

# San Carlos School District

## Proposed Process for Appointing Vacant Governing Board Positions

### Friday, December 16<sup>th</sup>

- Send out press release announcing application period
- E-mail from Superintendent to community with same announcement
- Post on district web site, including posting of application
- Candidates must be:
  - Eligible to serve (registered voter, reside within district)
  - Complete application and turn in to District Office by 3:00 PM on January 9<sup>th</sup>, 2012.
- Board members agree not to meet with individual appointee candidates

### Monday, January 9<sup>th</sup>

- Interested appointees must turn in application by 3:00 pm via email to Craig Baker at [cbaker@sancarlos.k12.ca.us](mailto:cbaker@sancarlos.k12.ca.us) or in person to District receptionist.
- Note that all applications will be public information.

### Between January 9<sup>th</sup> and January 12<sup>th</sup>

- School board members will review applications.

### Thursday, January 12th - School Board Meeting

- Each candidate will be asked to address the board for up to three minutes about his or her candidacy.
- After each candidate speaks, the Board president will ask 2-3 randomly drawn questions to a candidate. The candidate will then have up to two minutes to answer the question.
- After all candidates have spoken and answered their question, the Board will continue discussion in open session to select two appointees. The intent will be to make such a decision that evening.
- If the board cannot come to a decision, it may choose to select 3-4 finalists (but no more than 50% of the original number of candidates) and schedule a candidate-forum style meeting for January 18th.

### Wednesday, January 18th - School Board Meeting (if necessary)

- If appointments are not made on January 12th, the school board will hold a special meeting among selected finalists in a forum-like format.
- Questions will be posed to all candidates on a rotating basis as to the order of answering. Other specifics such as the number of questions, the content of questions, and time limits will be determined prior to January 18th.
- The School Board will then have a discussion and make its final appointments at the conclusion of such forum.

Thursday, January 26th - School Board Meeting

- Prior to the meeting, the Superintendent will supervise the drawing of lots to determine placement of the two new board members at the dais
- At the beginning of the meeting, new appointees will be sworn in and then take their place at the meeting
- The board will then nominate board members for the representative and alternate representative to the county committee on reorganization.

Note that entire process must be completed with 60 days after the dates of vacancies.