

Memo

To: Eastmont Board of Directors
 From: Garn Christensen, Superintendent
 Date: May 3, 2022 Update

Regarding: Announcement of Vacancy of Eastmont Board of Director Position #4 At-Large and Procedure for Filling Position

Thirteen nominees submitted interest for the vacant Director Position #4. Given this number, the following schedule is revised to add an executive session on May 9th for the Board to screen nominees and again on May 23rd following interviews.

1) Timeline/Procedure

April 18	Board of Directors reviews this Timeline/Procedure during their regular meeting, makes suggestions/corrections, and approves a final Timeline/Procedure.
April 19	Final Timeline/Procedure is posted to the District's website and released to the press as an invitation to nominate residents.
April 29	Nomination information is due at Eastmont District Office by close of business.
May 2	Board Secretary requests nominees provide the following information: a) Brief biography. b) Statement about their interest in being a board member. c) Indication if they would like an orientation meeting with the Superintendent regarding common and usual board of director activities.
May 6	<u>Nominee information is due by noon. All nominees' information will be provided to Board members for review.</u>
May 9	<u>The Board will hold an executive session to review the qualifications of nominees for Director Position #4. Upon completion of their review, the Board will return to an open public meeting and vote on a motion(s) naming the 5 finalists to interview.</u>
May 23	Board interviews top 5 applicants in an open public meeting. Interview questions will be developed from Procedure 1114-P (Board Member Resignation and Vacancy) and Procedure 1810-P (District's Five-Year Strategic Improvement Plan). Board interviews will be in open public session, <u>they may then hold a closed executive session to review qualifications of those interviewed. They will then return to an open public meeting to consider motion(s) to appoint a new Board of Director. All votes will be a roll call vote.</u>
June 13	<u>New Board Director Position #4 At-Large sworn into office by Douglas County Superior Court Judge Huber in the Eastmont District Office Board Room.</u>

BOARD MEMBER RESIGNATION AND VACANCY

When a vacancy occurs on the board, it is in the best interest of the district to encourage as many able citizens as possible to consider becoming a school director. To that end the following procedures will be used to identify and appoint citizens to fill board vacancies:

- A. Announcement of the vacancy and the procedure for filling it will be made in the general news media as well as general district publications;
- B. All citizens will be invited to nominate candidates for the position provided that the nominees will be registered voters who reside in the director district in which the vacancy occurs;
- C. The board secretary will notify all nominees by sending them a summary of director responsibilities and requesting from them a biographical sketch as well as a statement about their interest in being a board member. Upon their request, the board secretary will provide nominees with orientation information;
- D. The board will screen the nominees;
 1. If there are more than five, it will select for interviews the five whose prior experience and expressed interest suggest that they will be most able to contribute breadth of view to the board's deliberations as well as effectively represent a large segment of the community.
 2. Possible topics to discuss during the interview are:
 - a. Review the WSSDA Board Standards with the group of board nominees.
 - b. Give a brief biographical sketch of self: training, interests, experience on policy boards, community and/or school activities, etc.
 - c. Describe the major strengths of the district.
 - d. Describe the major shortcomings of the district.
 - e. Describe how your experience, training, and interest can contribute to the improvement of the district.
 - f. Identify any commitments which might prevent you from attending regularly scheduled meetings, participation in workshops, reviewing study materials, etc.
 - g. Allow the nominee an opportunity to ask any questions.
- E. The board will appoint the nominee who in the judgment of at least three members of the board is most likely to contribute to the growth and development of the district's educational programs and operations; and
- F. The board secretary will prepare for the signatures of all board members a letter thanking all nominees for the position and commending them for their interest in the district.