441 Page Street • P.O. Box 427
Troy, North Carolina 27371-0427
PHONE: (910) 576-6511 • FAX: (910) 576-2044

TO: Board of Education

FROM: Dale Ellis

DATE: October 1, 2018

SUBJ: Board Vacancy Process (ACTION ITEM)

Please find enclosed a copy of a sample application and a draft timeline for the filling of Ms. Long's position on the Board of Education. Ms. Long served with honor for almost two decades and I know it is the Board's wishes to fill this position with someone who shares her love for children and who shares the goal of making MCS better. It is my hope that we can agree on a process that serves that purpose.

There are many ways in which to fill such a vacancy. The last time such a process was completed in MCS was in 1999 when Ms. Long was appointed to her seat for the first time. The process used at that time was to solicit applications from those in the district, interview the candidates, and the Board made the appointment.

You may also seek nominations from the community and go through an alternative process or you can simply make a motion and fill the position tonight if the Board so desires. The candidates must be able to pass a background check and live in the district. Those are the qualifications. However, per Ms. Long's request, I would suggest a more deliberative process. I recommend that we discuss the options but I would recommend we use the process that was completed previously as it set a very good precedent for the Board to follow. The information provided is just a sample for you to consider. As always, I serve at the pleasure of the Board.

I am available to answer any questions you might have.

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UNEXPIRED TERM FULFILLMENT/VACANCIES
(Application for a Vacant Board of Education Position)

Name: _____
Address:_____
Phone (Home): _____ Phone (Mobile): _____
Email: _____

Please attach your responses to the following questions:

1. Why do you want to serve on the Board of Education?
2. Please describe your current and past involvement with the District or any of its schools (for example, PTO activities, committees, booster clubs, etc.).
3. Please describe your current and past involvement with any non-school-related civic, nonprofit or community organizations.
4. Please describe skills you have and talk about how those skills will positively impact the Board of Education and its work on behalf the District.
5. In your opinion, what is the proper role of the Board of Education?

The Board meets one time per month on the first Monday of each month (Second Mondays if a holiday). There will also be scheduled meetings to tour schools and to perform other duties of the Board. In addition to these Board meetings, you will be expected to allocate time to adequately prepare for meetings and complete training sessions both in and occasionally outside the District. In addition, all Board members are required to complete 12 hours of professional development annually.

Are you aware of any conflicts that would regularly interfere with your ability to commit to this amount of time?
___Yes ___No

A conflict of interest does not necessarily disqualify you from Board service, but may require certain procedures and disclosures to be used. A conflict of interest might be having ownership in a business that does business with the District, having a relative employed by the District, or serving on another board of directors or in another elected office.

Are you aware of any conflicts of interest you may have in serving on the Board? ___Yes ___No

If you have possible conflicts of interest, please describe them:

_____
_____

I (the Applicant) swear that the above language is true and accurate, that I am legally eligible to be appointed as a member of the Board of Education for Montgomery County Schools, and that I am legally able to hold office if appointed to the position. By my signature below, I also agree to submit to a criminal background check prior to appointment to the Board.

_____ _____
Applicant's Signature Date

A hard copy of this application must be submitted in person at the Montgomery County Schools Central Office, located at 441 Page Street, Troy, NC, by noon on Friday, October 26, 2018.

# Sample Board Vacancy Timeline

Pursuant to, and in alignment with, the application provided for your review, I would suggest the following timeline for filling the current vacancy on the Montgomery County Schools Board of Education:

October 1, 2018 – Approve application/interview process to fill vacancy

October 2, 2018 – Begin distribution of applications to interested parties

October 26, 2018 – Collect applications from interested parties by noon

October 26, 2018 – Applications provided to BOE for review

November 5, 2018 – Board approves questions for interviews, sets special meeting date, and selects applicants for interview (Applicant discussions will take place in Closed Session)

November 6, 2018 – Administration sets interview times with selected applicants

November 7-20, 2018***– Board convenes in special session to interview applicants and make final appointment of new member

December 3, 2018 – The appointed member is sworn in with the other Board members who were victorious in the November elections.

***The Board will be together from November 12-14, 2018 in Greensboro for the annual NCSBA Conference so the special meeting should not be on these dates unless it is on the evening of November 14 after the conference concludes.

The dates suggested here can be changed at the Board's discretion and any other steps you feel necessary may be added or deleted.