

SCHOOL DISTRICT OF ALMA

Alma Area Schools
S 1618 State Highway 35
Alma, Wisconsin 54610-8301

Notice of Special School Board Meeting

Notice is hereby given that a special meeting of the School Board of the School District of Alma will be held on Monday, July 10, 2017, at 7:00 p.m. in the high school library.



Steven N. Sedlmayr, Superintendent

AGENDA

- I. Call to Order
- II. Public Comment
- III. Order of Business
 - A. Alphabetical Order (Last Name, First Name, Middle Name) Drawing to Determine Order of Interview of Board Candidates
 1. Sarah Danzinger
 2. Gerald Sobotta
 - B. Interview of Candidates in Order of Position Drawn

15 minutes will be given for each candidate to introduce themselves, their reasons for seeking the vacancy, and to answer the questions they were provided in advance. This will be followed by 15 minutes of Board member follow-up questions to clarify the responses given by the candidate to the questions provided.
- IV. Closed Session

The Board may go into closed session in accordance with Wisconsin Statute 19.85(1)(f), if a member of the Board has actual knowledge of information that will have a substantial adverse effect on the person involved.

This action does not allow the Board to appoint a new member to the board during that closed session.
- V. Return to Open Session

In the event that the Board moves to closed session, the agenda for the meeting to review applicants will provide notice that the Board may return to subsequent open session following the closed session meeting of the board as per Wisconsin Statute 19.85(2).

 - A. Election of Candidate

The Board may or may not decide to vote for a candidate as the Board appointee to fill the remaining term of the vacancy at this time. The Board will vote at this time to determine if they will take a vote on the candidates for the vacancy. If so moved and approved, the following process shall determine the appointee to the position:

Voting for a candidate will be cast by each board member on a signed, written ballot which will be counted and recorded by the Board Clerk. The process for voting will be a rank-order ballot, where candidates will be ranked, given 4 points for the first choice, 3 for the second choice, 2 for the third choice and 1 for the fourth choice. The candidate with the most points will be appointed to the Board of Education. In the event of a tie, a signed, written ballot will be cast by each board member naming one candidate for the appointment to the Board. In the event of a tie on this ballot, the process will continue until a candidate has a majority vote from the Board. That candidate will then be appointed to the Board of Education.

B. Appointment to Board

A motion to appoint the majority vote candidate to fill the vacancy of the Board Vacancy will be made and upon a second to the motion will be considered by the School Board of the School District of Alma.

VI. Adjournment

School District of Alma Board Policy

Filling Board Vacancies

Approved – June 25, 2012

Amended – May 23, 2017

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Introduction

Under state law, Section 17.26(1) of the Wisconsin Statutes, school board vacancies shall be filled by appointment by the remaining members, except in the event of a recall. Therefore, this policy is adopted to fulfill the intent of said statute.

Process for Filling a Vacancy

The School Board of the School District of Alma, upon the vacancy occurring on the Board, shall follow the following procedure for filling that vacancy:

Notice that a vacancy exists on the Board of Education shall be publicized in the following manner:

- 1) A notice shall be placed in the Buffalo County Journal, the Valley Shopper, and the Star Shopper, and/or other local publications which serve the residents of the School District of Alma for a minimum of two insertions. For these weekly publications, two consecutive weekly insertions will be made.
- 2) This notice shall also be sent to the Clerks of all municipalities, with a request to post such notice for a two-week period, in the physical places where legal notices for that municipality are posted.
- 3) The District shall post such notice in the three locations it commonly posts legal notices. (U.S. Post Office – Alma, Alma School, and the U.S. Post Office – Nelson.

The Notice shall inform the public of the vacancy, the term of the vacancy, the qualifications required of interested candidates, the application process, and the timelines of the application process.

Applications

Interested applicants will be required to supply a resume highlighting their experiences and a letter of application indicating their interest in applying for the vacancy. Applicants must also verify in the letter of application that they are qualified as a resident and an elector under Wisconsin Statutes 120.05(1)(d) which states, "A school district officer shall be a resident of the school district in which the officer serves"; and 6.02(1), which states, "Every U.S. Citizen age 18 years or older who has resided in an election district or ward for 28 consecutive days before any election where the citizen offers to vote is an eligible elector." These two items will be considered the application package, and should be sent or taken to the school district office, addressed to the Board of Education, Attention: Board Vacancy Application. Applications will be opened at a regular or special meeting of the Board of Education to review applications.

