



## **APPLICATION FOR APPOINTMENT TO BURLINGTON-EDISON SCHOOL DISTRICT BOARD OF DIRECTORS *TO FILL A VACANCY***

**Our Mission:** Is to educate each student for lifelong success.

Thank you for your interest in serving the community as a member of the B-E District Board of Directors. The quality of our schools is the result of the many strong partnerships that exist among families, students, community agencies and organizations, and the high value the whole community places on quality education for all its children and youth. B-ESD offers comprehensive academic programs in the region and many opportunities for children to extend classroom learning through curricular and co-curricular enrichment. In B-ESD, our primary focus is each student's learning. You are invited to visit the district website at [www.be.wednet.edu](http://www.be.wednet.edu) and each of our school websites to learn about our programs.

The current board vacancy represents **Director District #3**. Per Board Policy 1114, the remaining board members will appoint a qualified person to serve until the next scheduled General Election on November 5, 2025. The appointed board member will have the opportunity to register as a candidate to serve the remainder of the District #3 Director's term, which ends in December 2027.

### **Board Member Eligibility, Requirements & Public Disclosure**

#### **To be eligible for appointment to the Burlington-Edison School Board in Director District #3**

- You must reside within the Director District of the vacant seat (<https://www.be.wednet.edu/page/b-esd-school-board>); and

- You must be eligible to vote ([https://www.sos.wa.gov/elections/voters/voter\\_eligibility.aspx](https://www.sos.wa.gov/elections/voters/voter_eligibility.aspx)).

If you hold, participate in, or are involved in any contract(s) with the Burlington-Edison School Board or the district, please explain your involvement in your cover letter. If you hold any other elected public office, please state what office and where in your cover letter.

#### **Please note that:**

- Once a board member application is filed with the district, it is a public record available to the public. • The applications received from all candidates who meet the minimum requirements of state law, along with the answers to the application questions, will be posted on the Burlington-Edison School District website as part of the board's meeting agenda prior to the initial interviews.

If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

## The timeline for filling the school board member vacancy is as follows:

Board candidate applications available online: **September 24, 2024**

Applications due to Superintendent's Office: **November 4, 2024**

Candidate interviews: **TBD**

Board member selection and appointment: **TBD**

New board member sworn in at regular board meeting: **November 25, 2024**

Your application and any correspondence should be addressed to: the Superintendent's Office, Dr. Chris Pearson, Superintendent, Burlington-Edison School District, 927 E. Fairhaven Ave., Burlington, WA 98233. Please submit the following items: Application (page 4); cover letter of **no more than one page** indicating your interest and general qualifications for the position; resume of **no more than 2 pages**; and answers to the Application Questions of **no more than 2 pages total**.

## Board Member Duties & Compensation

The B-ESD is governed by a five-member Board of Directors. Board members are elected from specific geographic areas of the district, but the board works as a body to serve the district at large. The superintendent reports to the school board and leads the day-to-day operations of the district. The school board does not supervise or evaluate any staff members other than the superintendent. The Burlington-Edison School District has approximately 3,000 students and employs approximately 450 people, both certificated and classified. The General Fund budget for the 2024-2025 school year is approximately \$70 million.

The duties of a school board member will likely involve an average minimum commitment of 4-5 hours per month for preparation, participation, and attendance at meetings.

- Attendance is required at regular board meetings. Regular meetings are held on the fourth Monday of each month at 6:00 p.m. except in June, July, and December. June and December Regular School Board meetings are held on the second Monday at 6:00 p.m., and July's are held on the fifth Monday of the month.
- School board members have school site visits, occasional special meetings, and closed/executive sessions. Members also represent the school board at various school-related and community functions.
- School board members also may participate in meetings and conferences with the Washington State School Directors Association (WSSDA). Attendance is strongly encouraged at the Annual WSSDA Conference, typically held each November.

For more information about serving on a school board in the state of Washington, please click on the links below:

- <https://wssda.org/leadership-development/board-development/becoming-a-school-director/>
- <https://www.wssda.org/wp-content/uploads/2019/10/ServingOnYourLocalSB.pdf>

## Legal Requirements

Pursuant to Board Policy and Procedure 1105-1115, the Board of Directors of the Burlington-Edison District shall consist of five members elected by ballot by the registered voters of the district. For more information about the legal requirements for Burlington-Edison District's Board of Directors, please click the links below: • Board [Policy 1105/Procedure 1105P](#) – Director Districts

- Board [Policy 1110](#) - Elections
- Board [Procedure 1110P](#) - Elections
- Board [Policy 1111](#) – Oath of Office
- Board [Policy 1112](#) – Director Orientation
- Board [Policy 1113](#) – Board Member Residency
- Board [Policy 1114](#) – Resignation
- Board [Policy 1115](#) – Vacancies

District policies and corresponding procedures can be found on the school district website under the School Board link on the homepage or by clicking the link below:

<https://www.be.wednet.edu/o/besd/page/school-board-policy-manual>

# APPLICATION FOR APPOINTMENT TO BURLINGTON-EDISON SCHOOL DISTRICT BOARD OF DIRECTORS DIRECTOR DISTRICT #3

## Applicant Information

*(Please type or print)*

Applicant Name

Residence Address

Phone Alternate Phone

E-Mail Address

## Cover Letter, Resume and Application Questions

Please include a one-page cover letter and a résumé of no more than two pages with this application. Additionally, please respond to the following application questions in no more than two pages.

1. Why are you interested in becoming a member of the Burlington-Edison School District's Board of Directors?
2. What experiences, talents, skills, and/or knowledge do you bring to the school board that you would like to highlight?
3. Given what you know of the community of Burlington-Edison and the Burlington-Edison School District, what do you believe one or two of the board's primary priorities should be for the next couple of years?
4. Do you have experience serving on boards, committees, community service projects? If so, please describe.

Please return this form, your cover letter, résumé, and answers to the Application Questions to the Superintendent's Office of the Burlington-Edison District **no later than 4:00 p.m. on Monday, November 4, 2024**. Completed applications and any correspondence may be hand-delivered, mailed, or emailed to the addresses below. **Please contact the Superintendent's Office by phone at (360) 757-3311 x 1001 or by email at [JLDalton@be.wednet.edu](mailto:JLDalton@be.wednet.edu) for questions and information regarding this application process.**

If sent by mail, please address to: **Superintendent's Office  
B-ESD  
927 E. Fairhaven Ave.  
Burlington, WA 98233**

If sent via email, please send to: [JLDalton@be.wednet.edu](mailto:JLDalton@be.wednet.edu)

