



Windham Academy Board of Trustees Candidate Selection

Purpose:

1. To add new members to the Board of Trustees who possess the qualifications to assist the Board and Windham Academy in fulfilling its charter and mission
2. To add new members to the Board of Trustees who meet the criteria for Board Members outlined in the charter document (based on status of professional, major contributor, or parent)
3. Ensure parents and staff have input into the process of new member selection

Proposed Process:

1. Parent positions: Interested candidates submit a Letter of Intent and two (2) letters of recommendation to the Board of Trustees via email. The letters of recommendation should be from Windham Academy parents who are not related to the candidate.
2. Professional/Contributor Positions: Interested candidates should submit a Letter of Intent and Resume to the Board of Trustees via email. They may also submit up to 2 letters of recommendation from WA parents, staff, or the community but it is not required.
3. Depending on the number of candidates, the Board of Trustees with input from the WA Director, will (A) vet candidates for each type of position and put forth a smaller selection for public interview, or (B) publicly interview all candidates who submitted the required documentation.
4. Public Interview Process:
 - a. In Preparation for the Interview, Windham Academy will post a Google Form to allow parents and staff to submit questions to candidates. The Board of Trustees will review the questions and select at least 3 of the most common questions to ask the candidates.
 - b. During the interviews, the Board of Trustees will ask both their own questions and a selection of at least 3 questions submitted by parents. All candidates will be asked the same publicly-submitted questions.
 - c. After all candidates are interviewed, a period of public comment will be allowed for meeting attendees to express their views.
 - d. The Board of Trustees will vote on the slate of candidates.

Approved by BoT: February 21, 2022