

**SPENCER SCHOOL DISTRICT
NOTICE OF SCHOOL BOARD VACANCY AND APPOINTMENT PROCESS**

NOTICE IS HEREBY GIVEN to the electors of the Spencer School District that there is a current vacancy on the School Board in the office formerly held by Daniel Gell. The School Board intends to appoint a qualified elector of the District to fill the vacancy under a term of office that shall expire April of 2018.

In order to be eligible to serve as an appointee in the vacant seat, the individual must also be a resident of the Village of Spencer in the School District of Spencer as established by the district's plan of apportionment.

Any eligible person who desires to be considered for appointment to this public office must file the following materials at the Office of the District Administrator, which is located at 300 North School St. Spencer, WI 54479.

1. A letter of interest that identifies the potential appointee's name, residential address, and telephone number, and that also addresses the individual's qualifications and the reasons he/she is interested in serving on the School Board.
2. A sworn Declaration of Eligibility to hold the vacant board seat. The relevant form is available upon request from the Office of the District Administrator. The Declaration must be sworn to before a notary or another official who is authorized to administer oaths.

To ensure consideration, paperwork must be received in the Office of the District Administrator **prior to 4:00 p.m. on February 22, 2017. Applicants will be interviewed at the February 22nd school board meeting.** The letter and sworn Declaration may be hand delivered to the filing office or sent by U.S. Mail. It is the sole responsibility of the individual who is submitting the materials to verify that the District has received the materials on a timely basis.

Inquiries regarding this Notice may be directed to Mr. Michael Endreas, District Administrator by telephone at 715-659-5347 or by email at mendreas@spencer.k12.wi.us

Date of Notice: **2/9/17**