

LITTLEFIELD UNIFIED SCHOOL DISTRICT GOVERNING BOARD APPOINTMENT



P.O. 730
3490 E. Rio Virgin Road
Beaver Dam, AZ 86432
■ Phone (928) 347-5486
■ Fax (928) 347-5967

Mark Coleman, Superintendent

Littlefield Unified School District

GOVERNING BOARD VACANCY

Littlefield Unified School District is seeking candidates to fill one (1) vacant seat on the Governing Board. The term of the appointment will be until Dec 31, 2016. Prospective candidates must meet the following qualifications to be considered (A.R.S. § 15-421):

- Registered voter in the State of Arizona.
- Reside within the School District for at least one year.
- Is not an employee of the School District or his /her spouse.
- Is not a member of any other School District Governing Board.
- No members of the immediate family, who currently reside with or who have resided in the same home within the last four years, are members of this Governing Board.

Applications are available online at www.lusd9.com and will be accepted Monday through Friday 8:00 a.m. – 4:00 p.m. at the Littlefield Unified School District Office, Sheree Goessman, 3490 E. Rio Virgin Rd., Beaver Dam, AZ 86432. This position will be posted until filled.

The appointed Board Member will be sworn in at an upcoming Governing Board Meeting as determined by the number of applications received.

For further information, please contact Sheree Goessman, Littlefield Unified School District Office (928) 347-5486.

Posted: January 12, 2014 at the following locations:

- Beaver Dam Post Office
- Beaver Dam Elementary
- Beaver Dam Jr./Sr. High School
- Littlefield Unified School District Office

Application Questionnaire for School District Governing Board

Return to: Littlefield Unified School District #9
Attn: Sheree Goessman
PO Box 730
3490 E. Rio Virgin Rd.
Beaver Dam, AZ 86432

You are hereby notified that , the undersigned, a qualified elector, would like to be considered for appointment to the Governing Board of Littlefield Unified School District #9.

Name: _____
(Please Print)

Work Phone: _____ Home Phone: _____

E-Mail Address: _____

Residence Address: _____

Mailing Address: _____

Affidavit of Qualifications

By signing below, I affirm that I am eligible to be appointed to the Littlefield Unified School District Governing Board based upon the following qualifications (A.R.S. § 15-421):

- I am a registered voter in the State of Arizona.
- I have resided within the School District for at least one year.
- I am not an employee of the School District nor is my spouse.
- I am not a member of any other School District Governing Board.
- No members of my immediate family, who currently reside with me or who have resided in my home within the last four years, are members of this Governing Board.

Applicant Signature: _____

Date: _____

QUESTIONNAIRE:

1. What has prompted you to have an interest in this position?

2. What experiences do you have that might be relevant to making a contribution to the School Governing Board. Please give specific examples if appropriate.

- a. Trade/business or professionally related:

- b. Volunteer and non-profit or association/organizations:

- c. Educational background:

3. As an interested member of your community, you may have developed thoughts about some special needs of your school district. What needs do you feel are most urgent and how would you help to meet those needs?

4. A board member has no authority to make district decisions as an individual; all district policy decisions are made by the total Governing Board. Board membership requires the ability to listen to the ideas of others, communicate your own ideas, evaluate all information without bias, and function as a team member. Indicate any successful experiences you may have in similar team efforts.

5. Time and energy requirements for work in public service can be high. In light of this, are there circumstances you can foresee that would preclude your full participation as a Board Member?

6. As a Board member, you would automatically be a member of the Arizona School Boards Association. This Association offers training seminars and conferences to enhance your knowledge, skills, and effectiveness as a school board member. How do you envision your participation in this organization?

7. List any other comments or thoughts that you feel are important considerations for this position.

Submitted by: _____
Applicant's Printed Name

Applicant's Signature

Date: _____

Additional pages may be added as needed for your answers

Becoming a Board Member

Local school boards are a uniquely American institution and at the heart of this country's public education system. A board's existence is based on the belief that lay control of public education makes schools flexible and responsive to the needs of the local community.

School board members are elected by voters within the school district. School board elections are part of the general election in even-numbered years.

The Arizona School Boards Association is committed to quality leadership and advocacy for children in public schools. As such, we are dedicated to supporting the efforts of potential and future school board governing members.

To determine whether being a school board member is right for you, you'll want to understand the duties and responsibilities of the position and the legal requirements for running for and holding office, and the process for running for election. You'll also want to consider the personal attributes needed to be an effective board member, including review the code of ethics by which you must abide by once elected.

Duties

School board members are responsible for broad, futuristic thinking, minute analysis and decisive action in all areas that affect students and staff in their schools. Some roles and responsibilities are implicit. Others are specifically mandated (A.R.S. §15-341) or allowed (§15-342) by Arizona law. Everything board members do is focused on providing the best education possible for the children in their community.

Set the Direction

The governing board, with extensive involvement from the staff and community, is responsible for envisioning the future of the public schools in their community. After setting the vision and mission for the district, the governing board works collaboratively to establish strategic goals to move the organization toward the community's vision for its schools.

Establish the Structure

Board policies and goals establish the structure and create the environment for ensuring that all students are served. The superintendent uses the structure established by the board to manage operations on a day-to-day basis. Although the superintendent may suggest changes to policies, only the board as a whole has the legal authority to adopt policy.

Provide Support

The board provides support to its organization by ensuring that resources are adequate and aligned to meet established goals. Support also is provided by recognizing and encouraging excellence throughout the organization.

Ensure Accountability

As the community's representative in the local schools, the board is responsible for ensuring that the schools are well run – that resources are used wisely and that high standards for academic performance are set. The board as a whole needs to monitor performance to meet established goals – academic, financial and operational.

Advocate for Your Students

One of the board's most important roles is to be the ambassador for public education in the community. As individuals, each board member can help communicate the ways in which their local

schools are supporting student educational needs, parent and community aspirations, and state and federal standards. Together, the board also can demonstrate that an atmosphere of collaboration and respect is the most conducive environment for providing the best education for children in the community.

Abide by a Code of Ethics

A code of ethics for board members is included in the policies adopted by most school boards for their districts, and it is incumbent on individual board members to follow it.

Specific Duties

Specific duties of school boards may relate to employment, purchasing, budget preparation, students and policies. They may include:

- ✓ Hiring and evaluating the district superintendent.
- ✓ Providing guidance in the development of the budget to ensure funding needed to meet board established goals.
- ✓ Approving the budget.
- ✓ Monitoring the budget.
- ✓ Setting salaries for employees.
- ✓ Approving purchases.
- ✓ Establishing and approving policies.
- ✓ Approving curriculum materials.
- ✓ Adopting the school calendar.
- ✓ Reviewing regulations for compliance with policy.
- ✓ Approving personnel actions based on the superintendent's recommendation.
- ✓ Closing or constructing schools.
- ✓ Assessing board effectiveness.
- ✓ Monitoring progress toward goals.

Mandatory duties of school boards are defined in A.R.S. §15-341. Discretionary powers are defined in A.R.S. §15-342.)

What School Board Members and Boards DON'T Do

School board members do not:

- ✓ Implement policy; school boards make policy and superintendents carry it out.
- ✓ Manage the day-to-day operations of the school district; school boards see to it that the district is managed by professionals.
- ✓ Evaluate staff, other than the superintendent, not do they become involved in employment interviews, other than those for superintendent.