

## **Special Business Meeting**

Tuesday, September 24, 2024 7:00 PM

Board Assembly Room, 1250 West Broadway Avenue, Minneapolis, Minnesota 55411

- 1) **Call to Order and Roll Call**
- 2) **Adoption of the Agenda**
- 3) **Filling a Vacant Board Director Seat**
- 4) **Adjournment**

# Filling a School Board Member Vacancy

September 24, 2024

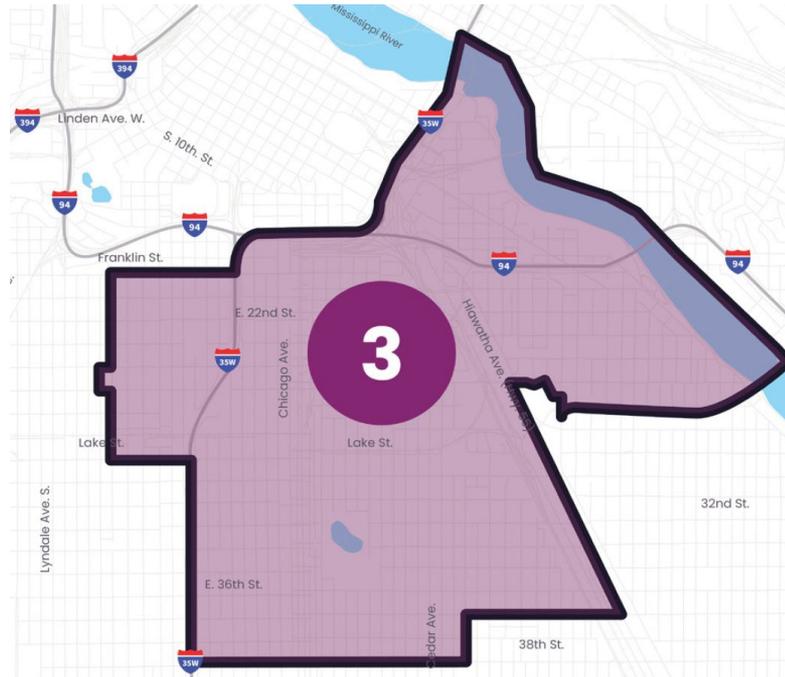
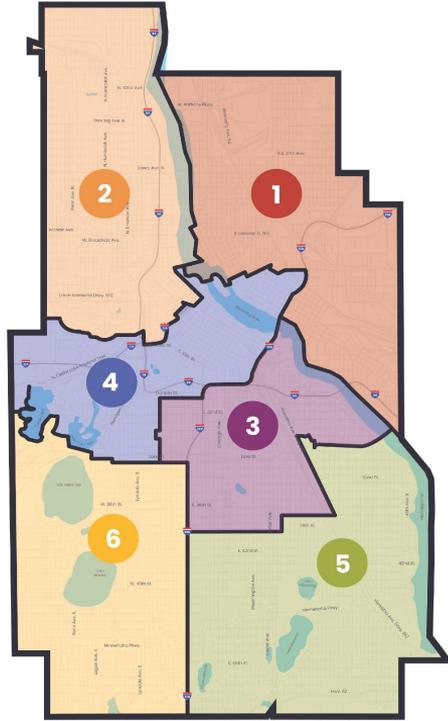
# Background

- A recent resignation has caused a vacancy on the school board for the election district 3 seat
- Both state law<sup>1</sup> and board policy<sup>2</sup> require a vacant seat to be filled by election or appointment
- There is not time to comply with the election requirements for a special election to be conducted on the ballot for the November 5, 2024, general election ("the next general school election")
- Therefore, the remaining directors must fill the vacancy by appointing a qualified person who shall serve the remainder of the term

<sup>1</sup> <https://www.revisor.mn.gov/statutes/cite/128D.05#stat.128D.05.3>

<sup>2</sup> [https://mps.municipalcodeonline.com/book?type=policies#name=Policy\\_8116:\\_Vacancies\\_On\\_The\\_Board](https://mps.municipalcodeonline.com/book?type=policies#name=Policy_8116:_Vacancies_On_The_Board)

# Election District 3



**Note:** until the 2025 election, the park and school districts are different, as MPS started using the newly drawn districts in 2022

District lookup by address: [boardfinder.mpschools.org](https://boardfinder.mpschools.org)

## Election District 3 Seat

- Current term runs until January 4, 2027 (started in January 2023)
- The following term (2027-2031) will be decided in the November 2026 general election (August 2026 primary, if necessary)
- Candidate filing for the 2027-2031 term will happen in May/June of 2026

# Minimum Policy Requirements for Making an Appointment

- The remaining directors shall establish the procedure to be used to announce the vacancy
- The names of the candidates shall be published at a regularly scheduled and noticed meeting of the board
- The appointment of the replacement shall be at a regularly scheduled and noticed meeting of the board

