

## Portsmouth School Committee Vacancy Application Process

The School Committee vacancies shall be filled in an open and transparent process that allows the town council to select from the broadest possible pool of qualified candidates.

To apply to become a member of the Portsmouth School Committee, applicants must:

1. Submit to the Town Clerk by Noon Friday, December 14:
  - a. a resume that provides information about the applicant's education and experience (work and volunteer); and
  - b. a cover letter that addresses the following 3 questions:
    - 1) Why would you like to serve on the Portsmouth School Committee (PSC)?
    - 2) Why would you make a good PSC member?
    - 3) What would be your major goals as a PSC member?
2. Make a two-minute statement on any relevant topic of their choice and answer questions from the Town Council at a special Town Council meeting on December 19, 2018, at 7:00 pm at Town Hall.
3. Be able, at a minimum, to do what is set forth by the Superintendent's 11/27/18 Memo.
4. If selected to be on the School Committee, obtain a background check\* and be able to be sworn in before or at the School Committee meeting on January 8, 2019.

\* Background checks are available at the Portsmouth Police Station. Questions may be directed to Detective Francis at 401-683-0300.

Note: All information submitted by applicants will be made public. Resume and cover letters must be received by Noon, Friday, December 14, 2018.

Applications should be emailed to the Town Clerk: [clerkoffice@portsmouthri.com](mailto:clerkoffice@portsmouthri.com), or mailed to: Town Clerk, Portsmouth Town Hall, 2200 East Main Road, Portsmouth, RI 02871

Questions about the application process may be directed to the Town Clerk at: 401-683-2101.

**TO:** Jennifer West- Town Clerk  
**FROM:** Ana C. Riley, Superintendent  
**RE:** School Committee Information  
**DATE:** November 27, 2018

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The School Committee's primary responsibility is to establish purposes, programs, and procedures that will best produce the educational achievement needed by our students. The Committee must accomplish this while also being responsible for wise management of resources available to the public schools. The Committee must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy, and by evaluating the results. Further, it must carry out its functions openly, while seeking the involvement and contributions of public, students, and staff in its decision making processes.

In accordance with these principles, the School Committee, through its mode of operation, will seek to achieve the following goals:

1. To concentrate the Committee's collective effort on its policymaking and planning responsibilities.
2. To formulate Committee policies which best serve the educational interests of each student.
3. To provide the superintendent with sufficient and adequate guidelines for implementing Committee policies.
4. To maintain effective communication with the school community, the staff, and students in order to maintain awareness of attitudes, opinions, desires, and ideas.
5. To conduct Committee business openly, soliciting and encouraging broad-based involvement in the Committee's decision-making processes by public, students, and staff.

The School Committee typically meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the Month. If you have any questions please feel free to contact Superintendent Ana Riley at [rileya@portsmouthschoolsri.org](mailto:rileya@portsmouthschoolsri.org) or School Committeewoman, Emily Copeland at [copelande@portsmouthsc.org](mailto:copelande@portsmouthsc.org).