



TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE Saturday, October 5, 2019

Please deliver to all members of the governing board.

July 31, 2019

MEMORANDUM

TO: All CSBA Member Districts and County Offices of Education
FROM: Dr. Emma Turner, CSBA President
SUBJECT: Call for Nominations for CSBA Directors-at-Large African American, American Indian, and County

Nominations for CSBA Directors-at-Large African American, American Indian, and County are currently being accepted until Saturday, October 5, 2019. Information, including required forms, related to the nomination and election process are available online, please visit www.csba.org. Directors-at-Large play an important role at CSBA, helping shape policy and set organizational direction.

The nominations for Directors-at-Large must be made by a CSBA member board and the nominee must be a board member from a CSBA member district or county office of education. (Please note: Only a CSBA member County Board of Education may submit a nomination for the Director-at-Large, County seat.)

The elections will take place at CSBA's Delegate Assembly meeting on Wednesday, December 4, 2019 at the Marriott Marquis San Diego Marina. Directors-at-Large serve two-year terms and take office immediately upon the close of the Association's Annual Education Conference, December 7, 2019.

Nomination forms are due by **Saturday, October 5, 2019** (U.S. Postmark or email nominations@csba.org.)

Candidate Form and two letters of recommendation are due by **Friday, October 11, 2019** (U.S. Postmark or email nominations@csba.org.)

- **Nomination form from a member board:** A completed, signed, and dated nomination form. Member boards must secure permission before placing a name into nomination.
- **Candidate Form:** A signed and dated candidate form completed by the nominee.
- **Two letters of recommendation:** A one page, single-sided, letter addressed to CSBA President Dr. Emma Turner. Recommendation letters may be from:
 - 1) A CSBA member district or county office of education (COE) board - **if letter is signed by the Superintendent, it must state in the letter "on behalf of the board."**
 - 2) An individual board member from a CSBA member district or COE board
 - 3) Another association of school or county office of education board members
- **An optional, one-page résumé** from the nominee.

Please contact CSBA's Executive Office at 800-266-3382 should you have any questions. More information about the Directors-at-Large nomination and election process, as well as required documents, may be found at www.csba.org.

Thank you.



Board of Directors

Roles and responsibilities

Members of the Board of Directors establish the vision, mission and goals for the association, and ensure that association activities and programs remain focused on those goals and the issues identified in CSBA's Policy Platform. The Board of Directors has the following powers and duties:

Statewide leadership

- › Adopts the vision, mission and goals of the association, and annually reviews progress toward achieving them.
- › Adopts final positions and policies that are consistent with the Policy Platform. Interim positions on statewide initiatives may also be adopted when the Policy Platform is silent on the issues but only after a reasonable effort has been made to obtain input from the Delegates between Delegate Assembly meetings.
- › Adopts final positions on legislation that are consistent with the Policy Platform. Final positions on legislation may also be adopted when the Policy Platform is silent on the issues but only after a reasonable effort has been made to obtain input from the Delegates between Delegate Assembly meetings.
- › Provides advocacy on behalf of children, public education, local boards and the association.
- › Serves on Board of Directors and other standing committees, councils, task forces and focus groups.
- › Receives reports and updates on major programs, consistent with the vision, mission and goals of the association.

Regional and constituency leadership

- › Provides two-way communication with Delegate Assembly members and local board members.
- › Supports and participates in the association's activities and events.

Corporate responsibilities

- › Adopts the association's budget.
- › Adopts the association's Standing Rules.
- › Receives reports on corporate operations.
- › Approves the hiring and terms of employment of the executive director, upon recommendation of the Executive Committee.
- › Comments annually on the performance, and acts on the contract of the executive director, upon recommendation of the Executive Committee.
- › Abides by the Code of Ethics, Conflict of Interest Policy, and Whistleblower Policy as adopted by the Board of Directors and included in the association's Policy Statements.

Source: CSBA Bylaws, Article IV, Section 1. 11/12



Board of Directors

Guiding principles of governance

Exceptional boards add significant value to their organizations, making a discernible difference in the fulfillment of their mission. Good governance requires the board to balance its role as an oversight body with its role as a force supporting the organization. The difference between responsible and exceptional boards lies in thoughtfulness and intentionality, action and engagement, knowledge and communication. The following twelve principles, as prioritized by the CSBA Board of Directors, provide a vision of what is possible and a way to add lasting value to the association.

Strategic thinking

We allocate time to what matters most and continuously engage in strategic thinking to set CSBA's direction. We use our vision, mission, goals, core values and strategic priorities to drive meeting agendas, work with Delegates and constituent groups, improve board leadership and evaluate the executive director.

Results-oriented

We are results-oriented. We measure the progress toward CSBA's vision, mission and goals and evaluate the performance of major programs, products and services.

Intentional board practices

We purposefully organize our Board structure to fulfill essential corporate and leadership duties and activities and to support and adopt CSBA's priorities. Making governance intentional, not incidental, we invest in structures and practices that can be thoughtfully adapted to changing circumstances.

