



EXECUTIVE SUMMARY

Meeting Date:	May 22, 2025
Agenda Item:	Board Candidate Application Process
Item Type:	Discussion
Administrator:	Board Chair Wright
Objective:	Discuss next steps for filling the vacancy

Background: Board Director Michelle Atkinson, Position 5, submitted a resignation to the Board on May 5, with the effective date of the resignation on June 1, 2025. The Board declared the vacancy at the Work Session on May 8.

The term for Position 5 ends June 30, 2027. Board Policies BBC - Board Member Resignation, BBD - Board Member Removal from Office, and BBE - Vacancies on the Board and ORS 332.030(4) provide requirements and legal guidance for School Boards when a member resigns.

At this meeting, the Board will discuss next steps for filling the vacancy.

Process so far:

- The Board announced the resignation and declared the vacancy at the May 8 Work Session and discussed the application process.
- Application questions were submitted to the Board Secretary by noon on May 13.
- Board subcommittee met to review the submitted questions on May 14.
- Application form went live on the website on May 15.
- Applications will be received through 5:00 PM May 22.
- The Board will receive candidate applications via email from the Board secretary on May 23
- The Board will rank the applications and submit individual rankings to the Board secretary by 5:00 PM May 27.
- The Board will interview the top three ranked individuals, unless there is a clear standout, on May 29 or 30.

At this meeting the Board will:

- discuss the number of applications received
- discuss the ranking process
- set a meeting date (tentatively May 29 or 30) to interview top ranking candidates

If the Board appoints a Board member on May 29 or 30, the new member will be sworn into office at the June 5 Work Session and serve the remainder of the term, which will end on June 30, 2027.

Additional Materials: Policies [BBC](#), [BBD](#), [BBE](#); and [Candidate Application](#)

Recommendation: The Board will discuss the Board candidate application process.

Suggested Motion: No action required at this meeting.