

Sample Notice to Provide to the Public

Note: This is a sample suggestion of what you may provide to the public or interested people who want to serve on your local school board. Please amend or remove any information that is not relevant to your district or charter school practices.

The [School District/Charter School] Board of Trustees is currently in the process of publicly appointing a new trustee/board member to fill a vacancy on the school board.

Candidate applications will be accepted until [date and time]. At the [Regular/Special] board meeting on [date], candidates will be interviewed by the school board, and a new trustee/board member will be selected. The current term ends December 31, [year].

Candidate Application

A candidate must:

1. Submit a completed and signed application form to the board clerk at (EMAIL OR ADDRESS). Candidates must be eligible to vote (including being over 18 and a US citizen) and live in the zone they are seeking to represent.
2. Submit to the board clerk a current resume, curriculum vitae (CV), or personal statement describing their relevant experience.
3. Answer questions from the Board of Trustees/School Board by participating in an interview during a board meeting (or, if applicable, by writing).
4. If there are more than 10 candidates, the board may ask candidates to provide written responses to questions to narrow down finalists for a final interview round.

Trustee Selection

1. Application Process: Applications may be emailed to {board clerk} or delivered in person to the District Office/Charter School [office day and hours open]. Completed applications must be received by the board clerk by [time] on [date]. All applications received will be posted on the website.

2. Interviews and Selection: Candidates will be interviewed, and a trustee/board member will be selected to fill the vacancy at the [Regular/Special] board meeting, held at [date/time] in the [location].



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3. Limitations: Interested applicants should know that there are limitations to board members having spouses employed with the school district as well as ethical and legal limitations on any business entity that contracts with the school district/charter school. Please disclose if either of these apply to your application so we can ensure we communicate those limitations to you.

4. Onboarding: The board clerk will schedule and coordinate the onboarding process for the new trustee/board member.

5. Swearing In: At the next scheduled board meeting, the board clerk will swear in the new trustee/board member.

Important Information for Candidates

Note: These are guidelines. Please ensure that the information follows your school board's practices.

- A. The board has adopted a comprehensive onboarding process to help trustees/board members get up to speed as quickly as possible.
- B. All trustees/board members shall agree to follow the Best Practices of School Board Trustees/board members adopted by the school board.
- C. For (Fiscal Year), the board adopted these Budget Guiding Principles: (Insert here)
- D. Information about school district finances is available at [insert here].
- E. (If you live-stream your board meetings) Board meetings are open to the public and live-streamed. Past meeting agendas and videos are available on the district website. (If you click on Watch Video, you can jump directly to the desired agenda item.)
- F. Trustees/board members are expected to attend meetings in person when possible, but meetings are held in a hybrid format, allowing board members to attend virtually when unable to attend in person.
- G. (For school districts) Trustee elections are held in odd-numbered years, during the general election in November. Trustees serve four-year terms that end on December 31.
- H. {Note: District/Charter may want to provide links to relevant policies that are directly related to the Board}



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- I. Please note that Idaho law does not allow the spouse of trustees to serve as employees of the district (Note: this only applies for districts with student populations above 1,200. For districts below 1,200 there are limitations) nor does the law allow trustees to receive any pecuniary benefit or payment from the District. This limits the ability of trustees to have business contracts with the District. If you're not sure whether these restrictions could apply to you, please contact the Board Clerk to ensure no conflicts exist.
- J. The Board meets monthly on {insert date/time of regular meeting date} (meetings last 1-4 hours). The meeting agenda is posted at least 48 hours before the Regular meeting and has the materials board members need to review to prepare for the board meeting.
- K. Board members may also chair or serve on board advisory committees, which meet monthly or as needed (each meeting, including preparation, may require a total of 2-6 hours). Advisory committees include policy, finance, calendar, and curriculum, among others. Additional time will be spent on ceremonial invitations, graduations, board workshops, and school visitations.
- L. Special meetings may be called, when necessary, for single topics.

Applicant questions should be directed to the board clerk. Answers will be provided in a timely manner.

