

**APPOINTMENTS TO THE CUYAHOGA FALLS PARKS AND RECREATION BOARD
AND CUYAHOGA FALLS LIBRARY BOARD**

The Cuyahoga Falls City School District (“District”) Board of Education (“Board”) currently makes one appointment to the Cuyahoga Falls Park and Recreation Board and two appointments to the Cuyahoga Falls Library Board.

When the Board’s appointee to the Cuyahoga Falls Parks and Recreation Board or the Cuyahoga Falls Library Board has completed his/her term of office or resigns from office, the Board will begin the appointment process. This process will begin approximately three (3) months prior to when the current appointee’s term of office expires, or upon the occurrence of a vacancy. A position posting will be placed in the *Falls News Press* and on the District website with directions for individuals to submit a letter of interest, a resume including any education and/or experience that the candidate believes makes him/her qualified to be appointed, and letters of reference, by a designated deadline. Only those candidates who have met the requirements of the posting by the designated deadline will be interviewed.

Interviews will be conducted at a regular meeting of the Board in executive session with the full Board present. Interviews will be 15 minutes maximum for each candidate. The Board will strive to consider each applicant separately on his/her merits, education, and/or experience, as listed in his/her application materials and as expressed the interview. If a candidate is seeking reappointment, his/her prior service in the position may be considered by the Board. After discussion, the Board of Education will recommend candidate/candidates for appointment to the Cuyahoga Falls Parks and Recreation Board or the Cuyahoga Falls Library Board, as applicable. Recommendation for a candidate will be made by a majority vote of the Board taking place in a public session.

In the event no candidate receives the necessary number of votes for appointment, the Board will reopen the process following the steps delineated above and repeat the process until such time that a candidate achieves the required support needed by the Board.

LEGAL REF: O.R.C. §121.22(G)(1)

Adopted: June 27, 2018