**Board Memo**

**DATE:** 6/23/2021

**AGENDA ITEM DETAILS:**

**School/Department**

Human Resources

**Vendor**

Not Applicable

**Product Name**

Board Procedure 01.3 AP.2 - Board Vacancy Forms Revision

**Date/Term (Beginning and End Dates/Year)**

Upon Approval

**APPLICABLE BOARD POLICY:**

01.51 - Administrative Procedures

**DESCRIBE USE OF CONTRACT/PURCHASE/AGREEMENT**

Board Procedure 01.3 AP.2 - Board Vacancy Forms is being revised to reflect applicants for an open Board of Education seat must submit a transcript demonstrating completion of 12th grade or results of a 12th grade equivalency exam as part of the application process. KSBA has reviewed and approved the proposed revision language. Procedures do not require a first and second reading and may be accepted as an informational item.

**FUNDING:**

**Total Cost**

No budgetary impact

**Budget Source**

Not Available

**RECOMMENDATION:**

The revision to the following procedure is an information item only and is presented for the Board's review and comment.

Adopt as presented by KSBA:

01.3 AP.2

**CONTACT PERSON: (submitter)**

Matthew Rigg, Director of Human Resources