



Department of Defense Education Activity, Pacific
Guam District
Office of the Superintendent
PSC 490 Box 7655
FPO AP 96538-1600



February 27, 2012

MEMORANDUM FOR PARENTS

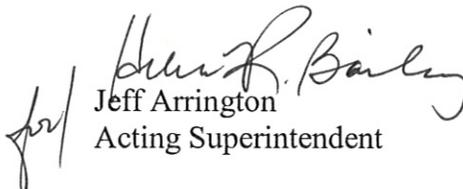
SUBJECT: School Board Members for School Year 2012-2013

For over 50 years, DoDEA has been educating the children of eligible military and federal civilian employees at designated military installations in the United States, Puerto Rico and Guam. Throughout this time, DoDEA school boards have provided valuable assistance to DoDEA administrators by helping maintain the best possible learning environment in our schools. If DoDEA is to continue our fine tradition of excellence in education we need the help of energetic, willing volunteers who, like yourself, seek election to our DoDEA school board.

The DoDEA Guam School Board was established under Title 10, United States code §2164(d) and DoD Directive 1342.21. Department of Defense Instruction (DoDI) 1342.25 provides detailed guidance for the operations of DoDEA school boards. The school board shall act as an advisory group to the superintendent on matters related to the operation of the schools.

The School Board consists of parents of students attending schools in the DoDEA Guam District. The school board consists of five (5) representatives with a term of two (2) years. At the board meeting last week, it was announced that there will be three (3) vacant positions. To be on the ballot, you must be nominated by at least one member of the electorate or a parent of a DoDEA student.

Attached are the School Board Job Description and Nomination Form. Return the completed form to the school or district superintendent's office. The deadline for submitting the application is Thursday, March 29th. The elections will take place at all schools during re-registration week (April 9nd - 20th). The election results will be announced at the next school board meeting at McCool Elementary/Middle School on April 26th at 6:00 p.m. I look forward to working with you!


Jeff Arrington
Acting Superintendent

Enclosures:

1. Nomination Form
2. Job Description

DODEA Pacific Guam District School Board Member Job Description

The school board for the DoDEA/DDESS Guam District Schools is a five-member panel elected by parents and staff of the DoDEA schools on Guam. The School Board represents Andersen Elementary, Andersen Middle, Guam High and McCool Elementary/Middle School. The School Board members must have children attending at least one of the represented schools and may not be employees of the DoDEA Pacific Guam school system.

School board members are elected to serve a two-year term. Because many military families serve on Guam for two years, it is acceptable to serve a one-year term as long as it is for one entire school year (August – June). The time commitment is approximately 6 hours per month. Meetings include monthly agenda setting meetings, monthly school board meetings, monthly meetings with the high school student council, quarterly town hall meetings, and other meetings as requested by the District Superintendent. Additional time commitments may include school functions, liaison meetings, phone conversations with parents, and additional ad hoc committees.

Overview of specific duties of a school board member:

- ❖ Participates in the development and oversight of fiscal, personnel, and educational policies, procedures, and programs for the DoDEA/DDESS Guam School District consistent with Instruction Number 1342.25. This board serves strictly in an advisory capacity.
- ❖ Prepares agenda and approve minutes for school board meetings.
- ❖ Prepares an annual written on-site review of the Superintendent's performance for consideration by the Director, DoDEA/DDESS.
- ❖ Participates in the development of school policies, rules, and regulations, in conjunction with the Superintendent and recommends which policies will be reflected in the school policies.
- ❖ Attends school board training as provided by the district.
- ❖ Elects a member to serve as President and a member to serve as Vice-President for one-year terms.
- ❖ Prepares a schedule of school board meetings that meets the panel's and community's needs.

**DODEA PACIFIC GUAM DISTRICT
SCHOOL BOARD NOMINATION FORM**
(please print in its entirety)

**Return completed forms to any of the DoDEA Pacific Guam Schools or to the
District Superintendent's Office by Thursday, March 29, 2012.**

Today's Date: _____

Circle one please: Miss/Ms./Mrs./Mr./Dr. or Rank (ex: LT, Maj, SSgt, etc.)_____

Candidate's Name: _____
(Please print) First M.I. Last

Schools attended by your child (ren) (circle all that apply)

Guam High School McCool Elementary/Middle School

Andersen Elementary School Andersen Middle School

Child (ren)'s names and grade (if necessary, continue on a blank sheet):

(Please print) Last First M.I. Grade

(Please print) Last First M.I. Grade

DEROS/Projected Rotation Date (Month and Year): _____

EMAIL ADDRESS: _____

Address: _____ **Telephone: (H)** _____
_____ **(W)** _____

Name (s) of eligible parents/guardians nominating you:

**The following information will be used to create your biographical sketch. (if
necessary, continue on a separate sheet of paper)**

Occupation (If working, list employer name): _____

Educational Background: _____

Past involvement with schools (i.e. classroom volunteer, PTO, school board): _____

Past experiences working with or for children: _____

Why do you want to be a school board member? _____

In one or two sentences, please include any other information that you feel is relevant.
(attach additional sheets as needed) _____
