

# **Ashford Board of Education**

## ***Vacancy procedures***

1) **Advertise:**

- Send notice to all Ashford community via K-12 and Town alert system.
- Post on Ashford School and Town website & Twitter.

2) **Deadline/Process** (for nominations): Monday, Nov. 29th, 12 noon

- Nominees must send a 1-page letter of intent that addresses the following: 1) Why are you interested in becoming an Ashford BOE member; 2) Qualifications; and 3) Why are you the best candidate to fill this vacancy?
- Nomination letters should be emailed to BOE Chair – Jane Urban: [jurban@ashfordct.org](mailto:jurban@ashfordct.org) or they can be mailed to or dropped off at Ashford School, c/o - Central Office, 440 Westford Road, Ashford, CT 06278.
- \* If there are an abundance of nominees, the BOE will hold a “Special” meeting (C.G.S. 1-225(a)) on Tuesday, Nov. 30th @ 7pm – for the purpose of selecting interview candidates.

3) **Finalists** will be notified on Wed., Dec. 1<sup>st</sup> for an interview on Thurs., 12/2.

4) **Interviews:** Thursday, Dec. 2 @ BOE Workshop: 7pm start.

- All finalists will be interviewed during public session.
- *Executive Session* possible to discuss candidates and make selection.
- BOE emerges from *Executive Session* and makes Motion to appoint new member.