2024.

Applicants may either request an application by emailing the OA Board of Directors at [OABoard@ortonk8.org](mailto:OABoard@ortonk8.org) or pick up the Application form from the OA front office during normal business hours. In order to minimize disruption to our staff and the instructional environment the Board of Directors requests that applicants request applications through email if at all possible. Applicants may view the OA Bylaws and the Charter by visiting the OA website at [www.ortonk8.org](http://www.ortonk8.org), or request a copy from the school's front desk.

Prior to submitting the application, all applicants shall have read the OA Board Bylaws and the Charter Contract. Additionally, applicants must be prepared to sign the Board Member Code of Conduct agreement if they are appointed.

Board eligibility requirements are documented in the Board Elected and Appointed Position Eligibility Policy. Completed and signed applications shall be placed in an envelope addressed to the "OA School Board" and submitted to the receptionist at the school during normal business hours. Additionally, all applicants must email a copy of the completed application to the board email account at [OABoard@ortonk8.org](mailto:OABoard@ortonk8.org). Both the signed and email copies of the application must be received by the Board of Directors prior to the close of the application period defined in this announcement. Applications that are incomplete or that were not received by the close of the application period will not be accepted.

Dates are as follows:

- Email and paper application requests accepted from February 1, through February 28, 2024
- Applications received outside of the application period will not be considered for the current cycle.
- Appointment Committee will interview applicants March 6, through March 31, 2024.
  - All applicants must be available for interview during this timeframe
    - Applicants not interviewed will not be considered for appointment
    - Appointment Committee will contact all applicants No Later Than March 3, 2024 to schedule an interview
      - Contact will be through the email address included on the application
      - It is the applicant's responsibility to interview at the date and time provided or arrange an alternate interview appointment
- Candidates will be selected through full Board vote at the regular June Board of Directors Meeting on Date.

Please direct any questions to the OA board via email at: [OABoard@ortonk8.org](mailto:OABoard@ortonk8.org).

We are excited about this opportunity to form a representative and strong school board of leaders for our students, teachers, parents and community.

Sincerely,

*your* OA School Board