



**WASHINGTON TOWNSHIP
SCHOOL BOARD CANDIDATE COMMITTEE
APPLICATION PACKET**

Dear Potential School Board Candidate,

Thank you for your willingness to consider serving on the Board of Education of the Metropolitan School District of Washington Township (MSDWT). As part of its mission to support Washington Township schools, the Washington Township Parent Council Network is actively seeking individuals to serve on the Board of Education of the MSDWT and will endorse candidates whom it believes will best advance the interests of students, parents and the greater Washington Township community in August 2018, for the November 6, 2018 School Board election.

Detailed information regarding the School Board Elections can be found on the MSDWT website: <http://www.msdt.k12.in.us/school-board-elections/>. More information about the MSDWT Parent Council Network and application materials for individuals seeking endorsement by MSDWT Parent Council are available at: www.msdtparentcouncil.org. Please review all materials in this application packet carefully.

You must submit all of the following for your application to be complete:

- Application form with attachments as detailed in application form
- Reference form and two letters of reference
- Signed code of ethics
- Signed background check release (note: incumbents are excluded from this requirement due to existing district background checks)

Dates and Deadlines

- To ensure that your application receives careful consideration by the Parent Council Network's School Board Candidate Committee, you must submit **all application materials** to the Committee for receipt by **5:00 PM** on August 8, 2018 to frey.kristina@gmail.com. If you prefer to submit application materials in hard copy, please contact the committee chair at the e-mail address above by August 6, 2018, in order to arrange in-person delivery before the deadline.
- Applicants for Parent Council endorsement must be available on **August 11, 2018**, between 8 AM and 12 PM to meet with the Parent Council School Board Candidate Committee for interviews.
- Applicants must also be available on **August 15, 2018**, between 7 PM and 9 PM to provide information to the general membership of Parent Council.
- First Day to Submit State Form 47008 to Marion County Election Board – **Wednesday, July 27, 2016**
- Marion County Election Board Filing Deadline – **August 24, 2018 at NOON**
- Election - **November 6, 2018**

I hope you will seriously consider serving on the Board of Education of MSDWT either now or in the future. Please contact me if I can be of any assistance.

Kristina Frey, frey.kristina@gmail.com, 317-489-8922
Chair, Washington Township Parent Council Network
School Board Candidate Committee



SUGGESTED QUALIFICATIONS FOR A SCHOOL BOARD MEMBER

The School Board Candidate Committee of the Washington Township Parent Council Network has formulated this list of suggested qualifications as a guide to candidates. These are among the qualities that the committee will evaluate in determining its endorsement recommendation. Please note that this list is not exhaustive, but intended as a general guide of the most important qualities to the committee.

A school board member should:

1. Have a sincere concern for children and their welfare (present and future).
2. Believe in free and universal public education for all students, and be committed to its improvement.
3. Be a person of high character, motivated by integrity, impartiality, and basic regard for truth and fact.
4. Be a team player with a capacity to trust.
5. Be civic-minded and intelligent.
6. Be a “servant” whose willingness to serve is not motivated by personal, special, partisan, or political reasons.
7. Have the ability to devote the substantial time required to be an active and effect board member.
8. Clearly understand that he/she represents the entire school district and not one group or geographical area.
9. Be a person with a realistic view of his/her own deficiencies of information and training in governing public school education, and be genuinely willing to give attention and time to learning the facts and acquiring the understanding needed for successful leadership.



AFFIRMATION OF MSDWT BOARD ETHICS

The following Board Member Ethics are a part of the MSDWT adopted Bylaws. After reading and familiarizing yourself with them, please sign below to indicate that you agree to be governed by these ethics in the event you are elected to serve on the Board of Education of the MSDWT.

Signature:
Printed Name:
Date Signed:

0144.2 **Board Member Ethics**

A Board of Education member should honor the high responsibility which her membership demands by:

- A. thinking always in terms of "children first";
- B. understanding that the basic function of the Board of Education member is "policy-making" and not "administrative", and by accepting the responsibility of learning to discriminate intelligently between these two functions;
- C. accepting the responsibility along with her fellow Board members of seeing that the maximum of facilities and resources is provided for the proper functioning of schools;
- D. refusing to "play politics" in either the traditional partisan, or in any petty sense;
- E. representing at all times the entire school community;
- F. accepting the responsibility of becoming well informed concerning the duties of Board members, and the proper functions of public schools;
- G. accepting the responsibility of an elected official to attend all scheduled meetings of the Board;
- H. recognizing responsibility as a State official to seek the improvement of education throughout the State;
- I. upholding the legal requirements of the "Open Door Law".

