

**FORM FOR NOTIFYING SCHOOL BOARD OF
COOPERATIVE EDUCATIONAL SERVICE AGENCY CONVENTION**

TO: District Clerks and Administrators of School Districts in Cooperative Educational Service Agency No. 9, State of Wisconsin

RE: In compliance with State Superintendent of Public Instruction Tony Evers request that the chairperson of the Cooperative Educational Service Agency indicate to you the date, hour, and place at which a convention of school district board representatives will be convened, the following information is submitted:

That Scott Everson is the Chairperson of Cooperative Educational Service Agency No. 9 That said Chairperson has determined that such convention will begin at 7:00 o'clock in the p.m. in the conference room of the CESA 9 Office in the City, Town, or Village of Tomahawk on Monday, August 3, 2015.
Date

That arrangements have been made for such convention at the time and place indicated above, and

That you are requested to inform the member representative of your school board of the time and place of said convention.

Signed: _____
Chairperson, CESA Board of Control

Date: 4/1/2015

**FORM FOR NOTIFYING THE
SECRETARY (ADMINISTRATOR) OF CESA NO. 9
OF A SCHOOL DISTRICT 'S REPRESENTATIVE
TO AN AGENCY CONVENTION**

TO: The Administrator of CESA No. 9

At a meeting of the School Board on _____*, the school board
month day year
whose name appears below was appointed representative of the _____
_____ School District to the Cooperative Educational Service Agency
annual convention.

Name of Board Member _____

Address of Board Member _____

The convention is to be held on Monday, August 3, 2015, at the time
and place certified to me by the chairperson of CESA No. 9. The representative
of this school board named above is in possession of this information.

It is understood that only official delegates can be elected to the Board of Control (no
alternates or substitutes).

Signed: _____

School Clerk

School District

Address

Date: _____

**NOTE: Mail one copy to the CESA Administrator of your agency. Retain one copy
for school district's file.**

* As per s. 116.02(1)(a), Wis. Stats., this date must be **on or after the 4th Monday in
April.**