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Albuquerque Public Schools Board of Education
District 1 Board Member Appointment Plan
October-November 2017

Plan approved by Board of Education on October 18, 2017.
Updated October 25, 2017

| Date | Action |
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| October 18, 2017 | Board approval of appointment process, timeline, vacancy notice, application questionnaire, and interview/voting process. |
| October 20, 2017 October 22, 2017 | <p>Information for Applicants, Notice of Vacancy, eligibility requirements and District 1 map published on website. Notice of vacancy sent to government officials, chambers, media, community organizations, APS schools and charters in District 1. Application packets and information posted online and available at the reception desk for walk-ins.</p> <p>Notice of Vacancy published in the Sunday Albuquerque Journal, including length of term.</p> <p><u>Board Duties and Responsibilities.</u> According to Section 22-5-4, NMSA, the authority and duties of the Board are:</p> <ul style="list-style-type: none"> • Develop educational policies for the school district, • Employ a local superintendent for the school district and set the superintendent's salary, • Review and approve the annual school district budget, • Acquire, lease and dispose of property, • Have the capacity to sue and be sued, • Acquire property by eminent domain pursuant to the procedures provided in the Eminent Domain Code (42A-1-1 NMSA 1978) • Issue general obligation bonds of the school district, • Provide for the repair of and maintain all property belonging to the school district, • For good cause and upon order of the district court, subpoena witnesses and documents in connection with a hearing concerning any powers or duties of the local school board, • Except for expenditures for salaries, contract for the expenditure of money according to the provisions of the Procurement Code (13-1-28 NMSA 1978), • Adopt rules pertaining to the administration of all powers or duties of the local school board, • Accept or reject any charitable gift, grant, devise or bequest. The particular gift, grant, devise or bequest accepted shall be considered an asset of the school district or the public school to which it is given, • Offer and, upon compliance with the conditions of such offer, pay rewards for information leading to the arrest and conviction or other appropriate disciplinary disposition by the courts or juvenile authorities of offenders in case of theft, defacement or destruction of school district property. All such rewards will be paid from school district funds in accordance with rules promulgated by the Public Education Department, and • Give prior approval for any educational program in a public school in the school district that is to be conducted, sponsored, carried on or caused to be carried on by a private organization or agency. |
| October 24, 2017 | Host informational meeting for interested applicants – Tuesday, October 24, 6 PM, Atrisco Heritage Academy High School |
| November 2, 2017 | Applicant letters of intent, candidate questionnaires, and resumes that include references with contact information are due in the Board of Education Services Office. |

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| November 3, 2017 | Copies of all application packets will be hand-delivered to board members. |
| November 3, 2017 | Checks performed by the county clerk and APS Human Resources on candidates to ensure qualifying status. Applicant addresses and voter registration will be confirmed. Applicants must be registered to vote by date of application. The person to be appointed must be at least 18 years of age, a registered voter in New Mexico, a resident of the Board of Education District 1, not a convicted felon, and not an APS employee. |
| November 6, 2017 | Confirmation letter sent to candidates confirming that the application has been received and that they have met or have not met the qualifications to be a board member. Details of the two applicant interviews will be included in the confirmation letter: 1) the community forum in District 1 at (place and time to be confirmed) on November 9, 2017, and 2) the interview with the Board of Education on November 13, 2017, Alice and Bruce King Educational Complex, 6400 Uptown Blvd NE. Letters of regret will be mailed to any applicants who do not meet the qualifications. |
| For November 9 and 13 meetings | Deadline to submit notice of Special Meeting and calendars throughout the process of interviewing the applicants and appointing a board member. |
| November 6-12, 2017 | The president and vice president will check applicant references to share with the Board of Education on November 13. |
| November 9, 2017 | Facilitated community forum. Process will include an external moderator and question compiler/sorter. Forum questions will come from community members through the submission process. The number and length of questions asked will be determined by the format of the meeting. The format of the meeting depends on the number of applicants and will be predetermined and communicated to candidates in the confirmation letter; however, each applicant will have a set time to make an opening statement and a closing statement. Input from the community will be compiled and provided to the Board of Education for consideration prior to November 13, 2017. If the number of applicants is large, two community forums will be held back-to-back to split up the number of candidates in each forum. Participation in the two forums will be randomly drawn. |
| November 10, 2017 | Board members will submit his or her interview question for the Board Services Office to compile all the questions for board review. If a question is duplicated, only five questions will be asked. |
| November 13, 2017, immediately following the COPT/Finance meetings. Board members should reserve the entire day until the number of applicants is known | The Board of Education will conduct interviews of all applicants who are registered to vote in New Mexico, 18 years of age, residents of District 1, not a felon, not an APS or locally-authorized charter school employee or a member of a governing body of a state or locally authorized charter school, and who returned application packets on time. The board president will provide an overview of the process and introductions. Applicants will be interviewed one at a time in alphabetical order. Each applicant will have up to 3 minutes to make an opening statement. Interviews will be conducted with each board member asking one question. Each applicant will have up to 2 minutes to make a closing statement. The time allotted for the opening and closing statements are dependent on the number of applicants. The Board of Education will ask each applicant the same questions. The interviews |

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| | <p>are conducted in open session.</p> <p>At the end of the interviews, the board president may recess the interview session for a break, if desired.</p> <p>The information from the community forum and reference checks will be shared with the board before deliberation.</p> <p>The board will deliberate and will take action to appoint the person to fill the board membership vacancy. Nomination(s) and a second will be taken from board members for the appointment process. Board members will vote to appoint a new board member for District 1 by a majority vote.</p> <p>Public speakers will not be permitted on this agenda item.</p> <p>The president will confirm that the board member is required to take the oath of office at the November 15, 2017, Regular Board meeting.</p> |
| <p>November 15, 2017, Regular Board meeting</p> | <p>The new board member will take an oath of office and be sworn in to join the Board of Education.</p> |
| <p>Week of November 27, 2017</p> | <p>Start the Board of Education orientation.</p> |