



Sequim School District No. 323

Engage Empower Thrive

503 N Sequim Ave, Sequim, WA 98382

Telephone: (360) 582-3260, FAX: (360) 683-6303

September 23, 2022

Thank you for your interest in applying for Director Position 3 of the Sequim School District Board of Directors. Citizens are invited to nominate candidates provided that the nominees will be registered voters who reside in District area 3.

The Board's job is to determine a vision for the educational program; design a structure to achieve that vision; assure that the schools are accountable to the community; and advocate for continuous improvement in student learning. While many have had a hand in shaping our school system, the Sequim Board of Directors must ultimately answer to the community and the State Superintendent of Public Instruction on issues related to local programs. The Board selects a superintendent to administer adopted policies; however, the Board is the final authority on all matters concerning the district. (RCW 28A.320.010)

The five-member board sets the policies that guide Sequim's public education from Kindergarten through grade twelve. All voters within the school district elect the Directors, who generally serve a four-year term unless appointed to fill a vacant position. Two members serve in At Large positions, and the remaining three are elected from specific geographic areas.

Regular Board meetings are held at 6:00 p.m. on the first and third Mondays of each month. When a meeting date falls on a legal holiday, the meeting will be held on the next business day. The Board functions through regular meetings, special meetings, and emergency meetings as defined in policy number 1400. Board Study Sessions and District Committees have now been established as working forums.

Sequim School District is looking to appoint a Director who lives in Director District 3 to serve until the next regularly scheduled board election which is November 2023.

Attached please find the Application Form for an Appointed Board Director and the Policy and Procedure for Board Member Resignation and Vacancy.

Applications for the Appointed Board position will be accepted beginning on **September 22, 2022 through October 10, 2022**. A Board interview of the candidates is scheduled for **Monday, October 17, 2022 during the Regular Board Meeting beginning at 6pm**. The selection of the appointed board member will be announced at the conclusion of the **October 17, 2022** board meeting. The appointed board member would be seated at the next Regular Board **Meeting November 7, 2022**.

If you have any questions, please feel free to contact Trayce Norman at 360-582-3262 or by email at tnorman@sequimschools.org.

Again, thank you for your interest in serving as a Sequim School District School Board Director.

Sequim School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Victoria Balint, vbalint@sequimschools.org, Title IX Coordinators, Civil Rights Compliance Coordinator: Sequim School District Office, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3260; and for Section 504/ADA Coordinator, Cheryl McAliley, 503 N. Sequim Ave., Sequim, WA 98382, 360-582-3405, cmcaliley@sequimschools.org.

**SEQUIM SCHOOL DISTRICT NO. 323
APPLICATION FOR POSITION ON BOARD OF DIRECTORS**

Name: _____ Director District _____

Address: _____ Phone: _____

Mailing Address: _____

Email _____

BIOGRAPHICAL SKETCH

Training/Relative Experience _____

Community and/or School Activities _____

Special Interests _____

Why do you wish to be appointed to the Board of Directors? _____

I certify that I am a registered voter residing in the director district for which I am applying and a United States citizen. If appointed to a position on the Board of Directors, I agree to serve within the framework of the policies of the school district and to abide by the **Sequim School District Board's Operating Protocol**.

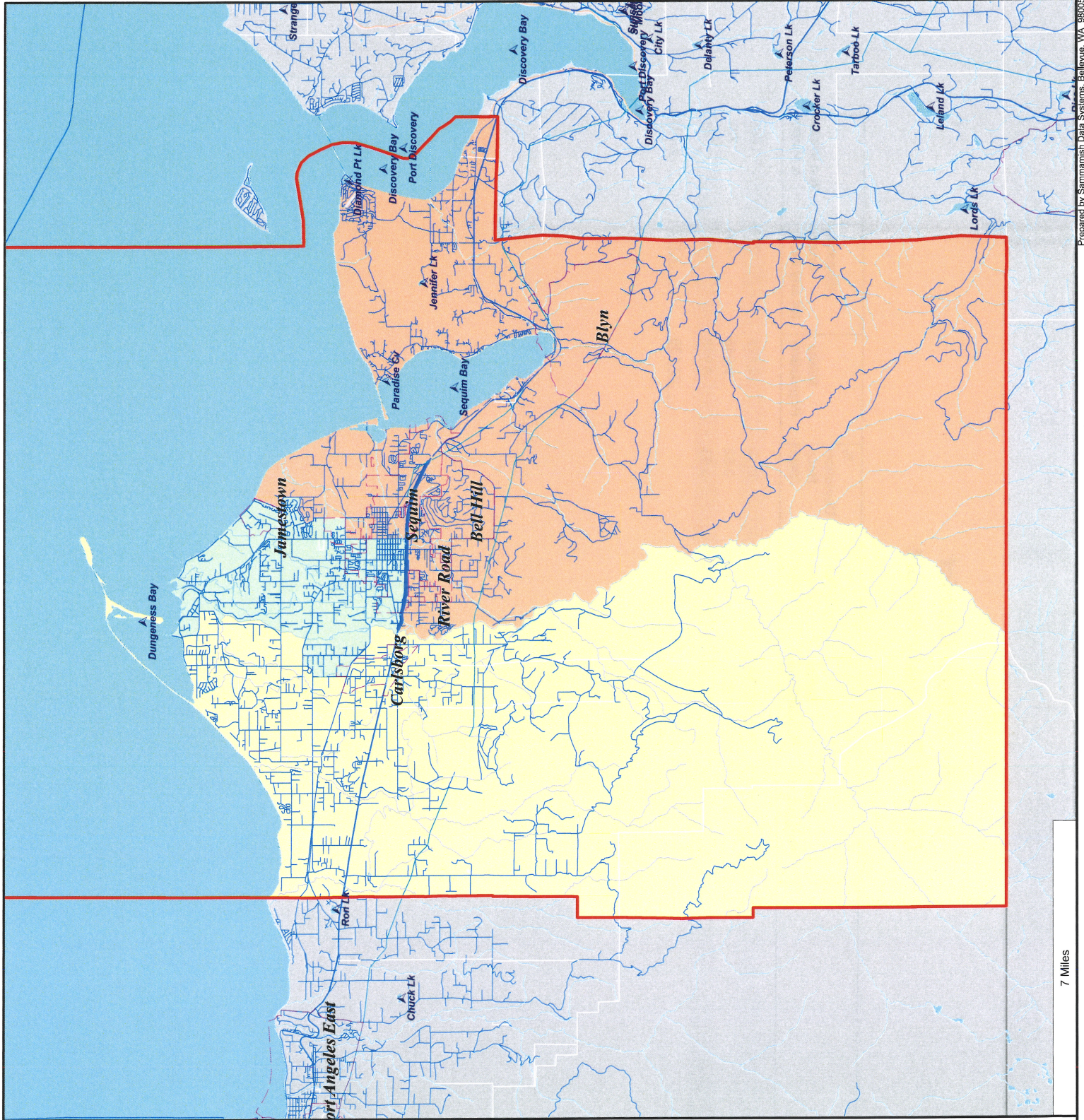
- 1st District
- 2nd District
- 3rd District

