



# CITY OF HOOVER, ALABAMA BOARD OF EDUCATION APPLICATION

## GUIDELINES AND APPLICATION PROCEDURES

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### INTRODUCTION

The Hoover City Board of Education (HBOE) is established under authority of state law for the purpose of exercising general supervision and administration of the public schools serving school age children who reside within the city limits of the City of Hoover and of promoting the interests of the Hoover City Schools and the children they serve. Those responsibilities are met in part, by the adoption and implementation of formal policies by which the principles that guide decision-making are established.

Reference: HOOVER CITY SCHOOLS POLICY MANUAL, PREFACE (2017)

### BOARD ORGANIZATION AND DUTIES

The Hoover City Board of Education is composed of five (5) members who are appointed to five year staggered terms by the Hoover City Council in accordance with state law. The Board will elect from its members a president and vice-president at the annual meeting of the Board held in May of each year.

The Superintendent will serve as both the Board's chief executive officer and secretary. Reference: ALA. CODE 16-11-5, 16-12-3 (1975)

Board members will participate in orientation and ongoing training provided by the Alabama Association of School Boards or approved in advance through an application process administered by AASB to develop and enhance their knowledge and effectiveness as Board members and to improve Board governance and operations in accordance with the requirements of state law. See attached school board roles and responsibilities. Reference: ALA. CODE 16-1-41.1 (e) (1975)

The primary responsibility of the Board is to establish, review and revise policy for the schools located within the City of Hoover, Alabama, rather than to exercise day-to-day administrative functions. Board authority will only be exercised collectively through action taken in accordance with applicable statutory and parliamentary procedures. Individual Board members have no authority to bind the Board or to act on behalf of the Board except when authorized to do so by official action of the Board. The Board shall periodically undertake a formal evaluation of its effectiveness through one or more means that are appropriate to that purpose. Reference: HOOVER CITY SCHOOLS POLICY MANUAL, SECTION 2.2 (2017)

### SUBMISSION REQUIREMENTS

All applications must be filled out completely. Application package must be submitted with forms listed on the application checklist sheet. Typed applications are preferred; however, applications that are printed in ink will be accepted. **Completed applications packages must be hand delivered no later than 5:00 p.m. on Monday, March 18, 2019 to:**

**City of Hoover, City Clerk's Office  
100 Municipal Lane  
Hoover, Alabama 35216**

**\*\*A valid I.D. will be required to be shown at the time of submittal. \*\*** Specific queries regarding this application should be sent to **Margie Handley** at [margie.handley@hooveralabama.gov](mailto:margie.handley@hooveralabama.gov). Applications can be downloaded off the city website, [www.hooveralabama.gov](http://www.hooveralabama.gov).



CITY OF HOOVER, ALABAMA  
**BOARD OF EDUCATION APPLICATION**

**APPLICATION CHECKLIST**

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**APPLICATION FORM**

- Typed application forms are preferred; however, applications that are printed in ink will be accepted. The form must be hand delivered to the City of Hoover, City Clerk's Office, 100 Municipal Lane, Hoover, Alabama 35216.
- Complete and submit all 5 pages of the application form.
- Sign and date the 4<sup>th</sup> and 5<sup>th</sup> page of the application form. Unsigned applications will be disqualified. You may use an electronic signature, or you may print out and sign the application.

**DIPLOMA**

- Submit at minimum a copy of applicant's high school diploma or its equivalent. Submittal of all diplomas or verifications of degrees completed is preferred.

**LETTERS OF RECOMMENDATION**

- Two letters of recommendation must be submitted.
- Letters of recommendation should be attached to the HBOE Recommendation Form before submitting to the City Clerk's Office. (See address below).

**PERSONAL STATEMENT & RELATED EXPERIENCE AND INFORMATION**

- The Personal Statement should be typed in a standard font and font size (10 to 12 point). Statements should also be double-spaced.
- Include your full name on the top of each page and your signature at the end of the Personal Statement. Please see page 4 for more information on these pieces of writing.
- Complete the 5 informational questions.

**RESUME**

- Include a copy of your most recent resume with your application.

**BACKGROUND CHECK AUTHORIZATION**

- Read, complete, and sign all 5 pages of the customer report and investigation form.

**Completed applications (including the guideline and check list page) and all supplemental materials should be hand delivered to:**

**City of Hoover, City Clerk's Office  
100 Municipal Lane  
Hoover, Alabama 35216**

**Those individuals you have designated as references, not the applicant, must deliver recommendation letters including the Hoover Board of Education Recommendation Form to [margie.handley@hooveralabama.gov](mailto:margie.handley@hooveralabama.gov) or hand deliver it to the address provided above. If emailed, please place applicant's name including position being applied for in the email subject.**

**To be considered for the Hoover Board of Education, please submit applications by: 5:00 p.m. on Monday, March 18, 2019. **Please Sign All Necessary Forms****



CITY OF HOOVER, ALABAMA  
**BOARD OF EDUCATION APPLICATION**

**APPLICATION**

**SCHOOL BOARD APPLICATION**

Dear Citizens,

On behalf of the Hoover City Council, we would like to thank you for your interest in being appointed to the Board of Education. Only residents of the City of Hoover can be appointed to the City of Hoover Board of Education. "Applicants are not eligible if employed by the city board of education, serving on the governing board of a private elementary or secondary educational institution, is on the National Sex Offender Registry or the state sex offender registry, or any restriction" noted in the Code of Alabama Section 16, Education (1975).

