

*MARICOPA COUNTY SCHOOL GOVERNING BOARD VACANCIES*



*NOMINATION PROCEDURES AND PROCESSES*

*FOR*

*APPOINTMENT OF SCHOOL GOVERNING BOARD MEMBERS BY  
MARICOPA COUNTY SUPERINTENDENT OF SCHOOLS  
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## Foreword

*This Collaborative Nomination Procedures and Processes for Appointment of School Governing Board Members by Maricopa County Superintendent of Schools would not have been accomplished without the advice, experience, and wisdom from the following organizations and individuals:*

***Arizona School Boards Association (ASBA)***

*Panfilo Contreras, Executive Director*

*Suzanne Schweiger-Nitchals, Past President of ASBA &*

*Governing Board Member of the Creighton Elementary School District*

*Karen Beckvar, Leadership Development Specialist*

***Arizona School Administrators (ASA)***

*Dr. Roger Short, Executive Director*

***Arizona Education Association (AEA)***

*John Wright, President*

*Jennifer Loreda, Government Relations*

***Arizona Association of School Business Officials (AASBO)***

*John Fung, Executive Director*

*Chuck Essigs, Director of Governmental Relations*

***Maricopa County Superintendent of Schools (MCSOS)***

*Hope Olguín, Elections Specialist*

*My gratitude is extended to each of these organizations and individuals for his/her dedication to ensure the success of this Collaborative Nomination Procedures and Processes for Appointment of Governing Board Members.*

***Dr. Donald D. Covey***  
*Maricopa County*  
*Superintendent of Schools*

**NOMINATION, PROCEDURES AND PROCESSES  
FOR  
APPOINTMENT OF SCHOOL GOVERNING BOARD MEMBERS  
BY MARICOPA COUNTY SUPERINTENDENT OF SCHOOLS**

**Overview:**

One of the most significant forms of our American Government and Democracy is representative and formulated in the selection, appointment, and election of School Governing Board Members. No other form of American Government provides such a direct and ongoing involvement of constituents. What forces produced the social entities we call School Governing Boards - so varied and yet united with one purpose: increase academic and success for all students - No Exceptions!

From the time the Pilgrims landed in Massachusetts, and for over 200 years thereafter, the people in the colonies and in the original states struggled to find ways to provide schooling for their children. It wasn't until the mid-1800s and the work of Horace Mann that public schools came into existence. It wasn't until after the Civil War that we finally established, if not perfected, a workable process for the governing of schools - the school board.

Many years have passed since the first creation of the school district and governing boards. Our economic systems have changed drastically since the Civil War and preparing school-aged youth for a worldwide economy and competition for ensuring economic freedom and security is a high priority for our schools of today.

The Arizona School Boards Association states:

*“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.”*

*“Serving as a member of a local school board is one of the most challenging and rewarding jobs you will ever undertake. It also is an enormous responsibility. As a board member, the decisions you make will affect children and their parents, the livelihood of the school system employees and the economic well-being of your community. Service to a school board requires time, energy, expertise and a passion for a public education system committed to providing the best and most appropriate education for all children entrusted to its care.”*

The current incumbent serving as the Maricopa County Superintendent of Schools takes the appointment of vacancies very seriously. Dr. Covey believes we must continue to attract and retain community members to serve on the local school board. An appointment to a vacancy on a school board is a very important process. Procedures must ensure that all appointments advocate increasing student academic achievement and success while maintaining positive learning and working environments.

The decision making process for appointments to vacancies on a school board will not be the exclusive right and responsibility of the County Superintendent of Schools. A collaboration of the local School District Governing Board President, the School District Superintendent and the President of the local Association or Federation of Teachers utilizing a “Consensus Decision Making Process” will be empowered to conduct an appropriate “*Vetting Process*” for all Nominee

Candidates. Employing best practices for appointments, it is envisioned that positive and close working relationships between the Maricopa County Superintendent of Schools and Representatives of the Arizona School Boards Association (ASBA); Arizona School Administrators (ASA); Arizona Education Association (AEA); Arizona Association of School Business Officials (AASBO); and Arizona Federation of Teachers (AFT) will ensure that the best nominees are appointed to governing boards.

The following *Procedures and Processes* with associated responsibilities of the School District; Collaboration Team; Nominee; and Maricopa County Superintendent provide viable guidelines to ensure that each local school board vacancy appointment is in the best interest of the local community, the children and students, and educators.

**Procedures and Process:**

**1.0 School District Responsibilities:**

- 1.1 Declares the vacancy on the District's Governing Board and notifies the Maricopa County Superintendent of Schools.
- 1.2 Publishes Notice of Governing Board Vacancy in a Community Newspaper of General Circulation, District Newsletters and Web Site.
- 1.3 Encourages residents of the Community who are interested in becoming a Nominee, as a Governing Board Member, to notify the President of the Governing Board by a specific deadline date.

