

NOTICE OF SCHOOL BOARD VACANCY

Waunakee Community School District

133-Exhibit

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WAUNAKEE COMMUNITY SCHOOL DISTRICT NOTICE OF SCHOOL BOARD VACANCY AND SOLICITATION OF INTEREST TO SERVE AS AN APPOINTEE

NOTICE IS HEREBY GIVEN to the electors of the Waunakee Community School District that there is a current vacancy on the School Board in the office formerly held by [insert name of prior incumbent]. The School Board intends to attempt to appoint a qualified elector of the District to fill the vacancy under a term of office that shall expire on [insert the expiration date of the appointee's term].

In order to be eligible to serve as an appointee in the vacant seat, the individual must also reside in [insert a description of the relevant geographic portion of the school district].

Any eligible person who desires to be considered for appointment to this public office may file the following materials at the Office of the District Administrator:

1. A letter of interest that identifies the potential appointee's name, residential address, [insert if desired: "email address,"] and phone number, and that also addresses the individual's qualifications and the reasons that the applicant is interested in serving on the School Board.
2. A Declaration of Eligibility to hold the vacant board seat. The relevant form is available upon request from the Office of the District Administrator. The Declaration must be signed and sworn to before a notary public or another official who is authorized to administer general oaths.

To ensure consideration as a potential appointee, the letter of interest must be **received in the Office of the District Administrator by 4:00 p.m. on [insert the appropriate date]**, and the Declaration of Eligibility must be completed and received in the Office on or before the date of the Board meeting at which the Board considers the potential appointees.

The required materials may be hand delivered during the District's regular business hours at the Office of the District Administrator, which is located at 905 Bethel Circle, Waunakee, WI. Alternatively, the materials may be sent via U.S. Mail to 905 Bethel Circle, Waunakee, WI. It is the sole responsibility of the individual who is submitting the materials to verify that the District has received the completed materials on a timely basis.

Inquiries regarding this Notice may be directed to [insert District Administrator's name and title] by telephone at [insert telephone number] or by email at [insert email address].

Date of Notice: [DD/MM/YYYY]

Adoption Date: May 2020

Revised: July 2024

Reference: WASB PRG 133 Sample Exhibit 1