

NOTICE OF ELECTION LETTER

Date

Dear **[Name of Elected]**:

On **[date]**, the Apple Creek School Board met to canvas the results of the school board election held on [date]. You were elected to the position of school board member with a total of **[#]** votes, and this letter serves as official notice of your election.

To accept this position, you must take an affirmation or oath of office within ten days of the receipt of this letter (NDCC 15.1-09-25). If you do not take the affirmation or oath of office within this timeframe, under law, you will not be qualified to take office. Please call me at your earliest convenience to arrange a time to take the oath of office: Dottie Longmuir, 223-7349.

The term of your position will begin at the school board's annual meeting on **[date of annual board meeting and time,]** at **[location of board meeting]** (NDCC 15.1-09-02) and your term is **[list number of years]** in duration. I have included a complete schedule of regular school board meetings for your review. In addition to these regular school board meetings, the school board holds special meetings throughout the year. You will receive notice of all regular and special meetings via email. I have included a contact information form for you to complete to ensure that you receive notice of all meetings. Please be aware that failure to discharge your duties as a school board member, including attending meetings, for 60 consecutive days without due cause (military service, sickness, or other unavoidable cause) may result in the school board declaring your seat vacant (NDCC 15.1-09-05 and NDCC 44-02-01).

In addition, please be aware that under law all new school board members, within one year of assuming office, are required to attend new school board member training provided by the North Dakota School Boards Association (NDCC 15.1-09-32). The district will reimburse all registration fees, mileage, meals, and lodging expenses associated with attendance.

To prepare for your service on the school board, I have attached two resources from the North Dakota School Boards Association, *So You Want to be a School Board Member* and *Call to Order* and included a copy of the school district's policy manual www.applecreekschool.org, budget, and strategic plan. Prior to the first board meeting, we encourage you to review the budget and following policies: BA, School Board Ethics, BGA, Board Communication with the Public, and KACB Complaints about Personnel)]. You may also wish to review the North

Dakota School Boards Association Handbook for School Board Members: <http://ndsba.org/handbook/index/search.asp>. You are also invited to attend all school board meetings between now and the time that you assume office.

If you have any questions concerning your new position, please feel free to contact me at 701-223-7349 or dottie.longmuir@k12.nd.us or the Board President at stacenjase@outlook.com Congratulations on your election!

Sincerely,

Business Manager

NOTE: NDSBA recommends sending this letter via certified mail

End of Apple Creek School Exhibit BBA-E

Adopted: 08FEB16