Mission driven

We shape and uphold the mission, articulate a compelling vision, and ensure the congruence between decisions and core values. We treat questions of mission, vision and core values as statements of crucial importance to be explored and incorporated into deliberations.

Culture of inquiry

We establish a culture of inquiry, mutual respect and constructive debate that leads to sound decision making. We seek information, question assumptions and challenge conclusions so that we may advocate for solutions based on analysis.



Transparency

We promote transparency by ensuring that members of the Board have equal access to relevant information including finances, operations and results.

Continuous learning

We embrace the qualities of a continuous learning organization, evaluating our own performance and assessing the value we add to CSBA. We embed learning opportunities into routine governance work and activities outside of board meetings.

Board development and renewal

We improve the performance of the Board by mentoring and training Directors, and by encouraging diverse membership and perspectives. We thoughtfully consider how turnover impacts the Board and foster discussion about succession planning that strengthens the leadership of CSBA.

Independent-mindedness

We value independent thinking. We base our votes on personal examination of the facts, full and rich discussion at the board table, in consultation with other Delegates, board members and stakeholders. We are non-partisan. We operate using democratic principles and consensus.

Standards of integrity

We promote strong ethical values by establishing appropriate mechanisms for active oversight. We put statewide interests above local or personal benefit when making decisions.

Sustaining resources

We link our visions and plans to financial support, expertise and networks of influence. Linking budgeting to strategic planning, we approve activities that can be realistically financed with existing or attainable resources, while ensuring that CSBA has the infrastructure and internal capacity it needs.

Constructive partnership with the executive director

We govern in a constructive partnership that is built on trust, candor, respect and honest communication. The effectiveness of the Board and executive director are interdependent.

Adapted and modified from The Source (2005). Twelve Principles of Governance That Power Exceptional Boards. Washington, D.C.: Board Source. | Adopted June 29, 2008



Board of Directors

Core Values

Focus

We will concentrate our efforts on CSBA's vision, mission and goals.

Commitment to public education

We will be a visionary Board in driving the public education agenda. Our proactive and innovative actions will foster and advance the educational experiences of all students by supporting the governing boards of member districts and county offices that serve them.

Integrity and trustworthiness

We will act with integrity and trustworthiness in our decisions, actions and interactions with others. We will conscientiously endeavor to maintain a non-judgmental and open-minded environment where individuals are respected for their diverse contributions.

Leadership

We will demonstrate commitment, passion and leadership to our members. We will provide the resources needed to empower them to action. We will model leadership by participating in CSBA activities, advocacy, and collaboration with and outreach to other organizations.

Action, results and accountability

We will concentrate our individual and collective efforts on results by ensuring our actions are focused and coordinated toward defined and measurable outcomes. We are accountable to the Delegate Assembly, and by extension, to the member districts and county offices we serve.

Adopted June 29, 2008



2020
EXECUTIVE COMMITTEE, BOARD OF DIRECTORS
& DELEGATE ASSEMBLY MEETING CALENDAR

<u>DATE</u>	<u>DAY(S)</u>	<u>MEETING</u>	<u>LOCATION</u>
JAN 24	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
JAN 25-26	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
MAR 27	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
MAR 28-29	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
MAY 14	THUR	EXECUTIVE COMMITTEE	SACRAMENTO
MAY 15	FRI	BOARD OF DIRECTORS	SACRAMENTO
MAY 16-17	SAT-SUN	DELEGATE ASSEMBLY	SACRAMENTO
SEPT 25	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
SEPT 26-27	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
NOV 30	MON	EXECUTIVE COMMITTEE	ANAHEIM
DEC 1	TUES	BOARD OF DIRECTORS	ANAHEIM
DEC 2-3	WED-TH	DELEGATE ASSEMBLY	ANAHEIM
DEC 3-5	TH-SAT	ANNUAL CONFERENCE	ANAHEIM

Approved by the Board on 9/22/2018

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2019



Director-at-Large, African American, American Indian, and County Nomination Form

Nominations for Director-at-Large must be made by a CSBA member board and the nominee must be a board member from a CSBA member district or county office of education who has consented to be nominated. It is the responsibility of the nominating board to obtain permission prior to making the nomination. *(Only a CSBA member County Board of Education may submit a nomination for the Director-at-Large, County seat.)*

The deadline for the nomination form is Saturday, October 5, 2019.

Please submit a separate nomination form for each position nominated.

The governing board of the _____ School District or County Office
Board of Education voted to nominate _____ as a candidate for
(Nominee name)
the following Director-at-Large position:

- ☐ Director-at-Large, African American
- ☐ Director-at-Large, American Indian
- ☐ Director-at-Large, County

The nominee is a member of the _____ School District or County Office Board
of Education, which is a member of CSBA. The nominee has been contacted and given permission to
be nominated.

