



Richmond Elementary School District

700-585 Richmond Road E

Susanville, CA 96130

Telephone (530) 257-2338

Fax (530) 257-6398

October 14, 2022

Dear Prospective Candidate:

I want to thank you for your interest in serving on the Richmond Elementary School District Board of Trustees. If you are selected to fill the vacant seat, you may be sworn in and seated at the December 15, 2022, regular meeting of the Board.

The person appointed to fill the vacancy shall hold office only until the next regularly-scheduled election for School Board members. In this case, the next regularly-scheduled election for School Board members will be November 2024.

The primary functions of the School Board are to:

1. Setting the direction for the district through a process that involves the community, parents/guardians, students, and staff and is focused on student learning and achievement.
2. Establishing an effective and efficient organizational structure for the district by overseeing the development and adoption of policies, establishing academic expectation and adopting the curriculum and instructional materials, establish budget priorities and adopting the budget, and providing safe, adequate facilities that support the district's instructional program.
3. Providing support to the Superintendent/Principal and staff as they carry out the Board's direction by establishing and adhering to standard of responsible governance, making decisions and providing resources that support district priorities and goals, upholding Board policies, and being knowledgeable about district programs and efforts in order to serve as effective spokespersons.
4. Ensuring accountability to the public for the performance of the district's school.

Please review the enclosed questions and submit your answers to the Richmond Elementary School District office located at 700-585 Richmond Road, East, Susanville, CA 96130, no later than 3:00 p.m. on Friday, December 2, 2022.

If you have any questions, please contact Jeanette Goni at the Richmond Elementary School District Office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Rotlisberger', is written over a horizontal line.

Mark Rotlisberger, Board President
Richmond Elementary School District

