



CITY OF HOOVER, ALABAMA  
BOARD OF EDUCATION APPLICATION 2023

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**APPOINTMENT 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 or emailed ([cityclerk@hooveralabama.gov](mailto:cityclerk@hooveralabama.gov)) to the City of Hoover, Office of the City Clerk, 100 Municipal Lane, Hoover, Alabama 35216.
- Complete and submit all seven pages of the application form that includes the Board of Education Roles and Responsibilities form.
- Sign and date pages labeled Page 7 and Page 8 (as titled on the page). Unsigned applications will be disqualified. You may use an electronic signature, or you may print out and sign the application.

**BACKGROUND CHECK**

- If nominated, a background check must be authorized and completed before the Council elects a member.

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

**City of Hoover  
Office of the City Clerk  
100 Municipal Lane  
Hoover, Alabama 35216  
Emailed to: [cityclerk@hooveralabama.gov](mailto:cityclerk@hooveralabama.gov)**

**To be considered for the Hoover Board of Education, please submit applications by: 5:00 p.m. on Monday, March 27, 2023. Please Sign or Digitally Sign All Necessary Forms.**



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## GUIDELINES AND APPLICATION PROCEDURES

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### INTRODUCTION

The Hoover City Schools – Board of Education (HCS-BOE) 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

HCS-BOE 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 HCS-BOE members and to improve HCS-BOE 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 HCS-BOE 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 HCS-BOE members have no authority to bind the HCS-BOE or to act on behalf of the HCS-BOE except when authorized to do so by official action of the HCS-BOE. The HCS-BOE 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)**



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**GUIDELINES AND APPLICATION PROCEDURES**

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**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 or emailed ([cityclerk@hooveralabama.gov](mailto:cityclerk@hooveralabama.gov)) no later than 5:00 p.m. on Monday, March 27, 2023 to:**

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

Specific queries regarding this application should be sent to **Wendy Dickerson** at [cityclerk@hooveralabama.gov](mailto:cityclerk@hooveralabama.gov). Applications can be downloaded off the City website, [www.hooveralabama.gov](http://www.hooveralabama.gov).



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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>		
<b>Mr./Mrs./Ms./Dr.</b>		<b>Preferred Name:</b>			<b>Telephone:</b>			
<b>Current Address:</b>					<b>Zip Code:</b>			
<b>Previous Address:</b>					<b>Zip Code:</b>			
<b>Date of Birth (MM/DD/YY):</b>				<b>Contact Number:</b>				
<b>E-mail Address:</b>								
<b>How long have you been a resident of the City of Hoover (years):</b>								
<b>Do you have any children/grandchildren/foster children attending Hoover City Schools?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, list ages and schools currently attending below:</b>								
<b>Child 1 (Age):</b>		<b>School:</b>						
<b>Child 2 (Age):</b>		<b>School:</b>						
<b>Child 3 (Age):</b>		<b>School:</b>						
<b>Child 4 (Age):</b>		<b>School:</b>						
<b>Do you have any relatives (by marriage or by blood) employed by Hoover City Schools?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, list name and what position.</b>								
<b>Have you, or any family members, ever applied for a position with Hoover City Schools?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, who and what position</b>								
<b>Have you ever been convicted of a crime other than a traffic violation?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, attach an explanation of the nature of the crime, place and date.</b>								
<b>Have you ever served in the Armed forces?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, please complete below:</b>								
<b>Branch of Service:</b>				<b>Dates of Service:</b>				
<b>Your rank upon discharge, or if currently serving, your current rank:</b>								



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APPLICATION

EDUCATION	
<b>Secondary Education</b>	
Name of School:	Year Diploma Received:
<b>University/College Education</b>	
Name of Institution:	Country/City:
Degree Type:	Year Received:
<b>University/College Education</b>	
Name of Institution:	Country/City:
Degree Type:	Year Received:
<b>University/College Education</b>	
Name of Institution:	Country/City:
Degree Type:	Year Received:
<b>University/College Education</b>	
Name of Institution:	Country/City:
Degree Type:	Year Received:
<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**

**RELATED EXPERIENCE AND INFORMATION.**

3. How should School Board members evaluate and grade their effectiveness?

4. What do you believe are the roles and responsibilities of a School Board member?





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**APPLICATION**

**PERSONAL STATEMENT**

Tell us about yourself—in particular, why you wish to be appointed to the School Board. 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.



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**APPLICATION**

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.

Signature:

Date:



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**SCHOOL BOARD ROLES & RESPONSIBILITIES**

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).**

- 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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