



Empowering All Students To Thrive

JCSD#1 Board of Trustees Vacancy

Purpose: To identify and appoint a community member to fill an unexpired term on the JCSD#1 Board of Trustees, ensuring alignment with the district's Strategic Plan goals of Leadership & Strategic Planning, Communication & Stakeholder Engagement, and Ethics & Compliance.

Critical Information/Links

- WSBA Board Member Information
 - [Become a School Board Member](#)
 - [Challenges Facing New Board Members](#)
 - [Now That I Am Elected to the School Board](#)
 - [Oath of Office](#)
- [JCSD#1 Static Plan](#)
- JCSD#1 Governance Leadership
 - [LG Board Policies 1.1-1.7](#)
 - [LG Board Policies 2.1-2.14](#)
- [JCSD#1 2024 - 2030 Initiative](#)

Step 1: Public Announcement of Vacancy

- The District will announce the open Board vacancy:
 - After Board approval of the letter of resignation at the April 14th regularly scheduled board meeting.
 - Through JCSD#1 website, social media platforms, & local media outlets
- The announcement will include:
 - Board member responsibilities and commitments
 - Length of term: until November 30, 2026
 - Application Submission Deadline: May 5, 2025
 - Board Timeline:
 - Board will review letters of interest at the May 7th Special Board Meeting (Work Session)
 - Board will recommend appointment at the May 12th Board Meeting

Step 2: Requirements

Candidates must submit the following to the JCSD#1 Central Office by the deadline:

- Letter of Interest addressing:
 1. Their motivation for serving on the JCSD#1 Board of Trustees
 2. Relevant experience and community involvement
 3. Commitment to JCSD#1's Vision, Mission, and Strategic Plan
- Responses to 3 Critical Questions (max 300 words per response):
 1. How will you contribute to the continuous improvement of JCSD#1 through the lens of the Strategic Plan?
 2. What is your perspective on the role of a Board of Trustees member in supporting effective school leadership, student achievement, and community engagement?
 3. Describe a time you engaged in a difficult conversation or decision. How did you handle it, and what did you learn?

Step 3: Board Review of Letters of Interest

- The full Board of Trustees will review all applications at the Special Board Meeting Work Session on May 7, 2025
- Letters will be evaluated using a rubric that includes:
 - Alignment with District goals and values
 - Communication and leadership skills
 - Community service and school involvement

Step 5: Board Decision

- The Board will recommend and vote to appoint a new trustee at the regular Board meeting on May 12, 2025.
- The selected individual will be sworn in and serve until the next regular election cycle, per Wyoming Statute.

Additional Notes

- This process reflects recommendations from the Wyoming School Board Association regarding transparency, public trust, and due diligence.
- JCSD#1 is committed to ensuring that the appointed Trustee supports the District's commitment to excellence, collaboration, and ethical governance.