



## BOARD OF EDUCATION

Dana King, *President*  
Debra H. Schade, Ph.D., *Vice President*  
Gaylin Allbaugh, *Clerk*  
Katherine Süel, Ph.D., *Member*  
Tanya Koshy, *Member*

## SUPERINTENDENT

Jennifer Burks, Ed.D.

April 25, 2025

Thank you for your interest in serving as a member of the Governing Board of Trustees for the Solana Beach School District. The District serves approximately 2700 Kindergarten through sixth-grade students at seven elementary schools, over 80 preschool students, and over 1900 students in our afterschool programs. Students in the Solana Beach School District directly benefit from the commitment and dedication each Board member demonstrates individually and collectively by focusing on the needs of the whole child; decisions center around what benefits the students most. Through the Board's deliberate focus on overall student well-being, students in the District reach high levels of academic success as indicated by local and state assessments. In addition, Solana Beach School District has prioritized the academic success of students through social-emotional supports and services at each of our schools which further demonstrates attention to the needs of the whole child. Through these combined efforts, students continue to achieve extraordinary results.

School Board members are responsible for attending all regularly scheduled and special Board meetings (approximately 20 meetings annually). In addition, members often visit schools and classrooms with the superintendent, attend special school events and activities, and are visible and vocal advocates for students, Solana Beach School District, and public education. *All interested candidates are encouraged to attend a candidate information session on Wednesday, May 7, 2025, at 5:30 p.m. in the District Office Board Room.*

The *Application Packet* is available electronically on the Solana Beach School District website at [www.sbsd.net](http://www.sbsd.net) or a copy may be picked up from the Superintendent's Office located at 309 N. Rios Avenue, Solana Beach, California, 92075. The *Application Packet* solicits information that will be helpful to the current Governing Board in determining your qualifications for the position. Attached to the application, you will find copies of pertinent Bylaws of the Governing Board that will provide you with general information concerning a Board Member's role, responsibilities, and limits of authority, as well as rules concerning public statements and the disclosure of confidential or privileged information. Please complete the application documents as instructed. All materials must be received in the Superintendent's Office no later than 12:00 p.m. Friday, May 30, 2025. Late submittals will not be accepted.

All individuals who apply by the deadline and who meet eligibility requirements will be interviewed by current Board Members during a Special Board meeting scheduled for **Tuesday, June 17, 2025, beginning at 3:30 p.m.** All candidates should plan to be available during this meeting. The order in which candidates will be interviewed will be randomly determined at the meeting and interviews will be approximately 15 minutes each. Once an applicant has completed the interview process, they are welcome to remain in the meeting to listen to other candidates. Each candidate will be allowed five (5) minutes to present any information they wish to the Governing Board. Following each candidate's presentation of information, they will be

asked specific questions by the Board, to which the candidates will have three (3) minutes to respond. All candidates will receive the same questions.

When all interviews have been completed, the Governing Board will remain in Open Session and conduct the selection process through deliberation in public (in-person and streaming). The selected candidate will be sworn into office at the June 18, 2025, regularly scheduled Board meeting and will begin their role as a Board member effective July 1, 2025.

I wish each prospective candidate success if you choose to pursue this important role within public education and specifically serving the students and families of the Solana Beach School District. If you have any questions, please feel free to contact the Manager, Board and Superintendent Operations, Kristie Weigel, at (858) 794-7104.

Sincerely,

Jennifer Burks, Ed.D.  
Superintendent

### Application and Appointment Timeline

May 7, 2025	Candidate information meeting held in the District Office Board Room. The meeting will commence at 5:30 p.m.
May 30, 2025	Application packets must be received by US mail, email, or hand-delivery to the Superintendent's Office by 12:00 p.m., noon.
June 6, 2025	Eligible candidates are notified of an interview.
June 17, 2025	Special Board Meeting at 3:30 p.m. <ul style="list-style-type: none"><li>• Candidate interviews</li><li>• Vote on appointment</li></ul>
June 18, 2025	Regular Board Meeting <ul style="list-style-type: none"><li>• Administration of Oath of Office</li></ul>
July 1, 2025	Begin serving on the Board of Education.

**Solana Beach School District  
Office of the Superintendent**



# **Governing Board of Trustees Vacancy Application**

★ This application constitutes a public record ★

**Deadline for Submission:**  
**Friday, May 30, 2025 – 12:00 pm (noon)**

**Board of Trustees**

Dana King, President  
Debra Schade, Ph.D., Vice President  
Gaylin Allbaugh, Clerk  
Katherine Süel, Ph.D., Member  
Tanya Koshy, Member

**Superintendent**

Jennifer Burks, Ed.D.



**Solana Beach School District  
Office of the Superintendent  
Application for Governing Board Appointment**

## **Application for Governing Board Appointment\***

\*This application constitutes a public record.

\*This application was approved by the Solana Beach School District Board on April 24, 2025.