City Limits

District Outline

Water Areas

Name



Board Member Resignation and Vacancy

Resignation

Upon receipt of a director's written resignation, the board will acknowledge and announce the resignation at its next regularly scheduled meeting. The resignation will be effective immediately unless otherwise stated. If a future date is stated, the resignation may be withdrawn any time prior to the effective date.

Board members who have resigned may not vote on the selection of their replacement.

Vacancy

In case of a board vacancy, the remaining board members will fill such vacancy by appointment. The board will receive applications from any qualified persons seeking to fill the position after suitable public notice. Interviews of candidates for vacant positions will take place in a meeting open to the public. The board will appoint one of the candidates to serve until the next regularly scheduled board election, at which time a director will be elected for the unexpired term, if any.

The appointment will be approved, by roll call vote, by not less than three members of the board. If there exists fewer than three members, the educational service district board members will appoint a sufficient number to constitute a legal majority of the board. Should the board fail to fill a vacancy within ninety (90) days from the creation of such vacancy, the educational service district board members will fill such vacancy. Appointees will be United States citizens and qualified voter residents of the school district and appropriate director district, if any.

Cross References:	1450 - Absence of a Board Member
Legal References:	RCW 28A.310.030 ESD Board — Membership — Board member district boundaries RCW 28A.330.020 Certain board elections, manner and vote required — Selection of personnel, manner RCW 28A.343.370 Vacancies RCW 29A.04.151 Residence RCW 42.30.110(h) Executive sessions
Management Resources:	2009 - June Issue

Adoption Date: January 3, 2012
Sequim School District No. 323
Classification: Discretionary
WSSDA Revised Dates: 10.00; 6.09; 10.11

Board Member Resignation and Vacancy

When a vacancy occurs on the board, it is in the best interest of the district to encourage as many citizens as possible to consider becoming a school director. To that end the following procedures will be used to identify and appoint citizens to fill board vacancies:

- A. Announcement of the vacancy and the procedure for filling it will be made in the general news media as well as general district publications.
- B. All citizens will be invited to nominate candidates for the position provided that the nominees will be registered voters who reside in the director district in which the vacancy occurs.
- C. The board secretary will notify all nominees by sending them a summary of director responsibilities and requesting from them a biographical sketch as well as a statement about their interest in being a board member. Upon their request, the board secretary will provide nominees with orientation information.
- D. The board shall screen the nominees.
 1. If there are more than five, it will select for interviews the five whose prior experience and expressed interest suggest that they will be most able to contribute to the growth and development of the district's educational programs and operations.
 2. Possible topics to discuss during the interview are:
 - a. Review the WSSDA Board Standards with the group of board nominees.
 - b. Give a brief biographical sketch of self: training, interests, experience on policy boards, community and/or school activities, etc.
 - c. Describe the major strengths of the district.
 - d. Describe the major shortcomings of the district.
 - e. Describe how your experience, training and interest can contribute to the improvement of the district.
 - f. Identify any commitments which might prevent you from attending regularly scheduled meetings, participation in workshops, reviewing study materials, etc.
 - g. Allow the nominee an opportunity to ask any questions.
- E. The board will appoint the nominee who in the judgment of at least three members of the board is most likely to contribute.
- F. The board secretary will prepare for the signatures of all board members a letter thanking all nominees for the position and commending them for their interest in the district.

Date: June 19, 1997

Revised: 11.28.11