



TIME SENSITIVE, REQUIRES BOARD ACTION
DEADLINE Friday, September 29, 2017

Please deliver to all members of the governing board.

July 31, 2017

MEMORANDUM

TO: All Board Presidents and Superintendents
 CSBA Member Districts and County Offices of Education

FROM: Susan M. Henry, President

SUBJECT: Call for Nominations for 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 **Friday, September 29**. The nomination form and all information related to the election process are available online, please visit www.csba.org.

The elections will take place at CSBA's Delegate Assembly meeting held at the Marriott Marquis San Diego Marina on Wednesday, November 29 and Thursday, November 30. Directors-at-Large serve two-year terms and take office immediately upon the close of the Association's Annual Education Conference on Saturday, December 2.

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.)**

A valid nomination includes the following:

- **Nomination form:** A completed, signed and dated nomination form is due to CSBA no later than **Friday, September 29** (U.S. Postal Service postmark or email nominations@csba.org). *Nominating boards must secure permission from the board member prior to nominating him or her.*
- **Two letters of recommendation:** A one page, single-sided, letter addressed to CSBA President Susan Henry is due to CSBA no later than **Friday, October 6** (U.S. Postal Service postmark or email nominations@csba.org). The letter may be from of the following entities:
 - 1) A CSBA member district or county office of education (COE) board - *if 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
 - 3) Another board member association
- **Candidate Form:** A signed and dated candidate form completed by the nominee is due to CSBA no later than **Friday, October 6** (U.S. Postal Service postmark or email nominations@csba.org). An optional, one-page résumé may also be submitted and is due by Friday, October 6.

The completed candidate form and two letters of recommendation will be published in the Delegate Assembly meeting agenda packet exactly as submitted.

Please contact CSBA's Executive Office at 800-266-3382 should you have any questions. Thank you.



2017 Directors-at-Large, African American, American Indian, and County Nomination Form

(Please submit a separate nomination form for each Director position and each nominee.)

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. **(*Only a CSBA member County Board of Education may submit a nomination for the Director-at-Large, County seat.)** The U.S. Postal Service postmark or email deadline for the nomination form is Friday, September 29, 2017.

Two letters of recommendation are required to be submitted by Friday, October 6, 2017.

The governing board of the _____ School District or County Office

Board of Education voted to nominate _____

(Nominee name)

as a candidate for the following Director-at-Large position: *(please indicate below)*

- 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 has given permission to be nominated.

Signature of the Board Clerk or Board Secretary

Date

By US Postal Service, please submit your **nomination form to:**

Susan Henry, President
California School Boards Association
3251 Beacon Blvd. | West Sacramento, CA 95691

Or you may Email: nominations@csba.org



2017 Directors-at-Large, African American, American Indian, and County Candidate Form

Due: Friday, October 6, 2017 (U.S. Postmark or email nominations@csba.org)

This signed and dated candidate's form must be completed in the spaces provided. An optional, single-sided, one-page résumé may also be submitted. Please do not state "See résumé" in the spaces below. Only this **two-page form and an optional one-page résumé (if submitted)**, will be published in the Delegate Assembly meeting agenda packet.

I am running for: (check one) Director-at-Large, African American Director-at-Large, American Indian Director-at-Large, County

Name: _____ Region: _____
District or COE: _____ Years on board: _____ ADA: _____
Contact Number: _____ 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 for Director-at-Large Nominations & Elections Process - 2017