**GENERAL INFORMATION**

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Initial:</b>
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<b>Mr./Mrs./Ms./Dr.:</b>	<b>Preferred Name:</b>	<b>Telephone:</b>
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<b>Current Address:</b>	<b>Zip Code:</b>
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<b>Previous Address:</b>	<b>Zip Code:</b>
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<b>Date of Birth (MM/DD/YY):</b>	<b>Contact Number:</b>
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**E-mail Address:**

**How long have you been a resident of the City of Hoover (years):**

**Do you have any children/grandchildren/foster children attending Hoover City Schools?**  Yes  No  
 If yes, list ages and schools currently attending below:

<b>Child 1 (Age):</b>	<b>School:</b>
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<b>Child 2 (Age):</b>	<b>School:</b>
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<b>Child 3 (Age):</b>	<b>School:</b>
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<b>Child 4 (Age):</b>	<b>School:</b>
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**Do you have any relatives (by marriage or by blood) employed by Hoover City Schools?**  Yes  No  
 If yes, list name and what position.

**Have you, or any family members, ever applied for a position with Hoover City Schools?**  Yes  No  
 If yes, who and what position.

**Have you ever been convicted of a crime other than a traffic violation?**  Yes  No  
 If yes, attach an explanation of the nature of the crime, place and date.

**Have you ever served in the Armed forces?**  Yes  No  
 If yes, please complete below:

<b>Branch of Service:</b>	<b>Dates of Service:</b>
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**Your rank upon discharge, or if currently serving, your current rank:**



CITY OF HOOVER, ALABAMA  
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**APPLICATION**

<b>EDUCATION</b>	
<b>Secondary Education</b>	
<b>Name of School:</b>	<b>Year Diploma Received:</b>
<b>University/College Education</b>	
<b>Name of Institution:</b>	<b>Country/City:</b>
<b>Degree Type:</b>	<b>Year Received:</b>
<b>University/College Education</b>	
<b>Name of Institution:</b>	<b>Country/City:</b>
<b>Degree Type:</b>	<b>Year Received:</b>
<b>University/College Education</b>	
<b>Name of Institution:</b>	<b>Country/City:</b>
<b>Degree Type:</b>	<b>Year Received:</b>
<b>Academic, Arts, and/or Athletic Honors/Awards</b> <i>Please state whether you received any of your post-secondary degrees with honors or other distinction. Please include dates and membership in scholastic honor societies. Write N/A in the space below if not applicable.</i>	
<b>Certification/ Licenses Received</b> <i>Please state whether you received any additional non-expired certificates and/or licenses. Please include dates and membership names. Write N/A in the space below if not applicable.</i>	
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**APPLICATION**

**COMMUNITY ACTIVITIES (use attachments if needed)**

Year	Organization	Position Held

**PROFESSIONAL EXPERIENCE**

**EMPLOYMENT HISTORY - Please list your positions starting with your current employer.**

**1. Current**

Name of Company:

Company Address:	Telephone:
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Company Phone:	From (Month/Year):	To (Month/Year):
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Title/Position:

**2. Previous**

Name of Company:

Company Address:	Telephone:
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Company Phone:	From (Month/Year):	To (Month/Year):
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Title/Position:

**3. Please describe your prior experience and expertise in finance and business management.**



CITY OF HOOVER, ALABAMA  
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**APPLICATION**

**REFERENCES**

Give the names and positions/titles of two people who will write letters of recommendation on your behalf. Letters should be written by people who know you well—not family. Applicants will be prohibited from receiving recommendation letters from HCS staff, faculty, board members, Hoover City Mayor, or the Hoover City Council.

<b>Name:</b>	
<b>Title / Position:</b>	<b>Organization / Employer:</b>
<b>Contact Number:</b>	<b>Email:</b>

<b>Name:</b>	
<b>Title / Position:</b>	<b>Organization / Employer:</b>
<b>Contact Number:</b>	<b>Email:</b>

**PERSONAL STATEMENT**

Statements must be typed with your full name on the top of each page and your signature at the end. Block capitals are not acceptable. Statements must address the topic and be solely the product of your own efforts.

**Personal Statement**

Tell us about yourself—in particular, why you wish to serve as an appointed School Board Member. Be sure to address how your experiences, strengths, and background will help to contribute to the school board. Give detailed examples to support your claim. Minimum 250 words / Maximum 750 words.