A Board of Education member should respect his relationships with other members of the Board by:

- A. recognizing that authority rests only with the Board in official meetings, and that the individual member has no legal status to bind the Board outside of such meetings;
- B. recognizing the integrity of his predecessors and associates, and the merit of their work;
- C. refusing to make statements or promises as to how he will vote on any matter which should properly come before the Board as a whole;
- D. refusing to make statements or promises as to how the Board as a whole will vote on any matter;

- E. making decisions only after all facts bearing on a question have been presented and discussed;
- F. listening patiently to the opinions of others;
- G. graciously conforming to the principle of "majority rule";
- H. refraining from making personal attacks or derogatory comments;
- I. refusing to participate in irregular meetings such as "secret" or "star chamber" meetings, which are not official and which all members do not have the opportunity to attend;
- J. notifying the President of the Board of an expected absence in a timely manner.

A Board of Education member should maintain desirable relations with the Superintendent of Schools and her staff by:

- A. striving to employ, when the vacancy exists, the best professional leader available for the position of Superintendent;
- B. giving the Superintendent full administrative authority for properly discharging her professional duties, and also by holding her responsible for acceptable results;
- C. acting only upon the recommendation of the Superintendent in matters of employment or dismissal of school personnel, except under extraordinary circumstances;
- D. having the Superintendent present at all meetings of the Board except when her contract and salary are under consideration;
- E. referring all complaints to the proper administrative office and by discussing them only at an appropriately scheduled meeting after failure of administrative solution;
- F. providing adequate facilities, materials and in-service so that the Superintendent and staff may discharge their educational functions on a thoroughly professional basis;
- G. refraining from making personal attacks or derogatory comments;
- H. presenting personal criticisms of any employee directly to the Superintendent.

A Board of Education member should meet her responsibilities to her community by:

- A. attempting to appraise fairly both the present and future educational needs of the community;
- B. regarding it as a major responsibility of the Board to communicate with the community the goals and expectations of the schools;
- C. insisting that all school business transactions be conducted in an open, ethical, and above-board basis;
- D. vigorously seeking necessary financial support for the schools in a responsible manner;
- E. refusing to use her position on a Board of Education in any way whatsoever for personal prestige or personal gain (except for accepting salary and benefits allowed by law and adopted by the Board);
- F. refusing to discuss personnel matters or any other confidential business of the Board in her home, on the street, or in her office;
- G. winning the community's confidence that the best interests of school children and the community are being well served.





WASHINGTON TOWNSHIP PARENT COUNCIL NETWORK
SCHOOL BOARD CANDIDATE COMMITTEE

NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report, which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living may be obtained at any point in connection with your application for endorsement of School Board Candidacy by the Washington Township Parent Council Network. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to individuals seeking endorsement of their School Board Candidacy by Washington Township Parent Council, is an investigation to verify the applicant's identify and a criminal background check conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122, 888-215-8296. **This investigation does not include a credit report or credit rating.**

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize Washington Township Parent Council Network to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and for Washington Township Parent Council Network to consider this information when making decisions regarding their endorsement of my School Board candidacy. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

 Print Name (last, first, middle)

 Social Security Number

 Date of Birth (MM/DD/YYYY)
 (For ID Purposes Only)

 Other Names you have been known by

Current Address: _____

 Signature

 Date

If you are elected, this authorization form and the original report will be retained by the Washington Township Parent Council Network. If you are not elected, the report will be destroyed. To obtain additional information about how your birth date, SSN, and/or subsequent report will be used and/or protected in this process, please contact the chair of the Parent Council School Board Candidate committee.



WASHINGTON TOWNSHIP PARENT COUNCIL NETWORK
SCHOOL BOARD CANDIDATE COMMITTEE
APPLICATION REFERENCE FORM

Please have two letters of recommendation submitted from individuals who are knowledgeable regarding your character and competence with whom you have had professional (including volunteer and civic) dealings during the last five years. References cannot be related to you.

Your references should:

- Briefly describe their relation to you, their experience with you, and their beliefs regarding your ability to serve as a school board member.
- Submit their letters DIRECTLY to the School Board Candidate Committee Chair at frey.kristina@gmail.com, by August 8th, 2018, at 5:00 PM. Letterhead is not required.
- Use the subject line “SCHOOL BOARD REFERENCE” in their e-mail.

