

**PROCESS TO APPLY FOR APPOINTMENT TO
THE BOARD OF EDUCATION OF THE NORFOLK PUBLIC SCHOOLS DISTRICT**



Qualifications for the Position:

1. The applicant must be a legally registered voter in the Norfolk Public School District
2. He/She must have a sincere desire to serve the educational needs of the children of this district.
3. Members of the Board of Education shall be nonpartisan and non-geographical in dealing with all school matters and shall not subordinate the education of children and youth to any partisan principle, unrelated group interest, or personal ambition.
4. The applicant must submit an application for appointment to the Board of Education.

Process for Appointment to the Norfolk Public Schools Board of Education:

1. Submit application to the recording secretary of the board, Mary Hoiem, Norfolk Public School District Central Office, 512 Philip Avenue, Norfolk, NE by Wednesday, November 2, 2022 at 4:00 PM.
2. The board will review all valid applications and will select the finalists to be interviewed. The board's recording secretary will notify, by telephone, all candidates as to whether they received sufficient support to become a finalist for the position.
3. Finalists will be interviewed at the November 14, 2022 board of education meeting. The interview of each finalist will last for 20-25 minutes. The candidates will be asked to make a maximum five minute statement concerning their qualifications, followed by a 15-20 minutes question and answer period. The order of appearance will be by random drawing prior to publishing the meeting agenda.
4. The selection of the new board member will take place at the November 14th meeting.
5. The board member will be seated on the board at the next regularly scheduled Norfolk Public Schools Board of Education meeting.

In conjunction with the application form, each candidate is receiving a copy of the Board Operating Principles. This document was developed by the board of education as a leadership team. Knowledge and support of these documents is an important and expected part of service on the Norfolk Public School District Board of Education.