

GOVERNING BOARD VACANCY CHECKLIST

District: Santa Cruz Valley Union High School District #840
Governing Board Vacancy

Vacancy Created by: Richard Reyes
Whose Term Expires: 12/24/2024
Seat Will Be on next election ballot as a 4 yr. term

- X Letter from resigning Governing Board member indicating date of resignation & Email from superintendent
- X Determine time line for appointment process: Deadline, interviews following week
- X Check County School Superintendent's calendar for availability
- X Application deadline is Friday, December 30, 2022
- X Interview date is Wednesday, January 4th
- X Governing Board recommended names due Friday, December 30, 2022
- X Reserve room/space if interviews are to be held at location in school district
- X Press release for vacancy
 - Send press release to area newspapers (run in at least 2 publications)
 - Send press release to district superintendent
 - Send press release to district governing board secretary/clerk (to be posted in 3 places)
 - Email press release to programmer (Jeff) to be added to website
- X Prepare application packets for those interested in the position
 - Update packets as needed
- X Letter to District Superintendent with attachments:
 - Candidate application packet
 - Governing Board vacancy process
 - Governing Board recommended names due date
- Schedule interviews & share interview schedule with district
- Prepare interview packets for date of interview
 - cover sheet
 - Interview questions (update with district name)
 - Interview schedule
 - Application form
 - Scoring information sheet
- County School Superintendent to meet with district for input from Superintendent & Board President
- After selection, background investigation paperwork is submitted to MCOB HR Department
- If background investigation is satisfactory, successful candidate is offered the appointment
- For appointment of Board member:
 - County School Superintendent calls District Superintendent and Appointee
 - Prepare press release for appointment & post on website
 - Prepare appointment certificate for County School Superintendent's signature
 - Send appointment press release to area newspapers, superintendent and governing board
 - Letter of appointment to appointee
 - If requested to administer Oath of Office, determine date, time, location
 - Rejection letters to other candidates
 - Email to ASBA with name, address, and school district of appointee
- Update Governing Board lists with new Governing Board Member (copies to County School Superintendent and front desk) and update appointment spreadsheet and update website Governing Board listing