**RELATED EXPERIENCE AND INFORMATION**

1. What do you believe are the most critical issues facing Hoover City Schools?
2. How should Hoover City Schools measure, assess, and improve its learning progress for special education students?
3. What are your thoughts on Hoover City School plan to open a Career Training Center?
4. How should School Board members evaluate and grade their effectiveness?
5. What do you believe are the roles and responsibilities of a School Board member?

I certify that the information provided on this application and in any attached materials is accurate and complete to the best of my knowledge. I authorize the City of Hoover to investigate my personal, educational, and employment background and hereby authorize any and all entities to release said information to the City of Hoover. I understand and consent to a criminal history background information check. I acknowledge and understand any adverse information obtained in conducting any background check may be considered in the decision whether or not to select me for a position on the City of Hoover Board of Education. I hereby release and discharge the City of Hoover and the City of Hoover Board of Education from any and all liability in consideration for membership on the Hoover City Board of Education. I further hereby release and discharge anyone who provides information regarding me to the City of Hoover or the City of Hoover Board of Education, releasing them from any and all liability in connection with the release and providing of this information. I understand that it is my obligation to notify the City of Hoover immediately if there are any changes in the information provided in this application. I understand that misrepresentation or omission may be the basis for denial of admission or dismissal from the Hoover Board of Education. I understand that this application is a public document.

<b>Signature:</b>	<b>Date:</b>
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# CITY OF HOOVER, ALABAMA BOARD OF EDUCATION APPLICATION

## SCHOOL BOARD ROLES & RESPONSIBILITIES

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The Alabama Association of School Boards and the Alabama Association of School Administrators are pleased to have collaborated on a project to develop a joint understanding of the roles and responsibilities of school board members and superintendents. We believe school boards and school administrators operating within the parameters of the roles and responsibilities defined here can effectively and efficiently promote equitable learning opportunities for all public school students. We also believe that enhanced understanding of the unique, interrelated functions of school boards and superintendents will lead to greater student achievement, appropriately respond to calls for increased accountability and promote better understanding of, and support for, public education. **Reference: ALABAMA ASSOCIATION OF SCHOOL BOARD, PREFACE (2015)**

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- To make clear that the board's primary role is the establishment of policies.
- To delegate to the superintendent responsibility for all administrative functions.
- To support the superintendent fully in all decisions that conform to professional standards and board policy.
- To hold the superintendent responsible for the administration of the school system through regular, constructive, written and oral evaluations of the superintendent's work.
- To provide the superintendent with a comprehensive employment contract.
- To give the superintendent the benefit of the board's counsel in matters related to individual board members' expertise, familiarity with the local school system, and community interests.
- To hold all board meetings with the superintendent or his/her designee present.
- To consult with the superintendent on all matters, as they arise, that concern the school system and on which the board may take action.
- To develop a plan for board-superintendent communications.
- To channel communications that require action through the superintendent and to refer all concerns, complaints, and other communication to the superintendent.
- To take action upon the recommendation of the superintendent.
- To provide the superintendent with sufficient administrative personnel, including the area of monitoring teaching and learning.
- To work with the superintendent and the community to develop a vision for the school system.
- To work closely, where appropriate, with other governmental agencies and bodies.
- To provide resources for and encourage quality board and staff professional development.
- To provide for self-evaluation of the board's effectiveness.
- To periodically review all school board policies.
- To provide leadership to seek necessary funds for the system and to oversee system financial operations to maintain financial accountability.
- To ensure board members understand that, under law, the school board acts as a board and that individual board members have no independent authority.

**By my signature, I acknowledge that I have read, understand, and agree to the school board roles and responsibilities.**

<b>Signature:</b>	<b>Date:</b>
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CITY OF HOOVER, ALABAMA  
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**RECOMMENDATION FORM**

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**RECOMMENDATION FORM**

Applicants should fill in the top section of this form then give it to the Recommender to complete.

**Applicant Name:**

**Recommender:**

**LETTER OF RECOMMENDATION**

Letters must be typed with your full name on the top of each page and your signature at the end. Block capitals are not acceptable. Letters must be solely the product of your own efforts (not the applicant).

The above-named individual is applying as a board member for City of Hoover Board of Education. Please give your honest evaluation of the applicant. Please describe in detail the applicant's strengths and weaknesses and comment on his/her intellectual ability, reliability, initiative, sensitivity to others, and leadership potential.

The following questions suggest the type of information the City of Hoover finds helpful:

- How long and in what capacity (e.g. professor, supervisor, research advisor) have you known the applicant?
- What do you consider to be the applicant's talents or strengths?
- What do you consider to be the applicant's weaknesses?
- How well do you think the applicant has thought out plans to serve in this role?

**Please include this form with your letter of recommendation, and return it to [margie.handley@hooveralabama.gov](mailto:margie.handley@hooveralabama.gov) or hand deliver it directly to:**

**City of Hoover, City Clerk's Office  
100 Municipal Lane  
Hoover, Alabama 35216**

**Letters of recommendation are due by 5:00 p.m. on Monday, March 18, 2019.**

**Recommender Signature:**

**Date:**





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**RECOMMENDATION FORM**

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