

Phil Norgaard resigned his position on the Becker School Board effective January 5, 2016 (enclosed.) **The school board should accept the Mr. Norgaard's resignation.** There is no statutory requirement to declare the position as vacant. MSBA advised that by accepting a school board member's resignation, the position is presumed to be vacant and does not require additional action.

MS 123B.09, Subd. 4 provides that since less than one year remains in the unexpired term, the school board may appoint a person to fill the vacancy for the remainder of the unexpired term.

The process used by the school board for the last vacancy (November, 2014) was as follows:

- A. The school board would advertise for candidates in the local paper and on the website.
- B. Candidates would complete a simple application including a few questions:
  - i. What background and skills have prepared you to serve on the school board?
  - ii. What do you see as the board's roles and responsibilities?
  - iii. How would you describe an effective school board member?
  - iv. What would be your top objectives if appointed to the school board?
- C. Applications would be due to the district office on (November 30?, December 1?) and forwarded to school board members.
- D. The school board would interview candidates and vote to appoint a member on December 7.
- E. The term for the appointed school board member would begin January 6, 2016 and expire on January 2, 2017.

**The school board should agree on the process, by vote or consensus, to fill the vacant position on the school board.**