**The appointee will hold office until the next Governing Board Member election,  
which occurs at the next Statewide General Election on November 3, 2026. [EC § 5091(e)]**

### **QUALIFICATIONS:**

To be eligible for consideration (Education Code 35107), an applicant must:

- Be 18 years of age or older.
- Be a citizen of the state.
- Be a resident of the Solana Beach School District.
- Reside within the boundaries of Trustee Area 5 of the Solana Beach School District.
- Be a registered voter.
- Not disqualified by the Constitution or laws of the state from holding a civil office.

An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. Certification of qualifications on page seven (7) must be signed by the applicant.

### **APPLICATION DEADLINE:**

Applications must be received by the Secretary to the Board/Superintendent Jennifer Burks, Ed.D., no later than **12:00 pm on Friday, May 30, 2025.**

Applications may be mailed or hand-delivered to Jennifer Burks, Ed.D., Superintendent, Solana Beach School District Office, 309 N. Rios Avenue, Solana Beach, CA, 92075 or emailed to Kristie Weigel [kristieweigel@sbsd.net](mailto:kristieweigel@sbsd.net). (Applicants who submit an electronic application will receive confirmation of receipt.) **All applications will be reviewed for eligibility and completion. Once eligibility is determined, interviews for candidates will be held on Tuesday, June 17, 2025, at 3:30 p.m. at a Special Board Meeting.**

*\*Please type or print all responses\**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Years of Residence in the Solana Beach School District \_\_\_\_\_

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Office of the Superintendent  
Application for Governing Board Appointment**

***Written Responses:***  
***(Please limit each response to 250 words.)***

1. Describe your educational, work, and/or public service background.
2. Why do you wish to serve on the Board? What qualities do you believe make a highly effective Board Member?

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Office of the Superintendent  
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3. Describe the skills, abilities, and experience you would bring to the Board to assist in carrying out its responsibilities.
4. Describe your involvement in activities that demonstrate your understanding and support for public education, such as memberships on committees/organizations, offices held, volunteer work, and community service.

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5. List, in order of importance, two or three major topics confronting public education and, specifically, the Solana Beach School District. Explain your thoughts on those items and how the Solana Beach School District might address them.
6. What will you do to become an informed and effective Board member? Would you be willing to attend educational opportunities for Board members? Please explain.



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7. Service on the Board requires a significant amount of time for meetings, studying topics, and other activities. How much time do you anticipate you will have to devote to the Board, and what other commitments do you have that would impact your schedule to serve?





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**CERTIFICATION OF QUALIFICATIONS:**

I understand that this application is a public document and may be requested under provisions of the Public Records Act and/or be available to the public on the Solana Beach School District website.

I understand that upon appointment, I would be required to file a Conflict of Interest Statement and take an Oath of Office. (Board Bylaws 9270 and 9224)

I certify that I am not disqualified from holding this office because of a conviction of any of the crimes on the attached list, and further certify I am not otherwise disqualified under the California Constitution or statutes from holding public office.

I certify that I am a citizen of California, a resident of the Solana Beach School District, reside within the boundaries of Trustee Area 5 of the Solana Beach School District, and am a registered voter.

I attest that the foregoing information is true to the best of my knowledge.

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Signature of Applicant

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Date

**Information contained in this application may be subject to verification.**



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The following is a list of crimes, conviction of which precludes a person from holding public office in the State of California. Conviction of these crimes renders a person “forever disqualified from holding any office in this state.”

- *Bribing executive officer (Penal Code § 67)*
- *Officer asking or receiving bribes (Penal Code §§ 68, 88)*
- *Receiving gratuity for appointment to office (Penal Code § 74)*
- *Judicial Officer who has asked for or received emoluments, gratuities, rewards, or the fee of a stenographer (Penal Code § 94)*
- *Giving or offering bribe to Councilman or Supervisor (Penal Code § 165)*
- *Misappropriation of public funds (Penal Code § 424)*
- *Interference with work or discipline of, or giving certain articles to prisoners (Penal Code § 2772)*
- *Interference with or giving certain articles to convicts (Penal Code § 2790)*
- *Officer making contracts in which they are interested (Government Code § 1097)*
- *Members of the Legislature convicted of any crime (Government Code § 9055)*
- *Corrupting the voting process (Elections Code § 18501)*
- *Convicted of a felony involving accepting, giving, or offering of any bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, except if a pardon has been granted in accordance with law (Elections Code § 20)*

Please note that in addition to the above restrictions, Government Code § 1126 prohibits any local agency official from engaging “in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties as a local agency officer or employee or with the duties, functions, or responsibilities of his or her appointing power or the agency by which he or she is employed.”



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Office of the Superintendent  
Application for Governing Board Appointment**

**SOLANA BEACH SCHOOL DISTRICT  
BOARD BYLAWS OF THE GOVERNING BOARD OF TRUSTEES  
(Series 9000)**

**<http://go.boarddocs.com/ca/solana/Board.nsf/goto?open&id=B5N8M71EEF14>**