

◆ PARTNERSHIP FOR LOS ANGELES SCHOOLS ◆

1541 Wilshire Boulevard, Suite 200 • Los Angeles, California 90017  
213.201.2000 • [www.partnershipla.org](http://www.partnershipla.org)

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October 28, 2009

To Partnership Teachers, Administrators and Staff:

We are committed to growing our Board of Directors to engage the perspective, time and wisdom of caring individuals from among the circle of community that is the Partnership for Los Angeles Schools. Over the coming months, we intend to add a teacher, a parent, and business and community leaders to the Partnership Board of Directors. The Board is the governing and policy-making body for the Partnership, which is a nonprofit entity recognized by federal and state law.

In our September meeting, the Board committed to launch as the first step in this important process the recruitment of a teacher from the Partnership Schools to join the Board. Attached to this letter, please find a brief description of the process we will follow to identify the teacher representative to the Board, as well as the roles, responsibilities, and time commitment required of all Board members.

We invite you to nominate teachers to be considered for the Partnership Board of Directors. These nominations will be accepted through Friday, November 13<sup>th</sup>. Self-nominations are welcome! All nominations should be submitted to Stephen Cockrell at [stephen.cockrell@partnershipla.org](mailto:stephen.cockrell@partnershipla.org). You can also email Stephen if you have any questions related to the information below.

With kind regards,

*Carolyn Webb de Macias*

Carolyn Webb de Macias  
Chairwoman, Board of Directors  
Partnership for Los Angeles Schools

Enclosure

cc: Robin Kramer  
Melanie Lundquist

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**Eligible Candidates**

Any teacher currently working in a Partnership school is eligible for Board membership, except day-to-day substitutes that were paid for fewer than 100 days during the 2008-2009 school year. Non-teaching staff represented by UTLA also are eligible (counselors, etc.).

**Process for Identifying Teacher to Serve on the Partnership Board**

<b>Step</b>	<b>Deadline</b>
1.) Nominations, including self-nominations for teacher representatives due	Friday, November 13
2.) Nominated teachers that are interested in joining the Board are asked to submit: <ul style="list-style-type: none"> <li>• A brief personal statement</li> <li>• A resume</li> <li>• References from teachers, administrators, or other school site personnel (optional but encouraged).</li> </ul>	Friday, December 4
3.) Board members review nomination packets	Friday, December 18
4.) Current Partnership Board members interview from among the nominations	Friday, January 15
5.) Partnership Board members formally invite new Board member.	January Board meeting (late January)

**Description of Materials Requested**

<b>Request</b>	<b>Description</b>
1.) Nominations for Teacher Representatives ( <i>due: November 13</i> )	<ul style="list-style-type: none"> <li>• All school site personnel can nominate teachers from their school sites to be considered to sit on the Board of Directors. Individual teachers can also nominate themselves.</li> <li>• Nominations must include the teacher's name, school, grade level, subject(s) taught, phone number and email address.</li> <li>• All teacher nominations should be sent via email to Stephen Cockrell at <a href="mailto:stephen.cockrell@partnershipla.org">stephen.cockrell@partnershipla.org</a>.</li> </ul>
2.) Personal Statement, Resume and References ( <i>due: December 4</i> )	<ul style="list-style-type: none"> <li>• Each teacher interested in being considered for the Partnership Board of Directors <u>must</u> submit a personal statement and resume. Teachers are also encouraged to submit references. but they are not required.</li> <li>• The personal statement and resume will provide the Partnership Board of Directors the background and understanding for each individual's reasons for wanting to join the Board as well as their qualifications.</li> <li>• References are intended to provide multiple perspectives of each individual's capabilities. References should focus on each candidate's capabilities and the results they have achieved as</li> </ul>

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	<p>educators, including contributions to their schools.</p> <ul style="list-style-type: none"><li>• The personal statement need not exceed one single-spaced page</li><li>• Please be sure to include in your resume experiences that you believe are most relevant to effectively serving on the Partnership Board of Directors</li><li>• Personal statements, resumes, and references should be sent via email to Stephen Cockrell at <a href="mailto:stephen.cockrell@partnershipla.org">stephen.cockrell@partnershipla.org</a>.</li></ul>
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**Criteria for Choosing Board Member**

Members of the Partnership Board of Directors will review the personal statements, resumes, and references for each candidate to determine which candidates it will interview for inclusion on the Partnership Board. When determining which individuals will be offered an interview, the Board members will analyze each candidate's reasons for wanting to join the Board, history of achievement in the classroom, and record of leadership in both their school sites and the community. Interviews will be held with identified candidates in order to better understand each candidate's: (a) alignment with the vision of the Partnership for Los Angeles Schools and its Board of Directors; (b) understanding of Board responsibilities; and (c) alignment of skill set with current and future Board needs. The Board intends to select a teacher to join the Board at its January Board meeting.

**Board Member Responsibilities**

The Partnership Board of Directors is the body responsible for the overall governance of the Partnership. Duties of Board members include the following: (a) fiduciary responsibility to care for the legal and financial requirements of the Partnership; (b) setting the mission and vision of the Partnership as well as overall plans and policies that align to these; and (c) holding the Partnership's staff accountable for student achievement and organizational goals. Board members also are expected to provide periodic advice to officers as necessary. For a more detailed description of Board member fiduciary duties, please email Stephen Cockrell at [stephen.cockrell@partnershipla.org](mailto:stephen.cockrell@partnershipla.org).

According to the Partnership bylaws, Board members serve for a term of two years. The teacher representative invited to serve on the Board will be expected to remain an employee of a Partnership school for the duration of the term. Board meetings typically last ninety minutes and occur approximately once every two months, unless circumstances require an emergency meeting. Preparation for and attendance at all Partnership Board meetings is expected, and no compensation is provided for Board membership. All Board members are expected to sign a conflict of interest policy that reflects the values of the Board and the Partnership. For a more detailed description of Board member duties and responsibilities, please see our bylaws at <http://www.partnershipla.org/assets/pdfs/bylaws.pdf>.