

Board Vacancy**APPOINTMENT**

Any vacancy on the Board shall be filled by a majority vote of the remaining members of the Board within sixty (60) days after the vacancy occurs. Within thirty (30) days of the vacancy, the Board shall, for two (2) weeks, solicit applications by posting a notice on the District's website and place an advertisement for two (2) weeks in the newspaper of the largest general circulation in the county to solicit applications.

An applicant shall file a letter of intent with the Board affirming that s/he meets the legal qualifications for the office as established by KRS 160.180. In addition, the applicant shall submit:

1. An affidavit signed under penalty of perjury certifying completion of the twelfth (12th) grade or the equivalent; or
2. A transcript evidencing completion of the twelfth (12th) grade or the results of a twelfth (12th) grade equivalency examination.

The Board shall select from the applicants who complete this process. Discussions that may lead to the appointment of an individual to fill the vacancy may take place in closed session. Such discussions may include individual interviews and consideration of individual applicants.¹ Final action to fill the vacancy shall be taken in open session.

As the executive agent of the Board, the Superintendent shall provide written notice to the following parties when a vacancy occurs or is expected to occur and also when a vacancy has been filled or has not been filled within the sixty (60) day timeline:

- Kentucky Secretary of State;
- _____ County Clerk;
- Commissioner of Education; and
- Kentucky School Boards Association.

If the Board fails to make the appointment within the subject sixty (60) day timeline, then the Commissioner of Education shall fill the vacancy within sixty (60) days of the Board's failure to appoint. The member, meeting the legal requirements to fill the vacancy, shall hold office until his/her successor is elected and has qualified.

ELECTION

Any vacancy having an unexpired term of one (1) year or more on August 1 shall be filled for the unexpired term by an election to be held at the next regular election after the vacancy occurs. The elected member shall succeed the member chosen by the Board or the Commissioner of Education to fill the vacancy.

Nominating petitions shall be filed with the county clerk not later than the second Tuesday in August preceding the day for holding the regular election for the unexpired term. Declarations of intent to be a write-in candidate shall be filed with the county clerk in accordance with KRS 117.265.

Board Vacancy**ELECTION (CONTINUED)**

If no candidate files a petition of nomination or declaration of intent to be a write-in candidate to fill an unexpired term, then a new vacancy shall exist on November 1 and that vacancy shall be filled by the Board as prescribed by law.

If no candidate files a petition of nomination or declaration of intent to be a write-in candidate for a new term pursuant to KRS 118.315 and KRS 118.365, then a vacancy shall exist on January 1 and that vacancy shall be filled by the Board as prescribed by law.²

REFERENCES:

¹KRS 61.810; The Courier Journal and Louisville Times Company and Keith Runyon v. University of Louisville Board of Trustees, et. al, 596 S.W. 2d 374 (1979)

²KRS 160.190

KRS 117.265; KRS 118.315; KRS 118.365; KRS 160.180
OAG 81-316; OAG 90-105; OAG 03-001; OAG 04-007

RELATED POLICY:

01.2

Adopted/Amended: 7/16/2024
Order #: 5

Notice of Vacant Russellville Independent Board of Education Seat

The Russellville Independent Board of Education ("Board") is seeking applications for appointment to fill a vacancy on the Board representing the District at large. This appointment will be effective until the end of the term in December 2026.

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 Russellville Central Office, 355 S. Summer St., Russellville, KY 42276 or online at www.russellville.kyschools.us. Mail applications to: Russellville Independent Schools, ATTN: Board Vacancy, 355 S. Summer St, Russellville, KY 42276.

RUSSELLVILLE INDEPENDENT SCHOOLS

355 South Summer Street
Russellville, Kentucky 42276

Telephone: (270) 726-8405

FAX: (270) 726-4036

Kyle Estes
Superintendent

James C. Milam
Board Chairman

July 31, 2026

To Whom it May Concern:

A vacancy exists on the Russellville Independent Board of Education, as of July 31, 2026 in the District at large formerly held by Chairman James Milam. The unexpired term for this seat is set to end on December 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,



Kyle Estes
Superintendent/Board Secretary

cc: **Secretary of State, State Capitol**, 700 Capital Ave., Room #152, Frankfort, KY 40601
Logan County Clerk, 229 West Third Street, Russellville, KY 42276
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

"Prioritizing all Panthers in an inclusive learning environment that is overflowing with pride and possibilities."

The Russellville Independent Board of Education does not discriminate on the basis of age, color, disability, parental status, marital status, race, genetic information, national origin, religion, sex, or veteran status in the programs, activities, and services it provides, as required by law.

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 an affidavit signed under penalty of perjury certifying completion of the twelfth (12th) grade, 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
----------------------	---------	--------------------------

College/University Attended	Address	Dates Attended/Degree
-----------------------------	---------	-----------------------

Graduate Schools Attended	Address	Dates Attended/Degree
---------------------------	---------	-----------------------

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

b. _____

Previous Employer	Address
Date of Employment	Duties

c. _____

Previous Employer	Address
Date of Employment	Duties

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: _____