

Position 4 Board Vacancy – Appointment Options and Timelines

This document is provided for Board consideration and outlines proposed timelines for filling the vacant Position 4 seat on the Springfield Public Schools Board of Directors.

Executive Summary

The Board of Directors is responsible for filling Board vacancies in accordance with Policy BBE: Vacancies on the Board. Each proposal assumes the Board accepts Director Nicole De Graff's resignation, declares the vacancy on July 13, 2026, and opens the application process on July 14, 2026.

The proposals provide varying levels of urgency, community outreach, and Board review while aligning with the Board's regular meeting schedule whenever practical.

The Board is asked to review the proposed timelines and determine the preferred process and schedule for filling the Position 4 vacancy. Upon general agreement, staff will proceed with implementation, including public notice, application intake, interview coordination, and appointment logistics.

Proposal Comparison

- **Proposal 1 – One-Week Recruitment and Appointment Timeline:** Prioritizes the quickest appointment to restore a full Board before the August retreat.
- **Proposal 2 – Two-Week Recruitment and Appointment Timeline:** Balances efficiency with a two-week recruitment period while preserving the August retreat schedule.
- **Proposal 3 – Regular August Appointment:** Uses the August 10 Business Meeting for interviews and appointment.
- **Proposal 4 – Extended Recruitment:** Provides additional outreach and Board review before the August 24 Work Session.
- **Proposal 5 – Maximum Recruitment:** Provides the longest recruitment period while completing the appointment at the September 14 Business Meeting.

Per Policy BBE, the appointee must be a legally registered voter and a resident within the District for one year immediately preceding the appointment. The appointee will serve until June 30, 2027.

Board Vacancy Timeline – One-Week Recruitment and Appointment

Board Meeting / Date	Action
July 13, 2026 Board Meeting	- The Board accepts the resignation and declares the vacancy. - The Board determines a process and timeline for filling the vacant position.
July 14	- A news release will be sent to the media. - Application information will be posted on the District website. - A news post will be generated on the District website. - Application information will be shared via social media/newsletters.
July 14 to 21	- Applications (paper and email) will be received by the Board secretary and date-stamped. - Eligible applicants must be legally registered voters and residents within the District for one year immediately preceding the appointment. - Applicants cannot be current Springfield Public Schools staff members. - Staff will work with Board leadership to finalize interview questions. - Applications must be received by the Board Secretary by 12 p.m. on July 21, 2026
July 22 to 27	Board members will individually review applications.
July 27 Special Meeting	- The Board conducts interviews, which may occur at special meeting. - The Board votes to select the candidate. - The Board administers the oath of office.
August 5	Board retreat.

Board Vacancy Timeline – Two-Week Recruitment and Appointment

Board Meeting / Date	Action
July 13 Board Meeting	- The Board accepts the resignation and declares the vacancy. - The Board determines a process and timeline for filling the vacant position.
July 14	- A news release will be sent to the media. - Application information will be posted on the District website. - A news post will be generated on the District website. - Application information will be shared via social media/newsletters.
July 14 to 28	- Applications (paper and email) will be received by the Board secretary and date-stamped. - Eligible applicants must be legally registered voters and residents within the District for one year immediately preceding the appointment. - Applicants cannot be current Springfield Public Schools staff members. - Staff will work with Board leadership to finalize interview questions. - Applications must be received by the Board Secretary by 12 p.m. on July 28, 2026
July 29 to August 3	Board members will individually review applications.
August 3 Special Meeting	- The Board conducts interviews, which may occur at special meeting. - The Board votes to select the candidate. - The Board administers the oath of office.
August 5	Board retreat.

Board Vacancy Timeline – Regular August Appointment

Board Meeting / Date	Action
July 13 Board Meeting	- The Board accepts the resignation and declares the vacancy. - The Board determines a process and timeline for filling the vacant position.
July 14	- A news release will be sent to the media. - Application information will be posted on the District website. - A news post will be generated on the District website. - Application information will be shared via social media/newsletters.
July 14 to August 5	- Applications (paper and email) will be received by the Board secretary and date-stamped. - Eligible applicants must be legally registered voters and residents within the District for one year immediately preceding the appointment. - Applicants cannot be current Springfield Public Schools staff members. - Staff will work with Board leadership to finalize interview questions. - Applications must be received by the Board Secretary by 12 p.m. on August 5, 2026
August 6 to 10	Board members will individually review applications.
August 10 Regular Meeting	- The Board conducts interviews, which may occur at the regular meeting. - The Board votes to select the candidate. - The Board administers the oath of office.
Following Week	Board retreat.