Signature of the Board Clerk or Board Secretary

Date

Please submit this nomination form by choosing only ONE of the following options:

E-mail: nominations@csba.org – due by 11:59 p.m., no later than Sat. 10/5/19
FAX: Attn: Executive Office – CSBA Pres. – 916.371.3407 no later than Sat. 10/5/19
U.S. Mail: Postmarked by US Postal Service no later than Sat. 10/5/19
Dr. Emma Turner, CSBA President
California School Boards Association
3251 Beacon Blvd. | West Sacramento, CA 95691



Deadline: Friday, October 11, 2019 Please submit this Candidate form by choosing **one** of the following options: E-mail, nominations@csba.org, or Fax to ATTN: Dr. Emma Turner, President at (916) 371-3407, or U.S. Postal mail, Dr. Emma Turner, President California School Boards Association | 3251 Beacon Blvd. | West Sacramento, CA 95691. Please complete in the spaces provided, do not state "See résumé" on the form. An optional, single-sided, one-page résumé may also be submitted.

I AM RUNNING FOR: _____

Name: _____

District or COE: _____

Contact Number: _____

Profession: _____

Region: _____

Years on board: _____ ADA: _____

Preferred E-mail: _____

1. CSBA's Board of Directors is the governing body for the Association. What do you see as CSBA's greatest strength as an organization and what can the Board of Directors do to make it even stronger?
2. Given the governing roles and responsibilities for the Board of Directors to set direction and provide leadership, please describe the skills and experiences you would bring to the Board.

3. What is one characteristic that you believe every leader should possess?

4. What do you see as the biggest challenge facing governing board members and how can CSBA help?

5. Please provide any additional information about yourself for the Delegate Assembly to consider regarding your candidacy.

Your signature indicates your consent to have your name placed on the ballot and to serve, if elected.

Signature

Date



Frequently Asked Questions re Election to CSBA's Board of Directors for 2019-2021 Term as a Director-at-Large

How many Directors-at-Large are there? There are 5 Directors-at-Large – African American, American Indian, Asian/Pacific Islander, Hispanic, and County. In addition, there are 4 officers, 21 Regional Directors, the President of the California County Boards of Education (CCBE) who serves a one-year term, and any Director or officer of the National School Boards Association.

Which Director-at-Large positions are up for election? In even-numbered years, the Directors-at-Large, Asian/Pacific Islander and Hispanic are elected. In odd-numbered years, Directors-at-Large, African American, American Indian, and County.

Who can run for Directors-at-Large? Any board member from a CSBA-member district or county office of education board.

Who can nominate the Directors-at-Large? Any district or county office of education whose board is a member of CSBA. However, only county offices of education may nominate a Director-at-Large, County.

Nomination forms are due by **Saturday, October 5, 2019** via U.S. Postal Service postmark or emailed to nominations@csba.org. **Candidate Form and two letters of recommendation** are due by **Friday, October 11, 2019** via U.S. Postal Service postmark or emailed to nominations@csba.org. A completed nomination packet includes:

- **Nomination form from a member board:** A completed, signed, and dated nomination form. Member boards must secure permission before placing a name into nomination.
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 - 2) An individual board member from a CSBA member district or COE board; and
 - 3) Another association of school or county office of education board members

When and where are the elections? Wed., Dec. 4 at CSBA's Delegate Assembly mtg at the Marriott Marquis San Diego.

How long does a Director-at-Large serve on the Board? Directors serve two-year terms and take office immediately upon the close of the Association's Annual Education Conference and Trade Show. Directors may run for re-election if they choose to.

When and Where are the required meetings for CSBA Directors? Each year, there are 5 Board meetings and 2 Delegate Assembly meetings. Board meetings are held over a weekend, except for the meetings in May and late November or early December when meetings are a single day. The meetings in late January/early February, late March/early April, and late September/early October, take place at the CSBA office in West Sacramento. The May meeting takes place at the Sacramento Hyatt the day before the Delegate Assembly meeting. In 2020, the December meeting will take place in Anaheim, the day before the Delegate Assembly meeting.

What do Directors do? Members of the Board of Directors establish the vision, mission and goals for the Association, ensure that Association activities and programs remain focused on those goals and the issues identified in the Policy Platform. The Board of Directors adopt final positions and policies and legislation that are consistent with the Policy Platform. They provide advocacy on behalf of children, public education, local boards and the Association; serve on committees, receive reports and updates on major programs. They also provide two-way communication with Delegate Assembly members and local board members, and support and participate in the Association's activities and events.

In addition, the Board has corporate duties to adopt the Association's budget; adopt and amend the Association's Standing Rules; receive reports on corporate operations; approve the hiring and terms of employment of the CEO & Executive Director, upon recommendation of the Executive Committee; comment annually on the performance, and act on the contract of the CEO & Executive Director, upon recommendation of the Executive Committee; and abide by the Code of Ethics, Conflict of Interest Policy, and Whistleblower Policy, as adopted by the Board of Directors.

7/2019 - For questions or additional information, please contact CSBA's Executive Office at (800) 266-3382.

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