

Matthew G. Bevin
Governor



Derrick Ramsey
Secretary
Education and Workforce
Development Cabinet

Wayne D. Lewis, Ph.D.
Interim Commissioner of Education

KENTUCKY DEPARTMENT OF EDUCATION

300 Sower Boulevard • Frankfort, Kentucky 40601
Phone: (502) 564-3141 • www.education.ky.gov

October 1, 2018

Mr. Leonard Whalen, Superintendent
Dawson Springs Independent Schools
118 E. Arcadia Avenue
Dawson Springs, KY 42408

Dear Superintendent Whalen:

The Kentucky Commissioner of Education has accepted the resignation of board member Steve Morse creating a vacancy on the Dawson Springs Independent Board of Education effective September 22, 2018. KRS 160.190 requires an appointment to this seat be completed within 90 days.

The Commissioner requests your assistance in completing this task. This packet contains materials to assist you with district responsibilities in the appointment process. These materials include a description of the procedure followed to identify the best applicant(s) to recommend to the Commissioner, a list of responsibilities of participants, a suggested advertisement and a blank copy of the two-page application, one-page voter residence certification and one-page criminal records check.

To solicit applicants, in the newspaper of record, the district must advertise this board vacancy at least two (2) times, two weeks in a row. A suggested advertisement is enclosed. It contains the information to be published and it can be edited to fit your particular needs. **Upon publication, please send me a copy of the published advertisement cut from the newspaper. Also, the advertisement or an announcement of the vacancy should be placed on the district website.**

Shortly after the deadline established for applications to be postmarked has passed, I will schedule interviews with all qualified applicants. These interviews will be conducted by designees of the Commissioner and will be held at the board office. I will inform you of this schedule. We will need an appropriate space in the board office to conduct these interviews.

If you have any questions regarding this process, or if I can help you in any way, please call me at (502) 564-4474. If I am not available and you need immediate assistance, call Tina Drury at my office number. Thank you for your help.

Sincerely,

A handwritten signature in blue ink that reads "Jean Crowley".

Jean Crowley

Commissioner's Designee for Board Member Appointments