



*To Serve on a Committee of the  
Classical Academy Charter School of Clifton*

The Classical Academy Charter School of Clifton is a seven-member board consisting of community members and parents of Clifton, to direct and oversee the operations of the charter school district. Among the duties of the Board of Education is the responsibility to serve on Board Committees addressing the areas of Personnel, Building & Grounds, Technology, Finance, Governance, Curriculum, and Policy.

The Board invites parents and legal guardians of students currently attending the Classical Academy Charter School to serve as Advisory Members of the Board's committees. The Board recognizes the role that parents play in the academic success of our students, and requests that parents have an active part in the fiscal oversight and accountability functions of the Board.

Depending on your interests and experience, the Board Committees offer many opportunities to represent the best interests of parents while serving the Clifton community. Partnering with schools as a parent leader in a school committee gives a much more accurate view of how a school can meet the needs of its students and its community. Participating in a school committee also sends the message to your children that you lead by example in contributing to the decision-making process which benefits the larger community. You'll be able to show your children that being involved can make a difference.

**Personnel Committee:** Reviews personnel matters (appointments, assignments, and other extra compensation), tentative collective negotiation settlements, newly created positions, and related job descriptions, employee recruitment and retention strategies, as well as diversity initiatives in the District.

**Building & Grounds Committee:** Reviews matters concerning the school building and surroundings property under the control and maintenance of the charter school district. This includes appropriating of additional buildings, fields, maintenance, and upgrades.

**Technology Committee:** Reviews matters concerning technology within the classroom, and within the charter school district.

**Finance Committee:** Review and approve a budget for education in the district according to a process and timeline developed with the Lead Person and SBA. Work to ensure that necessary funds are appropriated for the district and that a balance is maintained between needs and resources in the distribution of available monies. Oversee the operation of the annual school budget.

**Return form to: Classical Academy Charter School of Clifton  
Board of Trustees  
1255 Main Ave., Clifton, NJ 07011  
Questions? Please call the Board Office at (973) 278-7707.**



**Governance Committee:** Establish educational goals and policies for the schools in the district, consistent with the requirement of law and the statewide goals and standards established by the Board of Education. Delegate to the Lead Person the responsibilities for all administrative functions. Act only as a body as prescribed by law and not as individual members.

**Curriculum Committee:** Reviews major adoption or revision of curriculum and textbooks upon recommendation of the Lead Person.

**Policy Committee:** Reviews policies and makes recommendations to provide direction and establish priorities for the District, and ensures consistency with federal, state, and local law.

Parent Representatives will serve in a non-voting, advisory capacity with the ability to ask questions and express concerns related to the work of the Committee. The Board's Committees convene on a monthly (depending on committee format) at the school building located at 1255 Main Ave, Clifton, NJ or virtually, when needed.

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Materials subject to committee review are distributed in advance of the meeting to maximize efficiency and allow time for review. Parent Representatives will be expected to attend orientation training and attend monthly Committee meetings (dates and times are decided by the Board's Committees and announced at least one week in advance of the meeting).

### **Selection Process:**

Parent representatives will be selected by the Board to serve on a Board Committee for a term of one fiscal year (July 1st through June 30<sup>th</sup>), with the option of returning as mentor for an additional year. Membership in a parent stakeholder organization is not required to participate in the selection process.

1. Selection Forms are due to Board of Trustees by 5:00 p.m. the week prior to a board meeting.
2. Selection Forms will be reviewed by the Board at each meeting;
3. The Board will recommend parent representatives to the Board's Committees for final selection and appointment to Board Committees;
4. Appointed Parent Representatives for the fiscal year will be notified of selection by letter for service;
5. Parent Representatives and committee assignments will be posted on the district website.

**Only parents, grandparents, and/or legal guardians of students currently attending Classical Academy Charter School, who are not employees of the Charter School District, will be allowed to serve on the Board's Committees. No one may serve on a Committee who has a personal financial interest in the work of the Committee on which they wish to serve.**

If you are interested in serving on a Board Committee, please complete the attached form and send it to:

Classical Academy Charter School  
Board of Education  
1255 Main Ave.  
Clifton, NJ. 07011

Please contact the Board's office with questions or concerns at 973.273.7707

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## PARENT REP APPLICATION FORM

Date: \_\_\_\_\_ Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name and School of Child(ren) Currently Attending CACS:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Are you an employee of CACS? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you been or are you now a vendor or contractor with CACS? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please describe status, nature and extent of business.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Only parents and legal guardians of students currently attending Classical Academy, who are not employees of CACS, will be allowed to serve on the Board Committees. No one may serve on a committee who has a personal financial interest in the work of the Committee on which they wish to serve.

Which Board Committee interests you?

\_\_\_ Governance                      \_\_\_ Building & Grounds  
\_\_\_ Finance                            \_\_\_ Personnel  
\_\_\_ Policy                                \_\_\_ Curriculum

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