



## SACRAMENTO CITY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Agenda Item # 10.4

**Meeting Date:** November 15, 2012

**Subject:** Board Appointment for Trustee Area 1: Report of Ad Hoc Committee  
Board Members Regarding Eligible Applicants and Next Steps by  
Board For Appointment

- ☐ Information Item Only
- ☐ Approval on Consent Agenda
- ☐ Conference (for discussion only)
- ☐ Conference/First Reading (Action Anticipated: \_\_\_\_\_)
- ☒ Conference/Action
- ☐ Action
- ☐ Public Hearing

**Division:** Board of Education

**Recommendation:** Accept report of ad hoc committee and agree on next steps for provisional appointment of Board member for Trustee Area 1.

**Background/Rationale:** At the meeting on November 1, 2012, the Board decided to appoint a Board member to represent Trustee Area 1 effective upon the deferred resignation of Board member Bell until her term expires on December 4, 2014. The Board established a timeline and process for interested applicants to submit their Letter of Application, together with an Applicant Information Sheet, no later than 5:00 p.m. on November 14, 2012. An ad hoc committee was established, comprising of Board members Cuneo and Kennedy, for the purpose of determining if the applicants meet the minimum eligibility requirements per Education Code 35107. The minimum eligibility requirements are that an applicant must be at least 18 years of age, a citizen of the state of California, a resident of Trustee Area 1, a registered voter, and who is not disqualified by the Constitution or laws of the state of California from holding a civil office.

The Chief Communications Officer disseminated information to the media notifying interested applicants and posted a notice to prospective applicants, the timeline adopted by the Board, and related documents which may be found at the District website link: [www.scusd.edu/boardapplication](http://www.scusd.edu/boardapplication).

At the November 15, 2012 Board meeting, the ad hoc committee is to report on all of the names of the applicants including their eligibility based upon information provided by the applicants.

Pursuant to the timeline, the Board is to review all applications in open session on November 15. The Board will then need to determine the selection and interview process for December 6 including, if desired, any final interviews or additional requests for information for the December 20 Board meeting.

The Board has broad discretion regarding the appointment process in the absence of specific statutory requirements. The Board may wish to discuss and consider requesting all eligible applicants, or any final applicants, to submit to background checks in order to verify the eligibility information provided by them before an appointment is made on December 20, 2012. Board member Bell's resignation takes effect on or about December 23, 2012 based upon her deferred resignation submitted to the Sacramento County Superintendent of Schools on or about October 25, 2012.

An appointment, and administration of the oath of office, will need to be made no later than the December 20 Board meeting for the appointee to have all of the powers and duties of a governing board member effective upon the resignation of Board member Bell.

**Financial Considerations:** None.

**Documents Attached:**

1. Board of Education Vacancy Application including Notice to Prospective Applicants.
2. Timeline for Appointment Process.
3. Ad Hoc Applicant Screening Committee.
4. Notice to Prospective Applicants.
5. Letter of Application form.
6. Applicant Information Sheet.
7. Ed. Code 35107(a).

<b>Estimated Time of Presentation:</b> 5 minutes
<b>Submitted by:</b> General Counsel



# Board of Education Vacancy Application

## Introduction

Board of Education Trustee Ellyn Bell (Area 1) has submitted her letter of resignation to Sacramento County Office of Education Superintendent David Gordon. As a result, on November 1, SCUSD's Board of Education voted to appoint a replacement to serve out the remainder of her term.