**2.0 Collaboration Team Responsibilities:**

- 2.1 A Collaboration Team consisting of the President of the Governing Board (who will serve as Chairperson,) the District's Superintendent, and the President of the local Association or Federation of Teachers will be utilized for the "*Vetting Process*" for each Nominee desiring to be appointed to the Governing Board by the Maricopa County Superintendent of Schools.
- 2.2 Provide each Nominee a District Orientation including but not limited to:
  - 2.2.1 Vision, Mission, Goals, Objectives and Plans of Action, which result with increased student academic achievement and success; evaluation data depicting accomplishments and challenges.
  - 2.2.2 Three Years of Student Assessment Data depicting Student Academic Progress, Achievement and Success.
  - 2.2.3 Three Year Fiscal Budgets depicting the past fiscal year, the current fiscal year; and the proposed ensuing fiscal year.
  - 2.2.4 Learning and Working Conditions for all students and staff.
- 2.3 Utilize a "*Consensus Decision Making Process*" and recommend its First Nominee; First Alternate Nominee and Second Alternate Nominee to the Maricopa County Superintendent of Schools for an appointment to the Governing Board.
  - 2.3.1 Provide a "*Consensus Statement*" signed by each member of the Collaboration Team regarding the strengths and weaknesses for each Nominee and rationale for the Team's recommendations to the Maricopa County School Superintendent.
- 2.4 Ensure that at least two members of the Collaboration Team attend, along with its nominees, a Saturday "*Nominee Seminar*" from 10:00 am to 3:00 pm facilitated by the Maricopa County Superintendent of Schools and representatives of the Arizona School Boards Association (ASBA); Arizona School Administrators (ASA); Arizona Education Association (AEA); Arizona Association of School

Business Officials (AASBO); and Arizona Federation of Teachers (AFT).

2.4.1 Conduct a “*Nominee Seminar*” whereby the content focus will be as is listed below, presented by the following groups:

2.4.1.1 ASBA: Governing Board Policies, Legislation, Community Vision and Goals, and Financial Resources

2.4.1.2 ASA: District Vision, Mission, Goals for Increasing Student Academic Progress and Achievement; Administrative Operations and Fiscal Stewardship

2.4.1.3 AEA and AFT: Positive Learning and Working Environments for Increasing Student Academic Progress and Achievement

2.4.1.4 AASBO: Effective, Efficient, and Accountable Fiscal Management

### 3.0 **Nominee Responsibilities:**

3.1 Provide the President of the District Governing Board, by an established deadline date, the following written data:

3.1.1 Personal Data: name, address, home and work numbers, provide proof of at least one year living in the District, provide proof of current Voter Registration within Arizona; sign a notarized affidavit attesting to qualification (residency and registration,) etc.

3.1.2 Career and Education

3.1.3 Community and School Services

3.1.4 Home and Family

3.1.5 Hobbies and Recreation

3.2 Provide insight into nominees Knowledge, Skills and Experiences. Describe how each of the areas listed in 3.1.2 through 3.1.5 would assist the District to accomplish its Vision, Mission and Goals for increasing Student Academic Progress, Achievement and Success.

3.3 Provide examples of Personal and Professional skills and experiences that would ensure positive learning and working conditions within the District.

3.4 Describe how a positive Governing Board Member performs.

3.5 Describe how a negative Governing Board Member performs.

3.6 Describe how you would perform as a Governing Board Member.

3.7 Describe why you believe you would be the best Nominee to be appointed to the Governing Board.

3.8 Attend the required “*Nominee Seminar*” with the District’s Collaboration Team. (See Seminar dates listed in 4.1.1)

### 4.0 **Maricopa County Superintendent of Schools’ Responsibilities:**

4.1 Facilitate and conduct a Saturday “*Nominee Seminar*” to be held at the Maricopa County School Offices from 10:00 am to 3:00 pm for the top three (3) recommended Nominees and Collaboration Team Members. Representatives of the Arizona School Boards Association (ASBA); Arizona School Administrators (ASA); Arizona Education Association (AEA); Arizona Association of School Business Officials (AASBO); and Arizona Federation of Teachers (AFT) will assist with presentations and discussions on how to become an efficient and effective Governing Board Member. Seminars will be held quarterly.

4.1.1 **The 2009 seminar schedule is as follows:**

**March 21<sup>st</sup>, May 16<sup>th</sup>, August 15<sup>th</sup>, and November 14<sup>th</sup>.**

4.2 Review recommendations of the Collaboration Team and submitted data by each Nominee.

- 4.3 Observe each Nominee during the “*Nominee Seminar.*”
- 4.4 Utilize “*An Appointment to Governing Board Rubric*” to accept or not accept the recommendations of the Collaboration Team.
  - 4.4.1 In the event that the Collaboration Team's recommendations are not accepted, the Maricopa County Superintendent of Schools will inform the President of the Governing Board the reasons for not accepting the Team's recommendations.
- 4.5 Finalize “*Appointment to Governing Board*” within five (5) work days following the “*Nominee Seminar.*”
- 4.6 Communicate Appointment of the Nominee to the President of the Governing Board and District Superintendent.
- 4.7 Issue Certificate of Appointment to be signed by the Collaboration Team and the County Superintendent of Schools.
- 4.8 Issue Official Oath of Office.
- 4.9 Schedule Swearing In Ceremony for the Newly Appointed Governing Board Member, to be officiated by the County Superintendent of Schools.
- 5.0 Issue a Press Release to Interested Parties:
  - 5.0.1 School District Superintendent/Public Information Officer
  - 5.0.2 MCSOS website
  - 5.0.3 County website
  - 5.0.4 Media
  - 5.0.5 Others, by request
- 5.1 Follow Up:
  - 5.1.1 90 days in office – Observe Board Meeting; Obtain Written “Appointee Feedback” from District Superintendent, Board President, and Teachers’ Association or Federation.
  - 5.1.2 180 days in office – Observe Board Meeting; Obtain Written “Appointee Feedback” from District Superintendent, Board President, and Teachers’ Association or Federation.

*Accommodations and modifications to the appointment process may be made, on a case by case basis, as the Maricopa County Superintendent of Schools deems necessary.*