Board Vacancy Timeline – Extended Recruitment

Board Meeting / Date	Action
July 13 Board Meeting	- The Board accepts the resignation and declares the vacancy. - The Board determines a process and timeline for filling the vacant position.
July 14	- A news release will be sent to the media. - Application information will be posted on the District website. - A news post will be generated on the District website. - Application information will be shared via social media/newsletters.
July 14 to August 14	- Applications (paper and email) will be received by the Board secretary and date-stamped. - Eligible applicants must be legally registered voters and residents within the District for one year immediately preceding the appointment. - Applicants cannot be current Springfield Public Schools staff members. - Staff will work with Board leadership to finalize interview questions. - Applications must be received by the Board Secretary by 12 p.m. on August 14, 2026
August 15 to 24	Board members will individually review applications.
August 24 Work Session	- The Board conducts interviews, which may occur at Work Session. - The Board votes to select the candidate. - The Board administers the oath of office.
Following Week	Board retreat.

Board Vacancy Timeline – Maximum Recruitment

Board Meeting / Date	Action
July 13 Board Meeting	- The Board accepts the resignation and declares the vacancy. - The Board determines a process and timeline for filling the vacant position.
July 14	- A news release will be sent to the media. - Application information will be posted on the District website. - A news post will be generated on the District website. - Application information will be shared via social media/newsletters.
July 14 to September 8	- Applications (paper and email) will be received by the Board secretary and date-stamped. - Eligible applicants must be legally registered voters and residents within the District for one year immediately preceding the appointment. - Applicants cannot be current Springfield Public Schools staff members. - Staff will work with Board leadership to finalize interview questions. - Applications must be received by the Board Secretary by 12 p.m. on September 8, 2026.
September 9 to 11	Board members will individually review applications.
September 14 Regular Board Meeting/Special Meeting	- The Board conducts interviews, which may occur at special meeting. - The Board votes to select the candidate. - The Board administers the oath of office.
Following Week	Board retreat.

Board Vacancy Timeline – Additional Proposal 1

Board Meeting / Date	Action
July 13, 2026 Board Meeting	• The Board accepts the resignation and declares the vacancy. • The Board determines a process and timeline for filling the vacant position.
July 14	• A news release will be sent to the media. • Application information will be posted on the District website. • A news post will be generated on the District website. • Application information will be shared via social media/newsletters.
July 14 to 24	• Applications received by the Board Secretary. • Applicants cannot be current Springfield Public Schools staff members. • Staff finalizes interview questions. Applications due by 12 p.m. July 24.
July 24	• Application deadline (12:00 p.m.). Materials distributed to Board members (3:00 p.m.).
July 27 Special Meeting	• The Board conducts interviews, which may occur at special meeting. • The Board votes to select the candidate. • The Board administers the oath of office.
August 5	• Board retreat.

Board Vacancy Timeline – Additional Proposal 2

Board Meeting / Date	• Action
July 13, 2026 Board Meeting	• The Board accepts the resignation and declares the vacancy. • The Board determines a process and timeline for filling the vacant position.
July 14	• A news release will be sent to the media. • Application information will be posted on the District website. • A news post will be generated on the District website. • Application information will be shared via social media/newsletters.
July 14 to 31	• Applications received by the Board Secretary. • Applicants cannot be current Springfield Public Schools staff members. • Staff finalizes interview questions. • Applications due by 12 p.m. July 31.
July 31	• Application deadline (12:00 p.m.). • Materials distributed to Board members (3:00 p.m.).
August 3 Special Meeting	• The Board conducts interviews, which may occur at special meeting. • The Board votes to select the candidate. • The Board administers the oath of office.
August 5	• Board retreat.