

LINDA L. O'DELL, Ed.D.
SUPERINTENDENT



DEBRA R. MOYA
CHIEF DEPUTY

**OFFICE OF THE
SUPERINTENDENT OF SCHOOLS**
GILA COUNTY, ARIZONA
(928) 402-8784

MEMORANDUM

TO: Mr. Ron Hitchcock
Superintendent, Payson Unified School District

FROM: Linda O'Dell, Gila County School Superintendent

RE: Governing Board Appointment Process

DATE: January 14, 2013

I am in receipt of the resignation of Barbara Shepherd, Payson Unified School District governing board member. I would like to move ahead in the process to appoint someone to this vacant position.

The process and time line for appointment of a new Governing Board Member is noted below. I would like your agreement to move ahead as outlined. Please contact me at (928) 812-3830 or lodell@gilacountyaz.gov for further information or clarification.

PROCESS

1. Notice of Vacancy: Interested residents of the school district will be invited to apply for appointment to the Governing Board vacancy via a press release to local newspapers and notice of "Governing Board Vacancy" posted at the district office and the post office.
2. Application materials and information will be available at the Office of the County School Superintendent and the school district administration office. (I request that applicants prepare and submit a Letter of Interest, the Application, and three Letters of Reference.)
3. Application materials are to be submitted to the Gila County School Superintendent's Office by the stated deadline.
4. Interviews of eligible candidates will be conducted by the Gila County Superintendent of Schools and a selection committee comprised of myself and two or three other individuals.
5. The Gila County Superintendent of Schools will notify the district superintendent and Governing Board President to discuss the intended appointee or final candidates under consideration.
6. The Gila County Superintendent of Schools will make the final decision of the person to be appointed.
7. The Gila County Superintendent of Schools will notify the appointee and issue a press release announcing the appointment of the new Governing Board member.
8. The Gila County Superintendent of Schools will administer the Oath of Office of the new board member upon request of the district.

PROPOSED TIME LINE

Press Release Announcing the Vacancy: Monday, January 14, 2013
Submission of Applications: Monday, January 14, 2013 – Monday, February 4, 2013
Interview Date(s) February 11 – 15, 2013
Recommendation: Tuesday, February 19, 2013
Press release announcing appointment Tuesday, February 19, 2013