The chair will notify you when letters of reference are received.

Please provide the following information about your references and return this form with your application.

Name	Relationship	Contact Information (e-mail address is acceptable)

I HEREBY REPRESENT THAT I HAVE REQUESTED LETTERS OF REFERENCE FROM THE INDIVIDUALS ABOVE AND INSTRUCTED THEM TO SEND LETTERS DIRECTLY TO THE COMMITTEE CHAIR AS OUTLINED ABOVE.

Signature _____

Date _____

Printed Name _____



WASHINGTON TOWNSHIP PARENT COUNCIL NETWORK
SCHOOL BOARD CANDIDATE COMMITTEE
APPLICATION FORM

Please see the entire application packet for additional information. It is acceptable for this form to be completed by hand, but please type additional pages as outlined in the application.

I. GENERAL INFORMATION

Name:		
Home Address:		
Best Phone:		
E-mail Address:		
Have you been a resident of MSDWT since at least November 6, 2017?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you currently registered to vote at the home address listed above?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

II. EDUCATION

	School Attended	City, State	From-To	Major/Field of Study	Degree
High School					
Undergraduate					
Graduate					
Other Degree/Study					

III. EMPLOYMENT

On a separate sheet, please provide a complete statement of your employment or the past ten years. Include the dates of employment, employer's name., address, phone number, and a brief summary of the nature of the work you performed. You may also attach a resume.

IV. VOLUNTEER ACTIVITIES

On a separate sheet, please describe your volunteer and civic involvement including leadership positions held. Any and **all** volunteer activities related to schools and/or education **must** be disclosed.

V. CHILDREN

Please note that you are not required to have children in the MSDWT system to serve on the School Board. This information is requested to assist in understanding your personal experience with K-12 education.

	Age	Current Grade OR High School Graduation Year	List all K-12 schools attended (if not MSDWT schools, please include school district or indicate if private/charter).
Child 1			
Child 2			
Child 3			
Child 4			

VI. POTENTIAL CONFLICTS OF INTEREST

If you answer “Yes” to any of the questions below, please attach a separate sheet with further explanation. Please note that potential conflicts of interest do not necessarily disqualify you from endorsement.

Do you or does your employer do business with MSDWT, OR is there a reasonable possibility that you or your employer would do business with MSDWT in the future? <input type="checkbox"/> YES <input type="checkbox"/> NO
Does anyone in your immediate family or their employer(s) do business with MSDWT, OR is there a reasonable possibility that they or their employer(s) would do business with MSDWT in the future? <input type="checkbox"/> YES <input type="checkbox"/> NO
Do you or anyone in your family have an interest (business, employment, professional, investment, etc) which may impair your ability to act objectively on behalf of MSDWT? <input type="checkbox"/> YES <input type="checkbox"/> NO

VII. BELIEFS AND CHARACTERISTICS

Please provide answers to the following questions in a separate sheet.

- A. Why are interested in running to be a member of the MSDWT School Board this year?
- B. Describe your beliefs about the current state of public education in Indiana?
- C. What characteristics do you possess that make you a strong *candidate* for School Board?
- D. What characteristics do you possess that make you a strong *member* of the School Board?
- E. Describe your beliefs about the current success of MSDWT as a district, including strengths and weaknesses.
- F. Will you still run for School Board if you do not receive the endorsement of Parent Council? Why or why not?
- G. If elected, how would you work on the School Board to support Parent Council’s Mission?

The Washington Township Parent Council Network is an independent group of parent advocates of MSDWT students who represent a diverse community in Indianapolis and believe that quality public education is an investment in the future. Members of the Parent Council Network give their time to actively influence the direction of the District and support positive learning experiences that result in students who are productive contributors throughout their lives.

VIII. AGREEMENT/AUTHORIZATION

	Initials
I agree to submit to a personal interview before the SBCC which will be open to all Parent Council Network members for the purpose of determining my qualifications for endorsement. I understand that all interviews will be conducted on Saturday, August 11 th and that I will be contacted as soon as possible with my time slot.	
I agree that this application (with address and phone redacted) may be made public and posted on the MSDWT website after the application deadline has passed, for review by the Parent Council Network members prior to the endorsement vote. I understand that any information received from third parties will be treated confidentially.	

I HEREBY REPRESENT THAT ALL INFORMATION PROVIDED ABOVE IS TRUE, CORRECT, AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I HEREBY CONSENT TO HAVING THIS INFORMATION VERIFIED.

Signature _____

Date _____

Printed Name _____