

**GLENBROOK HIGH SCHOOLS  
Office of the Superintendent  
Glenview - Northbrook, Illinois**

To: District 225 Board of Education

From: Mike Riggle

Re: Board Member Seat Vacancy

Date: November 4, 2015

According to State Code, elective offices can become vacant for several reasons including the resignation of an elected person. The resignation must be filed in writing with the board secretary. The timeline for filling a board of education vacancy is outlined in 105 ILCS 5/10-10.

When a vacancy occurs, the remaining members of the board of education must notify the regional superintendent of the vacancy within five (5) days of the occurrence. Since Northern Cook County no longer has an elected regional superintendent, I would send a letter on behalf of the Board declaring the vacancy to Bruce Brown, Executive Director of the North Cook Intermediate Service Center, who currently performs the duties of the regional superintendent.

From the effective date of the resignation, the board of education has 45 days to select and seat a new member. If they fail to do so, the regional superintendent is to appoint a new member within 30 days. In theory, the newly seated member is to serve until the next election except if the remainder of the term is less than 868 days or there is less than 88 days before the next election. The next election of the District 225 Board of Education is on April 4, 2017. Therefore, any new member seated between now and 88 days prior to April 4, 2017 will serve as a board member until April 4, 2017.

State Code does not outline a process for the selection and appointment of a new board of education member. Therefore, the process of selecting a new member to fill a vacancy is up to the board of education.

Resignations resulting in a vacant seat on the District 225 Board of Education last occurred on July 30, 2012 when Jeffrey Wolfson resigned and again on August 27, 2012 when the resignation of Steve Hammer became effective. Following these resignations, the remaining board members elected to advertise the positions to the school community. An application was made available to interested candidates through the district website and at the district office. I have attached a copy of the application used in 2012 for your review.

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To be eligible to serve as a board of education member, the newly appointed member must be:

1. A United States Citizen
2. A resident of Illinois and District 225 for at least one year
3. 18 years of age
4. A registered voter
5. Neither a school trustee or a school treasurer
6. Not a child sex offender

In addition, a newly appointed member must complete:

1. A disclosure of Economic Interests. They may file upon initial appointment. This can be completed online.
2. The Board Member Oath.
3. Open Meetings Act training. Certificate of Completion must be on file within 90 days of appointment. PA 97-504.
4. Complete Professional Development and Leadership Training. PA 97-08
5. Complete a training program on PERA, PA 97-08.

Following the window for accepting applications, the remaining District 225 Board members established special meetings to screen applications and conduct interviews. In 2012, the new members were selected just after Labor Day and were appointed on September 10, 2012. From my perspective, it was a thorough and successful process and I would recommend that the Board follow a similar process for future vacancies.



**NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225  
APPLICATION FOR INTERIM SCHOOL BOARD MEMBER**

Name:

1. Why do you want to serve the District as a Board Member?
2. How do you perceive the role of a School Board Member?
3. What among your experiences and qualifications has prepared you to make a contribution to District 225?
4. Will you have any difficulty in consistently attending Board meetings?
5. How many District 225 board meetings have you attended?
6. What do you see as the main concerns facing District 225?
7. What other factors, if any, should be considered in support of your application?