

**SUBJECT: 2021 BOARD VACANCY PROCESS**

**Posting:** To the District's legal newspaper and website.

**Packet for applicants:** On the day applications are due **(5:00 PM on March 9, 2021)** candidates are emailed/mailed the following information and asked to make a 6-minute presentation at the special Board meeting (March 16, 2021) in response to the questions listed.

- Selection process and schedule (including notice that interviews will take place at a special, televised meetings of the Board of Education)
- Special meeting date **(March 16, 2021 at 6:00pm)** and time (in 10-minute blocks) for presentations to the Board
- Board mission and ends
- Terms of employment (job description, compensation and benefits, etc.)
- Board structure (SB/COB, officers)
- Meeting schedule (to date) and attendance expectations
- Affirmative action statement
- Notice that special accommodations will be made upon request
- Questions to which applicants will respond in a 6-minute presentation:
  1. Why do you want to serve on the Board for this short appointment?
  2. What relevant experience would you bring to the Board? Please be specific about what your unique contribution/perspective would be.
  3. Do you intend to run in the general or special election of November 2021?

**Interview process:**

- **Interviews will occur at a special, televised Board meeting (March 16, 2021 at 6:00 PM).**
- Staff will provide copies of applicants' Letters of Interest and Resumes to Board members as soon as possible after the closing date for review prior to the special Board meeting.
- If six (6) or fewer qualified candidates apply, all candidates will be interviewed.
- If seven (7) or more qualified candidates apply, each Board member may select up to two (2) applicants to be interviewed by the Board and the member will communicate his/her choice to the Board Administrator by 12:00pm (noon) on March 12, 2021.
- Staff will notify applicants of the date and time for their interview.
- Staff will provide the Board with the list of applicants in order of their presentation.
- Applicants will be scheduled at 10-minute intervals and asked to make a 6-minute presentation in response to the questions listed above. There will be no follow-up questions or dialogue. The Chair will determine if simple clarifying questions may or may not be asked (for example, "Did you say you served on the 'Charter Commission' or the 'Planning Commission'?").

**Final decision-making process:** This will occur at the **special Board meeting on March 16, 2021** and follow the procedure outlined in Board policy 202.02, as follows: Nominations will be opened by the Chair and made by Board members. Each Board member may nominate one person. Nominations are then closed and roll call vote conducted. Election requires 4 votes; if no candidate receives 4 votes, nominations will be reopened and the process continues until the position is filled.

**Candidate notification:**

- The winning candidate is announced at the **special board meeting (March 16, 2021)** and all candidates will be notified of the outcome.
- The candidate/appointee will assume office 30-days later (April 15, 2021), unless a valid petition to reject the appointee is filed with the school district clerk, and the appointee will hold office until a successor is elected and qualified in the November special election.
- If a valid petition is filed to reject the appointee, the Board will appoint a candidate from the remaining candidates left after the interviews held on March 16, 2021.