

WESTERN MARICOPA EDUCATION CENTER NO. 402 GOVERNING BOARD VACANCY

The Western Maricopa Education Center No. 402 is seeking candidates to fill the [District 3](#) vacant seat on the Governing Board. The term of the appointment will be until the canvas of the November 2024 elections is complete. 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 boundaries of West-MEC's District 3 for at least one year.
- Applicant is not an employee of the District or the spouse of an employee.
- Applicant is not a member of any other School District Governing Board.

Within this packet is information regarding duties of the Board, an application of interest and qualified voter and residency affidavit. Please submit completed forms along with a letter of interest and resume to Luisa Brown, Governing Board Secretary at luisa.brown@west-mec.org by 4:00 pm, Friday, March 15, 2024.

Appointment Process:

The District may submit up to three names to the county school superintendent for consideration of an appointment to fill the vacancy. All letters of interest and accompanying documents will be forwarded to the Maricopa County Superintendent's office for consideration to fulfill the vacant position. (Interested individuals may also apply simultaneously/directly to the Office of the County Superintendent.) Depending on the number of applicants, interviews will be scheduled by the Office of the County Superintendent and conducted electronically and/or in person. Superintendent Watson and the interview team will thoroughly vet candidates as well as understand the district's issues and dynamics.

Once an individual is chosen for appointment, Superintendent Watson will personally contact the individual to extend the appointment as well as the individuals not chosen.

Document checklist:

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| <input type="checkbox"/> Letter of interest | <input type="checkbox"/> Application of interest (page 4) |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Qualified voter and residency affidavit (page 6) |

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 students 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 policy changes, only the board as a whole has the legal authority to adopt policy.

Provide Support

The board provides support to its organization by ensuring adequate resources are 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 monitors performance to meet established goals: academic, financial and operational.

Advocate for Students

One of the board's most important roles is to be the community's public education ambassador. As individuals, each board member can help communicate how their local schools are support 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 the board 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 and do not become involved in employment interviews other than those for superintendent.

**APPLICATION OF INTEREST
WEST-MEC GOVERNING BOARD
DISTRICT 3 VACANCY**

Name: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Current Address: _____ (provide proof)

Current Employer: _____

Education History: _____

Have you lived in the West-MEC Governing Board District #3 for over a year? _____ (provide proof)

Are you registered to vote in Arizona? _____ (provide proof)

1. Give insight into your knowledge, skills, and experiences in the following areas and describe how your experience in these areas would assist West-MEC in accomplishing its Vision, Mission, and Goals for increasing Student Academic Progress, Achievement and Success:

Career and Education:

Community and School Services:

Home and Family:

Hobbies and Recreation:

2. Give examples of personal and professional skills and experiences that would ensure Positive learning and working conditions within West-MEC:

3. How does a positive Governing Board Member perform?

4. How does a negative Governing Board Member perform?

5. How would you perform as a Governing Board Member?

6. Why do you believe you would be the best Nominee to be appointed?

Additional pages may be added as needed for your answers.

QUALIFIED VOTER AND RESIDENCY AFFIDAVIT

Full Name: _____

Name at birth if different: _____

Place of birth: _____

Date of Birth: _____

Date/Place of Naturalization: _____

Address: _____

Mailing address if different: _____

Telephone number: _____

E-mail: _____

I hereby swear and affirm, under the penalties for voting fraud, that I am in possession of some or all of the documents necessary to prove my identity, citizenship, and age, and that I am the identical person whom I represent myself to be, that I am a duly qualified voter in the State of Arizona, that I am at least 18 years of age, that I am a United States citizen, and that I have lived in the West-MEC boundary for District 3 for one full year. To the best of my knowledge and belief, the information above is true and correct.

Signature of Applicant

Date: _____

State of Arizona
County of _____

On this ____ day of _____, 2024 before me personally appeared _____, whose identity was proven to me on the basis of satisfactory evidence to be the person who he/she claims to be and acknowledged that he/she signed the above affidavit.

Notary Public

My Commission Expires: _____

(Seal)