Board of Education

5311 Longwood Avenue, Parma, Ohio 44134 Phone: 440.885.2324 | Fax: 440.885-8492 www.parmacityschools.org/board

September 22, 2023

Dear Applicant,

Attached please find an application for the vacant position on the Parma City School District Board of Education. The term for this appointment expires on December 31, 2023. We have also supplied information pertaining to a Board Member's duties and responsibilities from the Ohio School Boards Association's website.

The timeline for filling this position is as follows:

Friday, September 22, 2023 through 12:00 p.m. on Friday, September 29, 2023

• Applications available for download on the PCSD Website or pick-up in the lobby of the Administration Center, located at 5311 Longwood Avenue

Friday, September 29, 2023-12:00 p.m. ~ Deadline for applications to be submitted

- Applications to be returned to the attention of: Mrs. Pam Bartkowski, PCSD Board of Education Office OR <u>bartkowskip@parmacityschools.org</u>
 Applications received after the <u>deadline</u> will not be considered.
- All current Board of Education Members will review each application received
- Based on the number of applications received and the rules of the Ohio Revised Code, submission of an application does not guarantee an interview

Monday, October 2, 2023

• Interviews will be scheduled

Monday, October 9, 2023

- Interviews will be conducted
- Applicant <u>must</u> be available when scheduled
- Appointment will be named

The procedure for filling vacancies that arise on a board of education is described in Revised Code Section 3313.11. Pursuant to this statute, a board of education must fill a vacancy at its next regular or special board meeting held not earlier than ten calendar days after the vacancy occurs. The board of education must act to fill a vacancy within thirty calendar days. If a board of education fails to act within thirty calendar days after a vacancy occurs, the vacancy is filled by the county probate court.

Applications are considered a public record. All personal information (address, phone number, e-mail, etc.) will be redacted from all applications received prior to being posted on the District's website.

Should you have any questions, please contact Pam Bartkowski at 440-885-2324 or bartkowskip@parmacityschools.org

District Administration Charles Smialek, Ph.D. | Superintendent Sean Nuccio | Treasurer/CFO Board of Education Steven Vaughn | President Cynthia Lee Bratz I Vice-President Mark Ruda Angela N. Schwark Thank you for your interest in the well-being of the students of the Parma City School District and your willingness to serve the communities of Parma, Parma Heights and Seven Hills.

Sincerely,

Board of Education President

Board of Education Member

Cynthia Lee Bratz

Board of Education Vice-President

Board of Education Member



Board of Education

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Application for PCSD Board of Education

Last Name	First		Middle	
Address				
City	Zip Code	Home Phone	Cell Phone	
Occupation		Worl	Work Phone	
Current Place of Employment	-			
Employment History:	(List most recent position firs	(t)		
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Employment History: Dates Education: School Name	Position			
Dates Education:	(List most recent position first Position Major/Course		Degree	
Dates Education:	Position			

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erences:		
Name & Relationship	Address	Phone
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y are you interested in serving as a P	CSD Board of Education Member?	, (
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Are there aspects of your education and/or experience that you feel would be especially helpful in this position			
If yes, please explain			
What do you believe are the three most important priorities for our district?			
What has been your involvement with the Parma City School District?			
If appointed, would you be a candidate for re-election in November?			
Do you understand the need for confidentiality?			
Can you protect confidentiality?			
Are you willing to spend the necessary time to familiarize yourself with the school district's operation enabling you to function as a contributing member of this board?			
Are you willing to assume a leadership role in this community as a member of the body responsible for the management of public schools in this district?			
Do you believe in service training for board members?			
Are you willing to participate in such training?			

Are you 18 years or older?	
Are you a registered voter in the school district?	
Have you ever been arrested for or convicted of a felony?	
Do you have children of school age?	
If yes, what schools do they attend?	
Is any member of your immediate family an employee of the sch	nool system?
If yes, whom?(Name)	(Position)
Any additional information for consideration	
Signature of Applicant	Date

A Guide for School Board Members

A good board member

There are about as many philosophical theories about boardmanship as there are board members. However, there are some acceptable guidelines.

While serving as a member of my board of education, I will accept the responsibility to improve public education. To that end I will:

- Remember that my first and greatest concern must be the educational welfare of all children attending our schools.
- Obey the laws of Ohio and the United States
- Respect the confidentiality of privileged information.
- Recognize that as an individual board member I have no authority to speak or act for the board.
- Work with other members to establish and support effective policies.
- Delegate authority for the administration of the schools to the superintendent and staff.
- Encourage ongoing communications among board members, the board, students, staff, and the community.
- Render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups.
- Make every effort to attend all board meetings.
- Become informed concerning the issues to be considered at each meeting.
- Understand that the board meeting is not the place to grandstand or spring surprises.
- Improve my boardmanship by studying educational issues and by participating in in-service programs.
- Support the employment of staff members based on qualifications and not the result of influence.
- Cooperate with other board members and administrators to establish a system of regular and impartial evaluations of all staff.
- Avoid conflicts of interest or the appearance thereof.
- Refrain from using my board position for the benefit of myself, family members or business associates.
- Express my personal opinions but, once the board has acted, accept the will of the majority

Boardmanship OSBA

©Ohio School Boards Association, 2004

Code of Ethics

A Guide for School Board Members

While serving as a member of my board of education, I will accept the responsibility to improve education. To that I will:

- Remember that my first and greatest concern must be the educational welfare of all students attending the public schools;
- Obey the laws of Ohio and the United States;
- Respect the confidentiality of privileged information;
- Recognize that as an individual board member I have no authority to speak or act for the board;
- Work with other members to establish effective board policies;
- Delegate authority for the administration of the schools to the superintendent and staff;
- Encourage ongoing communications among board members, the board, students, staff, and the community;
- Render all decisions based on the available facts and my independent judgment rather than succumbing to the influence of individuals or special interest groups;
- Make every effort to attend all board meetings;
- Become informed concerning the issues to be considered at each meeting;
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- Support the employment of staff members based on qualifications and not as a result of influence;
- Cooperate with other board members and administrators to establish a system of regular and impartial evaluations of all staff;
- Avoid conflicts of interest or the appearance thereof;
- Refrain from using my board position for benefit of myself, family members or business associates;
- Express my personal opinions but, once the board has acted, accept the will of the majority.

Adopted by the OSBA Delegate Assembly November 11, 1991

Boardmanship OSBA

Board Member Information

- Regular Meetings are usually scheduled on Thursday evenings beginning at 6:00 p.m.
- Meetings can last anywhere from 30 minutes to several hours
- Special Meetings can be called any day of the week with 48-hour notice, so flexibility is needed
- Board Members receive \$125.00 per regular/special meeting
 - o Compensation cannot exceed \$5,000.00 in a calendar year
- Each Board Member serves on several of the Superintendents committees, which meet approximately once a month Board Members are not compensated for these meetings
- Board Members are invited to attend many district, school and community events, fundraisers, and open houses
- Hospitalization is available to purchase at district cost
- Board Members have agreed to contribute \$600 each toward three (3) \$1,000.00 Board of Education Scholarships awarded through the PTA Scholarship Program This WILL NOT APPLY to this appointment
- PCSD Board Members cannot be employees of the Parma City School District
- Appointment to this position will be through **December 31, 2023**