

Pell City Board of Education Steering Committee  
**Recommended Action Plan For Pell City Council**

February 11, 2025

**1. Approve the Recommended Application for Appointment**

In order to create the best possible application for appointment, the Pell City Board of Education Steering Committee collected and reviewed the following documents:

- *Section 16-1-3: Election, Terms of Office, Vacancies.* Alabama State Code
- *City of Auburn Boards and Committees Appointment Procedures.* City of Auburn, Alabama.
- *Huntsville Board of Education District 4 Selection Process.* City of Huntsville, Huntsville, Alabama.
- *Published Portion of Application.* Hoover City Schools, Hoover, Alabama.
- *Gulf Shores Board of Education Member Application.* City of Gulf Shores, Alabama.
- *Application for Appointment to the Alexander City Board of Education.* Alexander City Schools, Alexander City, Alabama.
- *Application for Satsuma Board of Education.* Satsuma School Board, Satsuma, Alabama.
- *Application for School Board Appointment.* Maricopa Unified School District, Pinal County Schools, Arizona.
- *Providence School Board Application.* Providence City Schools, Providence, Rhode Island.
- *Application for Appointment to Roanoke City School Board.* City of Roanoke, Virginia.
- *Cascade School Board Member Opening, District 3.* Cascade School District, Washington.
- *Board of Education Appointment Interest Form.* Charlotte Public Schools, Charlotte, North Carolina.
- *Filling a Board Vacancy by Appointment.* Michigan Association of School Boards
- *So You Want to Be a School Board Member?* Alabama Association of School Boards
- *Governance Act Introduction.* Alabama Association of School Boards
- *Five Responsibilities of School Board Members.* Alabama Association of School Boards
- *What Board Service Is and Isn't.* Alabama Association of School Boards
- *Mandatory Training.* Alabama Association of School Boards

The Steering Committee determined in its review that the recommendation of knowledgeable, compassionate, and invested candidates for the Pell City Board of Education required a robust application. Cities with successful school systems sought individuals willing to affirm their commitment to public education by prioritizing the traits of ideal candidates and requesting thorough information in their applications.

The recommended Pell City Board of Education Application for appointment is presented to the City Council after a comprehensive review of these materials, prioritization of ideal traits for Board of Education members, Committee agreement on the most important information to be disclosed by candidates, and the inclusion of questions that require an understanding of public education, especially within Pell City Schools.

**RECOMMENDATION:** Adopt the Pell City Board of Education Application for Appointment as presented by the Pell City Board of Education Steering Committee

## **2. Approve the Timeline for Application Release, Applicant Review, and Delivery of Recommendations to the City Council**

According to Alabama State Code (16-11-3), city school systems whose boards of education are appointed by City Councils make these appointments each year in April, and newly appointed board of education members begin their terms in June. In our research, the Steering Committee determined that the practice of beginning terms during the summer is crucial to maximizing the effectiveness of incoming members.

The most critical time for a board of education member is during the late summer, especially leading into the beginning of the new school year. During this time, school administration is analyzing data from the previous year, setting goals for the upcoming year, and most importantly developing the budget for the year to follow.

By law, the City of Pell City is not required to adhere to the State's timeline for appointment in 2025. However, the City Council should strongly consider an efficient timeline for appointments that allows incoming appointed members of the Pell City Board of Education as much time as possible prior to the beginning of their terms in November 2025 for the following reasons:

### **Incoming Board of Education members:**

- Must have sufficient time to accomplish required training through the Alabama Association of School Boards
- Should be given as much time as possible to acclimate to the current system and to their new roles
- Should be encouraged to immerse themselves in the current operations of the Pell City Board of Education prior to their terms

As such, the Steering Committee recommends the following schedule for making its recommendations for appointment to the City Council:

- **Feb. 25, 2025:** Release of the official Application for Appointment. This allows the maximum amount of time possible for candidates to consider applying, review the reading material required by the Application, and submit materials to the Committee.
- **March 31, 2025:** Close Application submissions at 5 p.m.
- **April 30, 2025:** Completion of applicant review and selection of candidates for interview
- **May 24, 2025:** Completion of all candidate interviews
- **June 1, 2025:** Recommendation of candidates for appointment to City Council

**RECOMMENDATION:** Adopt the timeline for Board of Education candidate recommendation as presented by the Pell City Board of Education Steering Committee