

203.1 APPOINTMENTS TO TEMPORARILY FILL BOARD VACANCY

I. PURPOSE

The purpose of this policy is to set the procedure for filling a school board position vacated with less than two (2) years to finish the term.

II. PROCEDURE

A. Qualified Candidates for Appointment:

1. Persons who are eligible voters; who are at least 21 years of age at the time they would be seated by appointment
2. Who have resided in the School District for at least 30 days at the time of application
3. Who otherwise are allowed to hold the office
4. Persons applying for appointment to the School Board will be required to complete an application
5. If identified as a finalist, may be required to submit to a criminal background check to ensure that the candidate is qualified and not otherwise precluded from serving on the School Board.

B. Applications for Temporary Appointment to Vacant Position

1. When a vacancy is known to exist or is certain to occur, the School Board Chair or Acting School Board Chair will authorize the vacancy to be posted on the School District website. The vacancy should be posted in a timely fashion to help ensure that all seats on the School Board are filled. An application will be posted on the website along with the notice of the vacancy.
2. The application will be developed by the Board Chair or Acting Board Chair and the Superintendent.
3. Any person who is qualified to hold a seat on the School Board may submit an application to the Superintendent or his/her designee.
4. Applications must be received by the Superintendent or his/her designee within ten (10) business days of the vacancy being posted on the School District website.
5. Applications not received within the ten (10) business day timeline will not be considered or reviewed.
6. Applications are not applications for employment and the following applicant data will be considered public data:
 - a. name of the applicant
 - b. city of residence

- c. education and training
- d. employment history
- e. volunteer work
- f. awards and honors
- g. prior government service
- h. veteran's status.

C. Review and Ranking of Applications

1. A copy of the application of all qualified candidates that are received by the application deadline will be provided to each sitting member of the School Board within three (3) business days after the application deadline.
2. Upon receipt of the applications, each School Board member will individually select their top candidate(s), not to exceed three (3) candidate(s) to interview and turn in two (2) interview questions into the Human Resource Director for the interview.
3. The Human Resource Director will check the questions for legality and similarities. If there is a problem the Human Resource Director will contact the board members involved.
4. Directly after the interviewing each School Board member will rank their candidates from 3 to 1 with 3 being their most preferred candidate and 1 being their least preferred candidate.
5. School Board members will not deliberate or discuss their rankings with other members of the School Board outside of a public meeting.
6. The top ranked candidate will be appointed at the next Regular Board Meeting.
7. The Superintendent or their designee and the general counsel or one other member of the Superintendent's cabinet will record the name of each candidate and rank the candidates in order of the highest point total.
8. The top ranked candidate will be appointed to the Temporary School Board position.
9. Upon a tie in the vote the tie will be resolved by re-ranking the tied candidates.