- Which Directors-at-Large position are up for election in 2017? **African American, American Indian, and County are elected in 2017.**
- Who may run for Directors-at-Large, African American and American Indian? **Any board member of a district or a county office of education board that is a member of CSBA.**
- Who may run for Directors-at-Large, County? **Only board members from a CSBA member county office of education board.**
- Who may nominate the Directors-at-Large, African American and American Indian? **Any district board or county office of education whose board is a member of CSBA.**
- Who may nominate Directors-at-Large, County? **Only a county office of education whose board is a member of CSBA.**
- When and where are the elections held? **The elections will take place on November 29 -30, at CSBA's Delegate Assembly meeting held at the Marriott Marquis San Diego Marina.**
- What is the term for Directors-at-Large? **Directors-at-Large serve two-year terms and take office immediately upon the close of the Association's Annual Education Conference and Trade Show.**
- **What meetings are Directors-at-Large required to attend?** All CSBA Board of Directors meetings: (approximately five per year) and Delegate Assembly meetings: (two per year). See 2018 Meeting Dates
- What does a valid nomination consist of?
 - **Nomination form:** A completed, signed and dated nomination form is due to CSBA no later than **Friday, September 29** (U.S. Postal Service postmark or email nominations@csba.org). *Nominating boards must secure permission from the board member prior to nominating him or her.*
 - **Two letters of recommendation:** A one page, single-sided, letter addressed to CSBA President Susan Henry is due to CSBA no later than **Friday, October 6** (U.S. Postal Service postmark or email nominations@csba.org). The letter may be from of the following entities:
 - 1) A CSBA member district or county office of education (COE) board - *if 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
 - 3) Another board member association
 - **Candidate Form:** A signed and dated candidate form completed by the nominee is due to CSBA no later than **Friday, October 6** (U.S. Postal Service postmark or email nominations@csba.org). An optional, one-page resumé may also be submitted and is due by Friday, October 6.
- May the same CSBA member board that submits a nomination also submit a recommendation letter in support of the candidate? **Yes. The letter is due Friday, October 6.**
- Where do I submit completed forms? **Please choose one the following two options to submit completed forms:** 1) U.S. Postal Service: **ATTN: President, California School Boards Association, 3251 Beacon Blvd., West Sacramento, CA 95691;** OR 2) Email: nominations@csba.org
- **Who are the current Directors-at-Large?**
 - Director-at-Large African American – Bettye Lusk, Monterey Peninsula USD
 - Director-at-Large, American Indian – Shelly Yarbrough, Val Verde USD
 - Director-at-Large, County – Heidi Weiland, El Dorado COE

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

REVISED – Please discard any calendars prior to March 17, 2016



**EXECUTIVE COMMITTEE, BOARD OF DIRECTORS
&
DELEGATE ASSEMBLY**

2017 MEETING CALENDAR

<u>DATE</u>	<u>DAY(S)</u>	<u>MEETING</u>	<u>LOCATION</u>
FEB 10	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
FEB 11-12	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
MAR 31	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
APR 1-2	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
MAY 18	THUR	EXECUTIVE COMMITTEE	SACRAMENTO
MAY 19	FRI	BOARD OF DIRECTORS	SACRAMENTO
MAY 20-21	SAT-SUN	DELEGATE ASSEMBLY	SACRAMENTO
SEPT 22	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
SEPT 23-24	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
NOV 27	MON	EXECUTIVE COMMITTEE	SAN DIEGO
NOV 28	TUES	BOARD OF DIRECTORS	SAN DIEGO
NOV 29-30	WED-TH	DELEGATE ASSEMBLY	SAN DIEGO
NOV 30–DEC 2	TH-SAT	ANNUAL CONFERENCE	SAN DIEGO

March 17, 2016



**EXECUTIVE COMMITTEE, BOARD OF DIRECTORS
&
DELEGATE ASSEMBLY**

2018 MEETING CALENDAR

<u>DATE</u>	<u>DAY(S)</u>	<u>MEETING</u>	<u>LOCATION</u>
JAN 26	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
JAN 27-28	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
MAR 16	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
MAR 17-18	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
MAY 17	THUR	EXECUTIVE COMMITTEE	SACRAMENTO
MAY 18	FRI	BOARD OF DIRECTORS	SACRAMENTO
MAY 19-20	SAT-SUN	DELEGATE ASSEMBLY	SACRAMENTO
SEPT 21	FRI	EXECUTIVE COMMITTEE	SACRAMENTO
SEPT 22-23	SAT-SUN	BOARD OF DIRECTORS	SACRAMENTO
NOV 26	MON	EXECUTIVE COMMITTEE	SAN FRANCISCO
NOV 27	TUES	BOARD OF DIRECTORS	SAN FRANCISCO
NOV 28-29	WED-TH	DELEGATE ASSEMBLY	SAN FRANCISCO
NOV 29-DEC 1	TH-SAT	ANNUAL CONFERENCE	SAN FRANCISCO

Approved by BOD on 4/1/17