

MEMO

To: Board Members

From: Jesse Bacon, Superintendent

Date: January 8, 2025

Re; Board Vacancy

Due to the passing of Lisa Hodges, it is necessary to officially declare a vacancy for her District, and establish an official timeline for filling the vacancy based on statute and policy.

Also included with this item are the official notices, advertisements, and application documents that have been shared with various state officials and the public at large. It will be the applicant's responsibility to verify he/she is qualified for the position.

Below is the proposed timeline for filling the vacancy of the Board of Education Member for District/Division 4.

January 13th Work Session:

- Vacancy declared by the Bullitt County Board of Education
- Advertisements for applicants are posted on the BCPS website and in The Pioneer newspaper
- Begin collecting applications.

February 17th Work Session:

- Closed session agenda item for board members to review applications and discuss potential interview process.

February 24th Regular Meeting:

- Open session agenda item for discussion, motion, and vote on a selected applicant.

March 6th:

- Deadline to fill the vacancy (end of the 60-day timeline).

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

POWERS AND DUTIES OF BOARD OF EDUCATION

01.3 AP.2

Board Vacancy Forms

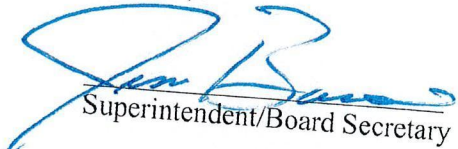
FORM TO PROVIDE NOTICE THAT A VACANCY EXISTS:

Date: 1/8/2025

To Whom it May Concern:

A vacancy exists on the Bullitt County Public Schools Board of Education, as of 1/8/2025,¹ in the seat [Division # 4 (*for county school systems*) or the District at large (*for independent school systems*)] formerly held by Lisa Hodges. The unexpired term for this seat is set to end on 12/31/2026. The Board will proceed to appoint an individual to fill this seat for the unexpired term pursuant to KRS 160.190 and Board Policy 01.3.

Sincerely,



Superintendent/Board Secretary

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

¹OAG 81-316

Board Vacancy Forms**SAMPLE NEWSPAPER ADVERTISEMENT ANNOUNCING A BOARD VACANCY****NOTICE OF VACANT _____ BOARD OF EDUCATION SEAT**

The **Bullitt County** Board of Education ("Board") is seeking applications for appointment to fill a vacancy on the Board representing seat [Division # 4 (*for county school systems*) or the District at large (*for independent school systems*)]. This appointment will be effective until the November **2026** 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); and
- Complete required annual in-service training.

Applications are available at **Board of Education, 1040 Hwy 44E, Shep, KY 40165** or online at **Bullittschools.org**. Mail applications to: Superintendent, ATTN: Board Vacancy, **1040 Hwy 44E**, **Shep**, KY **40165**.

Application for Board Vacancy

Name of School District: _____			
[Division # _____ (for county school systems) or the District at large (for independent school systems)]			
Name: _____		Birthdate: _____	
Last	First	MI	
Address: _____			
Street or Box #	State	Zip Code	
Telephone: _____			
Business	Home	Cell	
Email Address: _____			

1. Have you been a citizen of Kentucky for a minimum of at least the last three (3) years? ☐ Yes ☐ No
2. Are you registered to vote in the Division (in the case of a county school District) or District (in the case of an independent school District) you wish to serve? ☐ Yes ☐ No
3. Are you an officer of, or employed by, any city, county, consolidated local government, or other municipality? ☐ Yes ☐ No
If yes, please identify. _____
4. Does the School District where you reside presently employ you? ☐ Yes ☐ No
5. Do you have any relatives employed by the District? ☐ Yes ☐ No
If yes, please indicate their relationship to you:
☐ Brother ☐ Sister ☐ Husband ☐ Wife ☐ Son ☐ Daughter ☐ Father ☐ Mother
☐ Other _____
6. Have you ever been a member of any local Board of Education in Kentucky? ☐ Yes ☐ No
If so, which District _____ and when _____?
7. Do you currently hold any elective federal, state, county, or city office? ☐ Yes ☐ No
If yes, please identify. _____
8. Do you own or are you a stockholder in a business involved in sales or other contracts with the Board or with individual schools of the District? ☐ Yes ☐ No
If yes, please identify. _____
9. Do you work for a company that provides any goods or services to the District or with the individual schools of the District? Do you receive any commissions or other benefits as a result of any contracts or business with the District? ☐ Yes ☐ No
If yes, please describe. _____
10. Have you ever been fined or convicted for violation of any law? Are you now facing any charges for any violation of law? ☐ Yes ☐ No
If yes, please describe. _____

Application for Board Vacancy

11. Do you serve on any county, city, or joint agency government boards? ☐ Yes ☐ No
If yes, please describe. _____
12. Do you currently hold a leadership position with any organization that provides financial support or raises funds in the name of the District, a school in the District, or students of the District? ☐ Yes ☐ No
13. Have you completed at least the twelfth (12th) grade or been issued a High School Equivalency Diploma? ☐ Yes ☐ No
14. Please circle the highest level of formal education you have completed:

GRADE SCHOOL	HIGH SCHOOL	COLLEGE	GRADUATE SCHOOL
1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Note: Application must include a transcript evidencing completion of the twelfth (12th) grade, or, if appropriate, the results of a twelfth (12th) grade equivalency examination.

High School Attended	Address	Dates Attended/Graduated
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College/University Attended	Address	Dates Attended/Degree
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Graduate Schools Attended	Address	Dates Attended/Degree
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15. List schools or school related activities in which you are currently involved or with which you have had previous involvement: _____

16. Work Experience (Please provide employment history and attach current resume.)

a. _____
Current Employer Address

Date of Employment	Duties
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b. _____
Previous Employer Address

Date of Employment	Duties
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c. _____
Previous Employer Address

Date of Employment	Duties
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Application for Board Vacancy

17. Please describe why you are interested in serving on the local Board of Education:

18. Please describe the benefits that you believe strong public schools bring to a community:

Application for Board Vacancy

19. Please describe one (1) goal or objective that you think the local Board of Education should seek to complete during your service on the Board:

Note: Board members must complete annual in-service training as required by law.

This application constitutes my letter of intent to seek appointment to the Board under KRS 160.190, and I hereby affirm that to the best of my knowledge the information being submitted on this application and any required attachments thereto is accurate and that I am eligible to be appointed to the Board under law.

Signature: _____ Date: _____

Application for Board Vacancy

COUNTY CLERK'S CERTIFICATION

RESIDENCE AND VOTER REGISTRATION FOR SCHOOL BOARD APPOINTMENT

COUNTY CLERK: Please complete this form as it applies to the legal residence status of the applicant for school board appointment.

_____ who resides at _____
Name Address

is a resident and registered voter in _____ School District [Division
____ (*for county school systems*) or the District at large (*for independent school systems*).]

Certified by: _____

_____ County Clerk's Office Date: _____

NOTE: This form must be completed by the County Clerk and returned to Central Office along with the other four (4) pages of the application.

RELATED PROCEDURE:

01.3 AP.2