

**SCHOOL DISTRICT OF PITTSVILLE  
BOARD POLICY**

## SCHOOL BOARD LEGAL STATUS

NOTICE OF SCHOOL BOARD VACANCY

133-EXHIBIT A

### SCHOOL DISTRICT OF PITTSVILLE

#### NOTICE OF SCHOOL BOARD VACANCY AND REQUEST FOR LETTERS OF INTEREST FROM ELECTORS WHO WISH TO BE CONSIDERED FOR APPOINTMENT TO FILL THE VACANCY

The electors of the School District of Pittsville are hereby given notice that, as of [insert date], there is a vacancy in the office of School Board Member. The office was formerly held by [insert name of prior incumbent].

Under state law, the vacancy will be filled by appointment by the remaining members of the School Board. The person who is appointed to fill the vacancy:

1. Must be a resident and elector of the School District of Pittsville who is eligible under state law to hold the office of School Board Member in the District; and
2. Will serve as an appointee until [insert the applicable date].

Following the conclusion of the appointee's term of office, it is expected that an elected successor to the appointee (who shall be elected at the April [insert the applicable year] spring election) will assume office on the 4th Monday of April of [insert the applicable year].

Any eligible person who wishes 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, email address, and telephone number, and that also addresses the individual's qualifications and the reasons he/she is interested in serving on the School Board.
2. A sworn 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 sworn to before a notary or another official who is authorized to administer oaths.

To ensure consideration, the letter of interest must be **received in the Office of the District Administrator prior to 4:00 p.m. on [insert the appropriate date]**, and the sworn Declaration of Eligibility must be completed and ~~filed~~ 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 5459 Elementary Avenue, or sent via U.S. Mail to 5459 Elementary Avenue, Suite 2, Pittsville, WI 54466. It is the sole responsibility of the individual who is submitting the materials to verify that the District has received the materials on a timely basis.

Individuals submitting letters of interest should be aware that, unless otherwise directed or permitted under [section 17.275](#), [section 19.36\(7\)](#), or [Subchapter II of Chapter 19](#) of the state statutes, their submissions (including name and residential address) are generally subject to inspection or copying in response to requests submitted under [section 19.35\(1\)](#).

Following the deadline for receipt of letters of interest, the Board intends to interview one or more individuals who have been identified as potential appointees. The School Board then intends to attempt to fill the vacancy from the pool of interviewees.

Inquiries regarding this Notice may be directed to the District Administrator by telephone at 715-884-6694 or by email at [insert email address].

The Board sincerely appreciates the community's interest in our schools and any resident's interest in possible school board service.

For the School Board,  
[insert name], School Board President  
[insert name], School Board Clerk  
[insert name], District Administrator

Date of Notice: [DD/MM/YYYY]

First Reading of Updates: *March 11, 2024*  
Second Reading/Approval of Updates: *April 8, 2024*