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## Notice to Prospective Applicants

Instructions for applicants to be considered for appointment as Board of Education member to represent Trustee Area 1

In order to be considered as an applicant for the appointment as a Board of Education member to represent Trustee Area 1, please comply with the following requirements:

1. **Letter of Application.** Prepare and submit a Letter of Application in the format attached.
2. **Applicant Information Sheet.** Prepare and attach the Applicant Information Sheet to the Letter of Application. See Applicant Information Sheet attached. Please attach your resume.
3. **Submission Deadline.** The Letter of Application, with the Applicant Information Sheet attached, shall be submitted no later than 5:00 p.m. on November 14, 2012. Any late submissions shall not be considered. [Note: submission may be in the form of personal delivery to the receptionist at the Serna Center at 5735 47th Avenue, Sacramento, California; fax delivery to (916) 643-9440; email delivery to [Gail-Ferguson@scusd.edu](mailto:Gail-Ferguson@scusd.edu); overnight mail to the Serna Center at 5735 47th Avenue, Sacramento, California 95824; or a combination thereof. Please note that email delivery does not have a system of verification unlike fax delivery and overnight mail delivery.]
4. **Eligibility Requirements.** Minimum eligibility requirements for consideration are that an applicant must be at least 18 years of age, a citizen of the state of California, a resident of Trustee Area 1, a registered voter, and who is not disqualified by the Constitution or laws of the state of California from holding a civil office.

## Reservation of Rights by Board of Education

The Board reserves the right to waive any irregularities except for late submission of applications and the failure to meet statutory eligibility requirements for appointment as a Board member for Trustee Area 1. The Board further reserves the right to appoint an applicant in accordance with the Board's process and timeline which may be subject to change in the discretion of the Board.

*Note: All applications will be posted on the District's website.*

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## Timeline for Appointment Process

1. **November 1 Board Meeting.** Determine whether to proceed by appointment or election; adopt process and timeline.
2. **Between November 1 and November 14.** Advertise on District website and through the media inviting applicants to submit applications for appointment to represent Trustee Area 1.
3. **November 14.** All applications must be submitted by 5:00 p.m. on Wednesday, November 14. Ad hoc committee meets to screen out applicants who do not comply with the minimum requirements as specified in Ed. Code 35107(a).
4. **November 15 Board meeting.** Board reviews applications in open session. All applications are available at the Board meeting for public inspection.
5. **December 6 Board meeting (if no special meeting(s) scheduled).** Board allows qualified applicants to make a timed presentation and may ask questions in the interview process. If desired, Board invites final applicants for additional interviews and final questions at the December 20th Board meeting.
6. **December 20 Board meeting.** Invite, if desired, final applicants for timed presentations and final questions. Vote to appoint and swear in new Board member for Trustee Area 1. Provisional appointee would assume office after deferred resignation expires.

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6. **December 20 Board meeting.** Invite, if desired, final applicants for timed presentations and final questions. Vote to appoint and swear in new Board member for Trustee Area 1. Provisional appointee would assume office after deferred resignation expires.

**AD HOC APPLICANT SCREENING COMMITTEE**  
**(TRUSTEE AREA 1) PER GC-5 REQUIREMENTS**

1. **Name:** Ad Hoc Applicant Screening Committee (Trustee Area 1)
2. **Purpose:** To screen out applicants for appointment who do not comply with the minimum eligibility requirements per Education Code 35107(a) and report to the Board on November 15 every applicant's name and whether the applicants met the minimum eligibility requirements.
3. **Membership:** Board members Jeff Cuneo and Patrick Kennedy.
4. **Reporting Schedule:** To report in a timely fashion pursuant to the Board's adopted Timeline for Appointment Process.
5. **Term:** When purpose is accomplished; no later than December 20, 2012.
6. **Authority Over Resources:** As determined by the Board, the Executive Committee, or the Board President.

