



Craig City School District

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Chris Reitan, Superintendent
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Memorandum Item 12b

FOR: School Board Members
FROM: Chris Reitan
DATE: May 22, 2024
SUBJECT: Board Resignation

CCSD received a written resignation from Board member Josh Andrews. BB 9222 Board Resignation and BB 9223 Board Vacancies provide guidance the district's response to this issue. BB 9222 stipulates that a school Board member who wishes to resign from the Board may do so by submitting his/her written resignation to the School Board. The Board shall declare the Board member's seat vacant upon acceptance of the resignation. Following the Board's acceptance of the resignation I'd recommend the following outline to guide the district's next steps:

- Advertise the Board Vacancy on our website, at the post office, and on the district office bulletin board.
- Set an application date of June 19, 2024 to have a letter of interest and resume to the Superintendent by June 19, 2024 at 4:00pm
- Interview our candidates at our June 26, 2024 Board meeting. We can develop an agenda item specific to this item.
- Select the candidate by majority vote during our June 26, 2024 Board meeting.

Suggested Motion: Move to accept Josh Andrew's resignation from the CCSD Board and declare the seat vacant.