



NOTICE OF APPLICATION
Office of Public School Trustee
Town of Fort Frances and
Unorganized Areas East of Fort Frances

Complete, date and sign this form, and submit with all attachments addressed to: Director of Education and Secretary to the Board/ "Trustee Application"

via email: marni.mcdonald@rrdsb.com
or fax: 807-274-5078
or post to: Rainy River District School Board,
522 Second St. E., Fort Frances, ON P9A 1N4
or by hand: same as above

Completed applications with attachments must be received by 4:00 p.m. on March 20, 2024.

DECLARATIONS:

I hold the required qualifications for the position of **public school trustee**.*

- | | |
|---|---|
| <input type="checkbox"/> Public School Supporter | <input type="checkbox"/> Canadian citizen |
| <input type="checkbox"/> Resident of Rainy River District | <input type="checkbox"/> 18 years of age or older |

** The applicant's proof of qualification (copies only, do not submit originals) must include proof of public school support (e.g. property tax bill), proof of Canadian citizenship (e.g. Canadian passport, birth certificate), proof of age (e.g. Canadian passport, driver's license) and proof of residency (e.g. property tax bill, driver's license). Please redact any personal information not required for verification.*

I declare the following to be true.

- I have not been convicted of any indictable offence in Canada or the United States.
- I am not an employee of any school board.
- I understand my name and address will be distributed through the Board's public agenda, that the Notice of Application form will be a public document, and that the Board reserves the right to post this information and the attached resume on its website.

CONTACT INFORMATION:

Name:	
Address:	
City/Town:	
Province:	Postal Code:
Home Phone:	Cell Phone:
Email Address:	

Information on this form is collected for the purposes of administering all activities related to the consideration of applications for the position of school trustee with the Rainy River District School Board (RRDSB) pursuant to S.221 of the *Education Act*. Questions with respect to this collection may be addressed to the Director's Office, Rainy River District School Board, 522 Second St. E., Fort Frances, ON P9A 1N4 or 807-274-9855 ext. 4982.

I understand that it may be necessary for the RRDSB to consider my application in a public meeting under the provisions of the *Education Act*, and that personal information I have submitted as part of my application may therefore be disclosed publicly, both in such a meeting and in the agenda made available to the public prior to any such meeting. I consent to the disclosure of my personal information for the purposes of considering my application for school board trustee.

Dated this _____ day of _____ 2024: _____
Candidate Signature



APPLICATION PROCESS – PLEASE READ CAREFULLY:

1. All applicants must complete, date, and sign this standard application form. Attached must be:
 - The applicant’s letter of application explaining why they should be the successful applicant for the position of Trustee, Town of Fort Frances, and unorganized areas east of Fort Frances, outlining their commitment to public education. This may include involvement in RRDSB public school(s) and/or on RRDSB committee(s), and other relevant qualifications, interests, experience, and background.
 - The applicant’s proof of qualification (copies only - do not submit originals). Examples of “proof of qualification” include a property tax bill, Canadian passport, or other documentation proving residency. Please redact any personal information not required for verification of qualifications.
2. All completed applications with attachments must be received by 4:00 p.m. on Wednesday, March 20, 2024.
3. The Office of the Director of Education will verify qualifications of applicants prior to Friday, March 22, 2024. Confirmation of receipt of applications will be sent to the email address indicated on this application form, and applicants whose qualifications cannot be verified will be notified immediately at the email address indicated on this application form.
4. All qualified applicants will be invited to participate in interviews at a Special Board meeting to be held end of March 2024. Interview appointments will be scheduled with the candidate via the email address provided on the application form.
5. Interviews will be conducted in public; therefore, the names and addresses of all applicants will be recorded in a report to the Board in public session. The Notice of Application form will be a public document. The Rainy River District School Board reserves the right to post this information and the applicant’s letter on the Board’s website.
6. The interview will consist of candidates addressing the Board and answering questions for clarification from Trustees. Candidates will be sequestered prior to addressing the Board to ensure fairness and due process.
7. The election to appoint the Trustee will occur at the Special Board meeting and will be conducted in accordance with the general process outlined in Board Bylaws. The successful applicant will be announced following the election and will be sworn into office during the public regular meeting of the Rainy River District School Board, scheduled for April 2, 2024.

Note: under Section 219. (1) of the *Education Act*,
“A person is qualified to be elected as a member of a district school board or school authority if the person is qualified to vote for members of that district school board or that school authority and is resident in its area of jurisdiction. 1997, c. 31, s. 112.”

Disqualifications are outlined in Section 219 (4) of the *Education Act*.

We will make any reasonable accommodations, for applicants with disabilities, to support participation in the appointment process, upon request.