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

**NOTICE TO PROSPECTIVE APPLICANTS**

**INSTRUCTIONS FOR APPLICANTS TO BE CONSIDERED  
FOR APPOINTMENT AS BOARD OF EDUCATION MEMBER  
TO REPRESENT TRUSTEE AREA 1**

Dear Applicants,

In order to be considered as an applicant for the appointment as a Board of Education member to represent Trustee Area 1, please comply with the following requirements:

1. Letter of Application. Prepare and submit a Letter of Application in the format attached.
2. Applicant Information Sheet. Prepare and attach the Applicant Information Sheet to the Letter of Application. See Applicant Information Sheet attached. Please attach your resume.
3. Submission Deadline. The Letter of Application, with the Applicant Information Sheet attached, shall be submitted no later than 5:00 p.m. on November 14, 2012. Any late submissions shall not be considered. [Note: submission may be in the form of personal delivery to the receptionist at the Serna Center at 5735 47th Avenue, Sacramento, California; fax delivery to (916) 643-9440; email delivery to Gail-Ferguson@scusd.edu; overnight mail to the Serna Center at 5735 47th Avenue, Sacramento, California 95824; or a combination thereof. Please note that email delivery does not have a system of verification unlike fax delivery and overnight mail delivery.]
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Reservation of Rights by Board of Education: The Board reserves the right to waive any irregularities except for late submission of applications and the failure to meet statutory eligibility requirements for appointment as a Board member for Trustee Area 1. The Board further reserves the right to appoint an applicant in accordance with the Board's process and timeline which may be subject to change in the discretion of the Board.

Note: All applications will be posted on the District's website.



## LETTER OF APPLICATION

*[Please submit to the Board of Education per the Notice to Prospective Applicants in the format below together with the Applicant Information Sheet by the submission deadline as set forth on the District's website at <http://www.scusd.edu/boardapplication/>]*

\_\_\_\_\_, 2012

[Via Email: Gail-Ferguson@scusd.edu or Fax: (916) 643-9440, overnight mail, and/or hand delivery to the receptionist at the Serna Center address below]

Diana Rodriguez, President  
c/o Gail Ferguson, Interim Administrative Assistant  
Board of Education  
Sacramento City Unified School District  
Serna Center  
5735 47th Avenue  
Sacramento, CA 95824

Re: Letter of application for appointment and applicant information sheet for appointment as school board member for Trustee Area 1

Dear President Rodriguez,

Please consider this correspondence as my letter of application for consideration to be appointed to serve as the Sacramento City Unified School Board member for Trustee Area 1.

Attached is my Applicant Information Sheet together with my resume. I represent that I meet the minimum qualifications under Education Code section 35107 in that I am at least eighteen years of age, a citizen of the state, a resident in Trustee Area 1, a registered voter and not legally disqualified from holding a civil office.

[Note to applicant: Add any other information here that you desire to this correspondence.]

For purposes of my application, I may be contacted at the following address and phone number:

[Note: A fax number and email address is optional but may be added in addition to the contact information requested above.]

I hereby certify that the statements made in this Letter of Application and my Applicant Information Sheet are true and correct.

Sincerely,

\_\_\_\_\_

Enclosure: Applicant Information Sheet



## **APPLICANT INFORMATION SHEET**

*[Please fill out and submit to the Board of Education  
per the Notice to Prospective Applicants with a  
Letter of Application by the submission deadline as set forth  
on the District's website at <http://www.scusd.edu/boardapplication/>]*

**Date:**

**Name:**

**Business Address:**

**Home Address:**

**(Your home as your principal residence must be in Trustee Area 1)**

1.     **What community or business activities have you been involved in?**
2.     **Why do you want to be a school board member?**
3.     **How do you feel you can contribute as a school board member?**
4.     **What experience, education, training or volunteer work do you think qualifies you to be appointed as the Board member representing Trustee Area 1?**
5.     **Share your thoughts on the District's budget.**
6.     **Share your thoughts on the Board's governance model.**
7.     **Share your thoughts on the District's strategic plan.**

**Attached is my resume for your information**

**References.** Written references submitted with the Letter of Application are not required but may be helpful in assessing your qualifications for appointment. The Board of Education may subsequently request references during the Board's selection process.

**Note:** Your responses are not subject to a specific page limitation but should be responsive to the questions above without being repetitive.

# **EDUCATION CODE**

## **SECTION 35107(a)**

35107. (a) Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications.