

APPENDIX F

SPARTA AREA SCHOOL DISTRICT

*506 N Black River Street
Sparta, WI 54656
(608) 269-3151*

School Board Vacancy Notice

Notice is hereby given that the Sparta Area School District will be accepting applications to fill a vacancy due to a resignation on the Board of Education.

The term of this position will be approximately __ months, ending with the school board election of April 20__. Applications received will be reviewed and candidates will be asked to attend a Special Board of Education meeting for interviews, at a time selected randomly by the clerk. Candidates will be given 2 minutes for an opening statement, followed by questions from the Board and a 1 minute closing statement. The Board will vote in open session with signed ballot and the vote will be entered into the minutes by the clerk. Selected and non-selected persons will be notified by mail from the Board of Education President. The selected candidate will be sworn into office after five days by the Board Clerk, and placed on a committee by the Board President.

Interested applicants should contact the School District Administrative & Educational Center at 201 E. Franklin, Sparta, WI 54656, or call (608) 269-3151, or contact the School Board Clerk, (name)_____. **All applications are to be received by the District Administrative & Educational Center by 4:00 p.m. on (date)_____.**