



**Central
School District #104**

Imagine, Inspire, Achieve

12 June 2015

Mr. Kipp Reed
1449 Manchester Drive
Shiloh, IL 62269

VIA ELECTRONIC MAIL ONLY

Dear Mr. Reed,

This letter is provided in reference to the recent Freedom of Information Act request dated 10 June 2015 and delivered to the Central School District #104 District Office via email regarding:

1. The completed checklist used during the filling of the open board member vacancy as outlined by board policy 2:70. The vacancy in question is the vacancy, which was filled on May 11th, 2015.
2. Please include all corresponding items identified in the checklist, which are completed prior *[sic]* to closed session, in this case May 11th, 2015. The specific items requested are:
 - a. Documentation which shows the date the board vacancy was created
 - b. Copy of notification to the Regional Superintendent of the vacancy
 - c. The list of qualifications developed by the board to fill the open vacancy
 - d. Copy of the open board vacancy announcement (to include the date it was made public)
 - e. List of questions developed by the board prior to the interviews done in closed session

The information you have requested is as follows:

1. The completed checklist is an Exhibit and not a required component of board policy 2:70. As such, the Board of Education is not required to follow every step contained within an Exhibit. However, the Board of Education did meet all of the legal requirements to fill the vacancy on the school board. Copies of the documents utilized are attached.

- a. Documentation which shows the date the board vacancy was created – **(Pryor Resignation)**
- b. Copy of notification to the Regional Superintendent of the vacancy – **(2015.04.08.Board Vacancy)**
- c. The list of qualifications developed by the board to fill the open vacancy – **(2015.04.10.Board Vacancy Posting)**
- d. Copy of the open board vacancy announcement (to include the date it was made public) – **(2015.04.10.Board Vacancy Posting)**
- e. List of questions developed by the board prior to the interviews done in closed session. – **(None were created by the District)**

Warm regards,



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A stylized, handwritten signature in black ink, appearing to read 'JMB'.

John M. Bute
Superintendent