# Minimum Requirements of Potential Appointees

- Be at least 21 years old or will be prior to day of appointment
- Be an eligible voter in the State of Minnesota
- Reside within MPS election district 3 for at least 30 days prior to the appointment and for the duration of the term
- Not be a sex offender convicted of an offense for which registration is required under MN Statutes Section 243.166
- Understand the duties of this office and be willing and able to follow all applicable laws, policies, regulations, and reporting requirements

# Key Board Decisions Needed

- The desired timeline for receiving names and information about candidates for the appointment
- The desired timeline for filling the vacancy
- The desired information to be gathered from candidates (most of which will be considered public personnel data under the Minnesota Government Data Practices Act)
- A process for selecting the appointee
- Whether or not the School Board wants to ask, consider, and/or prioritize someone who does not plan to run for the seat in the November 2026 election (the Board cannot prohibit someone from running, but may ask about the intentions and plans)

# Most Recent Appointment Process (2022)

- An online application, which included assurances of the requirements, and the fields and questions below was open for two-week period:
  - First and last name
  - Email
  - Phone
  - Address
  - What experiences and skills would you bring to the School Board?
  - Why do you want to be appointed to the School Board?
  - Do you plan to run for the seat in the [2024] election?

# Most Recent Appointment Process (2022)

- The names and responses of each applicant (there were 25 for the at-large/citywide seat) were provided to board members and posted publicly for approximately two weeks
- During the next regular business meeting (held approximately two weeks following the application closing), board members had the opportunity to nominate an applicant for consideration
- Board members then had an opportunity to deliberate on those who were nominated before voting on the appointment

# Potential Timeline and Next Steps

Item	Date(s)
Board receives background information, discusses, and determines process and timeline for filling the vacancy via resolution	9/24/2024
Applications open	9/27/2024-10/18/2024
Applicant names and responses posted	10/21/2024
Board selects appointee to fill vacant seat	11/12/2024
Newly appointed director's term begins	Immediately following completions of the oath of office paperwork

# Questions?

**Special School District Number 1  
Board of Education Resolution**



Resolution No. 2024-0050  
September 24, 2024

**Resolution approving a process and timeline to fill a vacant board seat**

**WHEREAS**, A recent resignation has caused a vacancy on the school board for the election district 3 seat; and

**WHEREAS**, both state law and board policy require a vacant seat to be filled by election or appointment; and

**WHEREAS**, there is not time to comply with the election requirements for a special election to be conducted on the ballot for the November 5, 2024, general election ("the next general school election").

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of Special School District No. 1 (Minneapolis Public Schools) hereby approves the following process to appoint a director to serve the remaining unexpired term:

1. An online application that contains assurances of all applicable requirements for school board members and for this seat and the following questions shall be open to applicants from 8am on 9/27/2024 until 5pm on 10/18/2024:
  - a. First and last name
  - b. Email
  - c. Phone
  - d. Address
  - e. What experiences and skills would you bring to the School Board?
  - f. Why do you want to be appointed to the School Board?
  - g. Do you plan to run for the district 3 seat in the 2026 election?
2. Qualified applicant names and responses to items e., f., and g. shall be posted for board member and public review beginning on 10/21/2024
3. At the end of the 11/12/2024 regular business meeting, the following process shall be used to select the appointee:
  - a. Each remaining board member in attendance at the meeting shall have the opportunity to nominate up to 1 applicant for consideration
  - b. There shall be an opportunity for board discussion of those nominated

- c. Following discussion, the following selection process shall be used to determine the preferred candidate for appointment:
    - i. If there are 3 or fewer candidates nominated for consideration, the clerk will call through the roll and each board member shall state their preferred applicant among those nominated. A candidate receiving a majority of preference votes shall become appointee. In the case of a tie among the nominated candidates receiving the most preference votes, the candidate receiving the least number of votes shall be dropped and another preference vote shall be taken among the two with the highest number of preference votes. In the case of a tie between the two final candidates, another round of discussion shall occur followed by a second vote among the two final candidates. If a tie occurs on the second round of preference voting, the selection shall be made by a coin flip.
    - ii. If more than 3 candidates are nominated, a written ranked choice ballot shall be used. A recess shall be taken and the board clerk, district staff, and person knowledgeable with ranked choice voting shall tabulate the ranked choice results to determine the preferred candidate. Board members' ranked choice sheets and calculations shall be posted following the meeting.
  - d. Following the selection of the preferred candidate, a motion shall be made, and a vote taken to appoint the selected individual to the board.
4. The newly appointed director's term shall begin as soon as the oath of office paperwork is completed.

ADOPTED this 24th day of September 2024.

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Collin Beachy, Chair

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Lori Norvell, Clerk

<b>RECORD OF BOARD VOTE (2024-0050)</b>						
DIRECTOR	MOVE	SECOND	AYE	NAY	ABSTAIN	ABSENT
Abdi						
El-Amin						
Cerrillo						
Norvell						
Jourdain						
Beachy						
Ellison						
Emerick						