



Application for Appointment

Pell City Board of Education



The City Council for the City of Pell City prioritizes the appointment of exceptional candidates to the Pell City Board of Education. The appointment of those with the following traits will result in a sharpened focus on the distinct educational needs of all students in the Pell City Schools Attendance Zone while laying a foundation for continued business, residential, and economic growth for the City.

DESIRED CHARACTERISTICS OF THE PELL CITY BOARD OF EDUCATION

- Willingness to give sufficient time and effort.
- A belief in the spirit and need for public education.
- The ability to motivate other people.
- The capacity to understand people.
- The insight needed to work as part of a cooperative body.
- Devotion to the concept of a better society through education.
- Commitment to a high expectation for student achievement.
- Commitment to a high expectation for quality instruction.
- The ability to define a vision for excellence and the goals for its achievement.

PERSONAL INFORMATION

Form fields for Last Name, First Name, Middle Name, Date of Birth, Street Address, City, State, Zip, Email, and Primary Phone.

Residence information section with checkboxes for living within or outside city limits, and a line for years residing in the area.

Application deadline notice: APPLICATION MATERIALS MUST BE RETURNED NO LATER THAN 5:00 PM ON MONDAY, MARCH 31, 2025. Includes submission instructions for In Person, By Email, and By Digital Form.



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QUALIFICATIONS TO APPLY

(Criteria from Section 16-11-2, 2009 Code of Alabama)

- Applicant must live in the Pell City Schools Attendance Zone and Tax District.
- Applicant must be of good moral character.
- Applicant must be a high school graduate or equivalent.
- Applicant must not be on the governing board of a private elementary or secondary school.
- Applicant must not be on the State or National Sex Offender Registry.
- Applicant must not have been convicted of a felony.
- Applicant must not be employed by the Pell City School System.

**Applicants who are not able to demonstrate all minimum requirements to serve on a Board of Education in the State of Alabama will be excluded from consideration.*

GENERAL INFORMATION

(More at www.alabamaschoolboards.org/get-onboard-aasb)

- Board of Education members have a responsibility to become educated and informed about the many local, state, and federal issues that affect the public education system.
- Board Members work with the superintendent to establish a vision and goals for the system, raise student achievement, and set expectations for student and employee performance.
- A School Board member can only act on behalf of the school board when conducting business during a regularly scheduled public meeting with a quorum of members present.

REQUIREMENTS

- Applicant must be willing to submit to a background check.
- Applicant must be able to dedicate ample time to Board service, as defined below:
 - Approximately 2 hours of reading each week.
 - Approximately 3 hours per month for board meetings.
- Applicant must commit to at least 4 hours of individual board member training annually.
- Applicant must commit to a minimum of 2 hours of Whole Board member training annually.
- Applicant must commit to visit schools in the district and participate in a representative variety of school activities to keep informed and be supportive of the students and staff.

ALABAMA PUBLIC RECORDS LAW

- All application materials submitted to the City of Pell City will be public record, as defined by Alabama law.

SELECTION PROCESS

- Complete and submit the Official Application by March 31, 2025.
- If requested, participate in interviews conducted by the Pell City Board of Education Steering Committee.
- If selected by the City Council, participate in Board of Education training.
- If selected by the City Council, begin initial term of service on November 3, 2025.



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TERM LENGTHS OF INITIAL APPOINTMENTS
(Criteria from Section 16-11-3, Code of Alabama)

Annually at the regular meetings of the city council or commission in April the council or commission shall elect a member or members of the board of education to succeed those whose term or terms of office expire that year. Members of the city board of education shall assume office at the next regular meeting of the city board of education in June following their appointment. The terms of office of members of the city board of education shall be five years, and the term of one member shall expire annually. A member shall serve on the board until his or her successor assumes office. In the event of a vacancy in the membership of the city board of education by resignation or otherwise, the fact shall be reported to the city council or commission by the board, and the council or commission shall elect a person to fill the vacancy for the unexpired term.

HOW THIS LAW APPLIES TO THE BOARD OF EDUCATION APPOINTMENT PROCESS

Table with 6 columns (Place 1-5) and 6 rows (Initial Appointment, Initial Term Length, Initial Term Ends, Second Term Ends). It details the staggered appointment process for the Board of Education, showing that members appointed in 2025 will serve terms of 1, 2, 3, 4, or 5 years, ending in June from 2026 to 2030.

- Under Alabama Code, city board of education members are appointed in April and begin their terms in June.
- Board appointments are staggered, meaning only one member's term expires annually. This ensures continuity, with at least four experienced board members remaining at all times.
- Pell City Board of Education members appointed in 2025 will be assigned to different "Places." Each Place will correlate to a different initial term length.
- Individuals will be appointed to Places at the determination of the City Council.
- Board of Education Places do not correlate to a specific geographic area of the District, and may be filled by any qualified individual from within the Attendance Zone.
- The City Council is required by law to make an appointment to the Board of Education each year in April. Place 1 will be eligible for reappointment in April 2026, after the initial one-year term.
- As each of the initial terms expire, the succeeding appointed would be for a full 5-year term.



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EMPLOYMENT

Present Employer	Position / Title
Employer Address	Employer Phone
Employer Email	Employed Since

EDUCATION *(High School, College, Advanced Degrees, and Specialized Training)*

School / College / University	Credential Earned	Dates

COMMUNITY INVOLVEMENT *(Civic, Social, Political, Religious, Other)*

Organization	Position	Dates

REFERENCES

Name	Relationship	Phone



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ADDITIONAL INFORMATION

The Pell City Board of Education Steering Committee and The City Council for the City of Pell City request applicants provide additional information on their candidacy for appointment. Please respond to the following questions in a separate document, and include the responses with your application submission. Responses per question should be limited to 500 words or fewer.

1. **Why are you interested in serving on the Pell City Board of Education?**
2. **List your prior involvement in the Pell City School System or other public or private school systems.**
3. **Disclose any potential conflicts that may arise during your service, including, but not limited to (Does not disqualify from service):**
 - a. **Do you have any children or relatives enrolled in the system?**
 - b. **Do you have any relatives employed by the system?**
 - c. **Do you provide any services or conduct any business with the system?**
4. **What strengths, abilities, education, or experiences uniquely qualify you to serve? Include any significant contributions to Pell City and/or the community at large.**
5. **What goals should the Pell City Board of Education prioritize over the next 3-5 years? Include things you think Pell City Schools are doing well and should be supported, and things you would seek to improve.**

APPLICANT RESUMES ARE WELCOME BUT NOT REQUIRED

The Pell City Board of Education Steering Committee will review resumes submitted with a candidate's application packet. Please attach resumes as PDF documents when submitting this application via email or through digital form.

CERTIFICATION OF QUALIFICATIONS (Section 16-11-2, Code of Alabama)

- I affirm that I am a resident of the Pell City Schools Attendance Zone and Tax District.
- I affirm that I am a high school graduate or have an equivalent level of education.
- I affirm that I am not on the governing board of a private elementary or secondary school.
- I affirm that I am not required to register on the State or National Sex Offender Registry.
- I affirm that I have not been convicted of a felony.
- I affirm that I am not employed by the Pell City School System.

SIGNATURE

My signature below indicates I have read **School Boards & Superintendents Roles & Responsibilities** and I understand and am willing to assume the responsibilities of Board Member on the Pell City Board of Education. All personal and professional information provided herein is accurate to the best of my ability. I hereby authorize the City of Pell City to conduct investigation into my background and experience as deemed necessary for the purposes of evaluating my qualification for the position I am applying for, including contacting my employer and listed references.

Signature

Date