

PROCEDURE FOR FILLING A VACANCY

To carry out the appointment process as described in law, the board may appoint someone to fill the vacancy by opening the process to applications by the board president/superintendent issuing a notice of vacancy to the Election Commissioner's office and local news media. The board then issues a request and accepts applications from interested and qualified registered voters of the district. The notice should reflect an appropriate deadline for applications to be submitted to the board, and a timeline and description of how the vacancy will be filled.

1) Notice of School Board Vacancy

The Creighton School Board of Education accepted the resignation of Board Member (name) at the (month) meeting. In accordance with state law, the Board will begin the process of appointing an individual to complete the remainder of (name's) term on the board.

The Creighton Board of Education is encouraging community members to consider this volunteer position in support of public education and the students of Creighton Public Schools. Letters of application will be accepted until (month/day/year), at the office of the Superintendent located at 1609 Redick Avenue, Creighton, NE. Qualified applicants must be a registered voter and a resident of the Creighton School District 13.

The Board will interview applicants during the (regular or special) board meeting (month/day/year), selecting the candidate following the interviews. The newly appointed board member will take the oath of office at the (month) Board meeting.

Application Deadline: (day/month/year) at (time) P.M.

Submit applications to: (name), Superintendent

Creighton School District 13

2) Distribution of Applications to Board Members

A copy of each application will be distributed to each board member prior to the meeting for their personal review.

3) Interviewing the Applicants

The board will interview the applicants during a (regular or special) advertised meeting of the board. The interviews will be conducted in open session according to NEB. REV. STAT. § 84-1410.

During the interview, each applicant will respond to the same set of questions predetermined by the board. Following are sample questions for the board's consideration:

1. What motivates you to want to become a board member?
2. What attributes are essential for successful school board members?
3. What do you see as the board's roles and responsibilities?
4. What role does policy play/have in the function of the board?
5. Do you have sufficient time/energy to devote to this position?
6. How would you handle a request or concern, if approached, by an individual or special interest groups?
7. Identify the qualities an effective board member exhibits.
8. What are the basic requirements for successful school boardsmanship?
9. What is your vision for education in this school district?
10. Do you understand the role of the superintendent? Describe the superintendent's role.
11. Do board members/the board have a role in the day-to-day operation of the district?
12. Can you/should you support a board decision that you are not in favor of?
13. What do you see as the primary work of the board?
14. What kind of relationship should a district/the board have with the community? With parents and families?
15. How can a board know if the district goals are being accomplished and policies carried out?
16. Who should set the rules governing board procedures, methods, and behavior? Who should enforce them?
17. With one or two meetings a month, all school boards are limited in what they can do. How does/should the board decide what is most important?
18. How can the board be accessible to the community?
19. How can you contribute to a successful board meeting?
20. What responsibilities do board members have regarding advocacy?
21. What do you think is expected of you as a board member?
22. Why are school boards necessary?
23. What are the leadership responsibilities of school board members?

24. What are the current challenges facing education/school boards?
25. What is the most important responsibility of a school board?
26. What is the public relations role of a school board?
27. Is membership on the board of education compatible with your present position?
28. What question do you have for the board?

4) Appointing the Applicant

When filling the vacancy, the board may not vote by ballot. Once the board has completed the interviews, begin discussion of the candidates by accentuating the positive attributes each individual brings to the table through the interview questions. The board president will bring the discussion to a close and entertain a motion for a candidate to fill the vacancy.

Once the board has selected the applicant to fill the vacancy, notify the Election Commissioner's office of the appointment.

Adopted- 12-18

Reviewed- 12-18

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