

New School Board Member Recruitment Process (Zone 7)

POLICY ISSUE / SITUATION

The School Board needs to discuss the overall process they will use to appoint a new school board member to Zone 7 that recently became vacant by the resignation of Lisa Shultz.

BACKGROUND INFORMATION

Board Policy BBE- Vacancy on the Board, provides the Board with direction on filling a vacancy. The policy is attached for reference.

Qualifications (set by statute)

- Individual must be a legally registered voter
- Resident within the District for one year immediately preceding the appointment
- Live within Zone 7

Suggested timeline

Publicize

- Per policy, the vacancy should be advertised for a minimum of 20 days. Recommend at least one month, from Dec. 13, 2011 through Jan. 13, 2012.
- Individuals wishing to be considered for appointment should email or mail a letter of interest and/or resumé and references to the Communications and Community Involvement Department between Dec. 13, 2011 - January 13, 2012.
- The vacancy will be advertised through all communication channels including the media, the District's website and internal and external sources.
- Some additional strategies for recruiting a qualified and diverse candidate pool include: working with Dr. Wei-Wei Lou and the ESL Welcome Center staff to identify and encourage diverse candidates to apply; ask principals in Zone 7 for their help in identifying candidates; work with community partners such as the City of Beaverton and the Chamber of Commerce; and contact faith community for recommendations.

Review of Applications

- The entire Board would review all the applications.

Interviewing Candidates

- Depending on the number of applicants, the School Board could decide to interview all or select the top three to four candidates during the Winter Work Session on Mon. Jan. 30, 2012.
- After the interviews, the Board could discuss and vote. The Board needs to determine when the selected candidate would be appointed. The appointment could be done at the Winter Work Session. The next regularly scheduled Board Business Meeting is Feb. 21. Recommend the earlier date of Jan. 30, 2012.

Appointment

The Board would appoint the selected candidate to serve until June 30, 2013. The next regularly scheduled Board Election is May, 2013. This individual could then choose to run for Zone 7, along with other potential candidates. The winner of this election serves the remaining unexpired term until June 30, 2015.

Attachments include: Board Policy; Administrative Regulation, Board Member Profile, DRAFT Questions for Interviews, and Paper Screening template.

RECOMMENDATION

It is recommended that the Board discuss the process to fill the Zone 7 board vacancy.

Beaverton School District

Code: BBE

Adopted: 9/8/97

Revised: 11/15/04

VACANCIES ON THE BOARD

Vacancies will be filled through Board appointment. The Board appointee must be a legally registered voter and a resident within the district for one year immediately preceding the appointment. If the vacancy occurs in a zone, the Board shall advertise at least for a 20-day period to find an eligible resident from the same zone. If an eligible zone resident cannot be found, the Board shall appoint one of the eligible residents from the district. Board elections are held every odd-numbered year which for the purposes of this policy are termed "election" years. The appointee:

1. Will serve until June 30 following the next "election" at which time the individual elected in May of that year will fill the remaining portion of an unexpired term or serve a full four-year term; or
2. Will serve until June 30 of a subsequent "election" year if the vacancy occurs after the filing date in an "election" year.

A Board member so elected as a replacement will serve the remainder of the term of office of the Board member being replaced.

Upon appointment by the Board, the newly appointed Board member(s) will be sworn and seated immediately.

If the offices of a majority of Board members are vacant at the same time, the Directors of the Northwest Regional Education Service District shall appoint persons to fill the vacancies from qualified school district voters.

END OF POLICY

Legal References:

ORS 249.865 - 249.877

ORS 255.245

ORS 255.335

ORS 332.030

ORS 332.122

ORS 332.124

Beaverton School District

Code: BBE-AR
Adopted: 8/77
Revised/Readopted:
4/1/00, 11/30/05
Orig. Code: 1000-8AR

VACANCIES ON THE BOARD

All Board vacancies must be filled in public meetings with all discussion on how to fill the position also done in a public meeting.

Selecting Candidates

The Board may, however, determine the process for selection of individuals to fill a vacancy.

- . Citizens from the district may be allowed to give their names to the superintendent within a specified time that will be determined and communicated by the School Board as appropriate for each new vacancy. The Board then screens the applicants and selects from all who apply.
- . The superintendent may be instructed to appoint a committee to select and then submit two or three names to the Board for final action. (The Board should receive a list of all candidates from which the committee made their final selection.)
- . If a local advisory committee is already functioning, it may be instructed to carry on a screening process and submit recommendations to the Board.

Electing a Replacement

Boards may also choose to elect the replacement by one of several methods:

- . Voice vote;
- . Ballot;
- . Unanimous consent.

Whatever the method used, this must be done in a public meeting with the name of each member and how they voted being recorded in the minutes.

Term of Office for a Replacement

The replacement will serve until June 30 of the year when a regular district election is held. If, however, a vacancy occurs on a Board after the filing date for candidates, the replacement will serve until June 30 of the following regular district election year. At the next regular district election, a replacement will be duly elected.

Beaverton School District Board Member Profile

The Beaverton School Board has developed this member profile in order to inform and encourage community members who are contemplating pursuit of a position on the Board. We believe the Board members should have the following attributes:

- Strongly committed to public education
- Demonstrated leadership
- High ethical standards
- Team player
- Familiar with current and emerging education issues and developments within BSD, throughout Oregon, and across the United States.
- Open-minded and sensitive to the needs and concerns of our diverse community. Listens to all points of view and considers alternative solutions to problems.
- Communicates well (listening, speaking, reading and writing).
- Manages conflict toward productive and positive outcomes. Can debate and disagree respectfully without personalizing issues.
- Performs well under pressure. Listens to people who are angry without getting angry him/herself. Maintains sense of balance and humor.
- Can interpret numbers and budgets.
- Able to analyze and evaluate complex information in a dynamic environment.

The School Board values and benefits from members who have diverse life experiences. We view the following characteristics as important to have represented on the Board (as a whole):

- Children at primary, intermediate and secondary levels within the District,
- Diversity, including gender and ethnicity,
- Fluency in foreign language(s),
- Ties to the business community, and
- Expertise in finance, law, teaching, communications and marketing.

DRAFT

School Board Vacancy Interview Questions

Candidate Name: _____

1. Why do you want to serve on the Beaverton School Board? Are you aware of the time commitment needed for the School Board, and are you prepared to make that commitment?
2. Specifically, what skills, experience and knowledge do you possess that you could offer toward the fulfillment of the District's five-year goal?
3. The District is facing one of the largest budget shortfalls it has ever experienced. What skills and experience do you bring to support the District through the budget process?
4. In your opinion, what is the single most important responsibility of a member of the Board of Directors of the Beaverton School District?
5. Given the changing demographics in the Beaverton School District, what programs and services would you support to ensure that all students have equal access to academic success and participation in school activities?

School Board Vacancy- Zone 7

Initial Paper Screening

Rating: 1= Below Average 2= Average 3= Strong

Candidate Name	Community Experience	Skills	Communication	Commitment to BSD	Total Rating

Comments: