# POWERS AND DUTIES OF BOARD OF EDUCATION 01.3 AP.2

Board Vacancy Forms

Form to Provide Notice That A Vacancy Exists:

Date: \_\_\_\_\_\_\_\_\_\_

To Whom it May Concern:

A vacancy exists on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education, as of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,1 in the seat [Division # \_\_\_\_ (*for county school systems*) or the District at large (*for independent school systems*)] formerly held by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The unexpired term for this seat is set to end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The Board will proceed to appoint an individual to fill this seat for the unexpired term pursuant to [KRS 160.190](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/190.pdf&requesttype=krs) and Board Policy 01.3.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

\_\_\_\_\_\_\_\_\_\_\_ County Clerk

Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd., Frankfort, KY 40601

Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

Reference:

1[OAG 81-316](http://policy.ksba.org//documentmanager.aspx?requestarticle=/civil/opinions/OAG81316.htm&requesttype=oag)

# POWERS AND DUTIES OF BOARD OF EDUCATION 01.3 AP.2

# (Continued)

Board Vacancy Forms

Sample Newspaper Advertisement Announcing A Board Vacancy

Notice of Vacant \_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education Seat

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education (“Board”) is seeking applications for appointment to fill a vacancy on the Board representing seat [Division # \_\_\_\_ (*for county school systems*) or the District at large (*for independent school systems*)]. This appointment will be effective until the November \_\_\_\_\_ regular election (use if the next November regular election is scheduled more than one [1] year prior to end of the remaining term) or the end of the term in \_\_\_\_\_\_ (use if the next November regular election is scheduled one [1] year or less prior to end of remaining term).

Responsibilities include: setting policy to govern the District; hiring/evaluating the Superintendent; and levying taxes and adopting the District budget. Board members must:

* Be at least 24 years old and a Kentucky citizen for the last three years;
* Be a registered voter in the particular District of the vacancy;
* Have completed the 12th grade or have a GED certificate;
* Meet all other legal qualifications ([KRS 160.180](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/180.pdf&requesttype=krs)); and
* Complete required annual in-service training.

Applications are available at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or online at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Mail applications to: Superintendent, ATTN: Board Vacancy, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_, KY \_\_\_\_\_\_.

# POWERS AND DUTIES OF BOARD OF EDUCATION 01.3 AP.2

# (Continued)

Board Vacancy Forms

Form to Provide Notice That Vacancy Has Been Filled By The Board:

Date: \_\_\_\_\_\_\_\_\_\_\_

To Whom it May Concern:

Pursuant to [KRS 160.190](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/190.pdf&requesttype=krs), and Board Policy 01.3, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education, by vote of the Board on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has appointed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to fill the vacancy created on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the seat [Division # \_\_\_\_ (*for county school systems*) or the District at large (*for independent school systems*)] formerly held by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The appointment is effective immediately. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s address is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The term for this appointment will end on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

\_\_\_\_\_\_\_\_\_\_\_ County Clerk

Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd., Frankfort, KY 40601

Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

# POWERS AND DUTIES OF BOARD OF EDUCATION 01.3 AP.2

# (Continued)

Board Vacancy Forms

Form Letter to Newly Appointed Member, on District Letterhead:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, KY \_\_\_\_\_

Dear Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_:

Pursuant to [KRS 160.190](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/190.pdf&requesttype=krs), and Board Policy 01.3, the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Board of Education, by vote of the Board on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has appointed you to fill the vacancy created on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the seat [Division # \_\_\_\_ (*for county school systems*) or the District at large (*for independent school systems*) formerly held by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The appointment is effective immediately. Upon being duly sworn in, you may assume the duties of the office.

The term of this appointment is set to end \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Pursuant to [KRS 160.190](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/190.pdf&requesttype=krs), this seat will be open to election in the November \_\_\_\_\_ general election. The \_\_\_\_\_\_\_\_\_\_\_\_\_ County Clerk should be consulted for election and candidacy filing information regarding this seat.

All new local Board of Education members must receive a minimum of twelve (12) hours of in-service training annually, per [KRS 160.180](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/180.pdf&requesttype=krs) and [702 KAR 001:115](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/702/001/115.htm&requesttype=kar), on a calendar year basis. These hours shall include certain mandated topics of ethics, finance, and Superintendent evaluation, as well as on various other topics such as Board member roles and responsibilities, and the Board’s role in student achievement. Additionally, per [701 KAR 008:020](http://policy.ksba.org//documentmanager.aspx?requestarticle=/kar/701/008/020.htm&requesttype=kar), local Board members are required to complete twelve (12) hours of in-service training annually in their capacity as charter school authorizers. This requirement is separate from, and in addition to, the training required by [KRS 160.180](http://policy.ksba.org//DocumentManager.aspx?requestarticle=/KRS/160-00/180.pdf&requesttype=krs), but certain hours may count towards both requirements. Depending on the date of appointment, special provisions may apply.

The Kentucky School Boards Association (KSBA) provides local Board member in-service training, and maintains the legal records relating to required Board member training completion. KSBA makes efforts to offer training courses that will meet legal requirements for both general training and charter authorizer training. KSBA will contact you soon to begin scheduling training for the current calendar year. You may contact KSBA by calling 1-800-372-2962.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent/Board Secretary

cc: Secretary of State, State Capitol, 700 Capital Ave., Room #152, Frankfort, KY 40601

\_\_\_\_\_\_\_\_\_\_\_ County Clerk

Commissioner of Education, Kentucky Department of Education, 300 Sower Blvd., Frankfort, KY 40601

Director of Board Team Development, KSBA, 260 Democrat Dr., Frankfort, KY 40601

# POWERS AND DUTIES OF BOARD OF EDUCATION 01.3 AP.2

# (Continued)

Board Vacancy Forms

Related Procedure:

01.3 AP.21

Review/Revised:6/17/2019