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Applications will be accepted up to 8 days after the publication date of the last of the two weekly insertions as described in item 1 above. If such date falls on a holiday, the next business day will serve as the final day for applications. In the same manner, if such date falls on a Saturday or Sunday, the next business day will serve as the deadline date for applications. 3:00 pm will be the deadline time on that date. The time and date of the deadline for accepting applications will be indicated in the notice.

Application Review

Applications will be opened and reviewed at a designated meeting of the Board of Education, with the time and place provided in the vacancy notice. The applications shall be reviewed and discussed in open session, unless the discussion involves financial, medical, social or personal histories or disciplinary data that, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the person. Therefore, such meeting will be noticed that the Board may go into closed session in accordance with Wisconsin Statute 19.85(1)(f), if a member of the Board has actual knowledge of information that will have a substantial adverse effect on the person involved. This action does not allow the Board to appoint a new member to the board during that closed session. In the event that the Board moves to closed session, the agenda for the meeting to review applicants will provide notice that the Board may return to subsequent open session following the closed session meeting of the board as per Wisconsin Statute 19.85(2).

The Board may determine, at the designated board meeting where applications are opened and reviewed, those applicants who will be considered for an interview. Up to 4 applicants may be considered for interview based upon a written ballot prepared by each board member indicating up to four candidates to be interviewed for the vacancy at a follow-up special board meeting for such purpose. This ballot will be signed by the Board Member prior to its collection by the Clerk of the Board. The clerk will tally the ballot and those applicants who have the most tallies will be interviewed. Prior to the issuance of this ballot, a motion to waive, suspend, or amend this rule regarding the number of applicants to be interviewed may be considered for board approval.

Interviews

Notices indicating the time and place of the interviews will be sent to those applicants who will be interviewed for the vacancy by the board. This meeting will also be noticed to the public as a Board meeting. In addition, the interview questions will be provided to these applicants at this time.

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The interviews will be conducted in an open session of the board, unless the discussion involves financial, medical, social or personal histories or disciplinary data that, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the person. Therefore, such meeting will be noticed that the Board may go into closed session in accordance with Wisconsin Statute 19.85(1)(f), if a member of the Board has actual knowledge of information that will have a substantial adverse effect on the person involved. This action does not allow the Board to appoint a new member to the board during that closed session. In the event that the Board moves to closed session, the agenda for the meeting to review applicants will provide notice that the Board may return to subsequent open session following the closed session meeting of the board as per Wisconsin Statute 19.85(2).

The names of those selected for interview are public record and will be released to the public upon request.

Prior to the interview during the meeting, numbers will be drawn by the candidates in alphabetical order (Last name, first name, middle name) to determine the order that the candidates will be interviewed by the board. 15 minutes will be given for each candidate to introduce themselves, their reasons for seeking the vacancy, and to answer the questions they were provided in advance. This will be followed by 15 minutes of Board member follow-up questions to clarify the responses given by the candidate to the questions provided.

Following the interviews of all candidates for the vacancy, the Board may move to vote by written ballot to appoint a candidate to the board as posted on this meeting's agenda. This action may be tabled to the agenda of the next regular meeting of the board if such a motion is approved.

Voting for a candidate will be cast by each board member on a signed, written ballot which will be counted and recorded by the Board Clerk. The process for voting will be a rank-order ballot, where candidates will be ranked, given 4 points for the first choice, 3 for the second choice, 2 for the third choice and 1 for the fourth choice. The candidate with the most points will be appointed to the Board of Education. In the event of a tie, a signed, written ballot will be cast by each board member naming one candidate for the appointment to the Board. In the event of a tie on this ballot, the process will continue until a candidate has a majority vote from the Board. That candidate will then be appointed to the Board of Education.

Taking Office

The appointee to the Board of Education will take office after taking and filing the official written oath as per Wisconsin Statute 19.01(4)(h).