

# Timeline & Process for Provisional Appointment

## Trustee Area 1: Seaside/Sand City

### Approved by the Governing Board on August 2, 2019

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| Tuesday, July 9, 2019   | <p>Trustee Molina notified the Monterey County Office of Education of her resignation.</p> <ul style="list-style-type: none"> <li>This notification started the 60-day window for an election to be called or for a provisional appointment to be made. Based on this date, the calendar deadline for a provisional appointment is September 7.</li> </ul>   |
| Wednesday, July 17, 2019,<br>4:30 PM<br>Special Board Meeting | <p>A special meeting of the Governing Board was convened to:</p> <ul style="list-style-type: none"> <li>Accept Trustee Molina's resignation.</li> <li>Discuss options to fill the vacancy.</li> <li>Approve a method to fill the vacancy. (Recommended: Make a provisional appointment to the Board.)</li> </ul> <p>The Board unanimously approved the provisional appointment method.</p>   |
| Wednesday, July 24, 2019,<br>4:00 PM<br>Regular Board Meeting | <p><u>Information:</u> Present draft application materials and process timeline. Input on the draft materials was received from the Board and members of the public.</p>   |
| Friday, August 2, 2019,<br>10:00 AM<br>Special Board Meeting  | <p><u>Action:</u> Approve candidate application materials, timeline, and process.</p>  |
| Friday, August 2, 2019,<br>by 5:00 PM                         | <p>Publicize position and post application materials, which may be obtained:</p> <ul style="list-style-type: none"> <li>online, via the Trustee Area 1 Provisional Appointment webpage, and</li> <li>hard copy at all three district campus locations, in the administrative offices.</li> </ul>   |
| Monday, August 5, 2019  | <p>Advertise the position via the methods listed below.</p> <ul style="list-style-type: none"> <li>Advertisements: Monterey Herald, Monterey Weekly (English &amp; Spanish), and NPR Radio.</li> <li>Announcements/Notices: MPC Press Release, MPC website, Seaside City Council Meeting, governmental and municipal email list-serves, and physical postings at all three district campus locations and additional locations frequented by Seaside/Sand City residents.</li> </ul>  |
| Friday, August 23, 2019                                       | <p>Application materials due to the MPC superintendent/president's office by 10:00 a.m.</p> <ul style="list-style-type: none"> <li>Applications will be accepted at the superintendent/president's office or electronically via the Trustee Area 1 Provisional Appointment online application.</li> <li>All applications will be provided to all trustees for review.</li> <li>Eligibility will be verified with the Monterey County Elections Department.</li> </ul>  |
| Monday, August 26, 2019                                       | <p>The MPC superintendent/president will invite all eligible candidates to give a presentation of no more than five minutes at the August 29 Board meeting.</p> <ul style="list-style-type: none"> <li>Invitations will be made by telephone and email.</li> <li>Presentation topic: What makes them a good candidate for the Area 1 Trustee seat.</li> </ul> <p>Candidates' cover letter, community service, and responses to supplemental questions will be posted online and included in the Board packet for the special meeting on Thursday, August 29, 2019.</p>   |
| Thursday, August 29, 2019<br>Special Board Meeting, 4:00 PM   | <p><u>Information Item:</u> All eligible candidates will be requested to provide the Board with a brief presentation.</p> <ul style="list-style-type: none"> <li>The Board will receive public comment.</li> <li>Presentations will be given at the beginning of the special Board meeting, during open session. The order of the presentations will be alphabetical, by candidate last name.</li> <li>Each candidate will be given five (5) minutes to explain what makes them a good candidate for the Area 1 Trustee seat. The Board will not ask any questions of the candidates.</li> </ul> <p><u>Action Item:</u> Provisionally appoint the Area 1 trustee.</p> <ul style="list-style-type: none"> <li>The Board will receive public comment.</li> <li>The Board Chair will invite each Board member to provide their assessments of the candidates based on their application packets and presentations.</li> <li>Each trustee will nominate their top candidate.</li> <li>If multiple candidates are nominated, the Chair will request a discussion of the nominated candidates.</li> <li>At the conclusion of the discussion, the Board Chair will call a roll call vote. If the roll call vote does not result in the selection of a candidate, either by unanimous or majority vote, the Board Chair shall request continued discussion of the nominated candidates until such time as a consensus is reached by unanimous or majority vote. (The student trustee may cast an advisory vote, per Ed. Code 72023.5)</li> </ul> |
| Friday, August 30, 2019                                       | <p>Publish the notice of provisional appointment and notify candidates who were not selected.</p> <ul style="list-style-type: none"> <li>Notices shall be published in the Monterey Herald and at all three campus locations within the district.</li> </ul>   |
| Wednesday, September 18, 2019                                 | <p>Provisional appointee sworn in to the Board of Trustees.</p>  |