



Craig City School District

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Chris Reitan, Superintendent
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Memorandum Item 5

FOR: School Board Members
FROM: Chris Reitan
DATE: June 14, 2023
SUBJECT: CCSD Board Member Appointment

CCSD accepted the resignation of Heather Mendonsa from the CCSD School Board during the May 17, 2023 CCSD Board meeting. CCSD has advertised the Board vacancy on the CCSD website, on the district bulletin board, and at the Craig Post Office. Included with this memo are BB 9222 Board Resignation and BB 9223 Board Vacancies that provide guidance for the district’s response to this issue.

The CCSD Board vacancy was advertised with a deadline of Wednesday, June 7, 2023. CCSD received two letters of interest and resumes from Craig residents interested in filling this position until the scheduled October 2023 municipal election.

BB 9223 stipulates the following Board responsibilities for filling a vacant school board seat:

1. Advertise the vacancy in suitable local media
2. Solicit applications or nominations of any legally qualified citizen interested in serving on the Board.
3. Provide candidates with appropriate information regarding Board member responsibilities.
4. Announce names of candidates and accept public input either in writing or at a public meeting.
5. Interview the candidates at a public meeting.

The two candidates who have expressed interest in the vacant CCSD School Board seat are Julie McDonald and Josh Andrews.

Suggested Motion: Move to approve _____ as a CCSD School Board member until the scheduled October 2023 Craig municipal election.