

Instructions to Submit Application for OKCPS Board of Education District 5 Seat

Timeline / Procedure:

Date	Event Description
April 19, 2024	Beginning of the Period for Submitting Resumes and Applications (Detailed information on submitting an application is posted on the OKCPS Website [okcps.org/Page/8320] and other media outlets / platforms.)
May 10, 2024	End of the Period for Submitting Resumes and Applications (Questions? Contact Craig Cates, Board Clerk, (405) 587-0444, cacates@okcps.org)
June 14, 2024	No later than this date, the OKCPS Board will interview applicants and appoint a person to fill the vacancy. The final selection / appointment shall take place no later than June 14, 2024.

Candidates must submit a Resume and an Application, together, to the OKCPS Board Clerk: Craig Cates. Candidates must meet the qualification requirements outlined in **OKCPS Board Policy B-04** (attached) which includes the requirement that they must have been a resident of, and a registered voter of, the school district and the election district 5 (or ward) for at least six (6) months immediately preceding the date of application submission (**OKCPS Board District 5 Map attached**).

The attached application, titled, “**APPLICATION_OKCPS_BOE_Dist. 5_Seat_Candidate_APR_2024**” contains all the required forms to be submitted in addition to a resume. **Please note, page 1 of the Application must be notarized.** A notary is available in the **Board Clerk's Office**. Please call **(405) 587-0444**, in advance, to ensure notary is available or notarize prior to delivery.

The Candidates' **Resumes** and **Applications** must be filed with the OKCPS Board Clerk via hand-delivery or e-mail between 7:30 a.m., Friday, April 19, 2024, and 4:30 p.m., Friday, May 10, 2024.

Any resumes and applications that are incomplete, not notarized, or not received by the OKCPS Board Clerk by 4:30 p.m. on Friday, May 10, 2024, will not be accepted / considered.

Hand-Delivery: 7:30 a.m. to 4:30 p.m., M-F
OKCPS Clara Luper Center for Educational Services, Room 108, 615 N. Classen, OKC, OK 73106

E-Mail: cacates@okcps.org