

**DETAILED TIMELINE FOR GOVERNING BOARD APPOINTMENT
LEMON GROVE SCHOOL DISTRICT – 2021**

June 30	Vacancy created in 2022 term held by Larry Loschen
June 30 – July 9	<p>Discussion/approval of timeline and recommended documents and procedures for filling vacancy, including some or all of the following:</p> <ul style="list-style-type: none"> ● District timeline of activities ● Application document and process (candidate screening; interviews and/or presentations; application form vs. letter of interest; notification of candidates; order of interviews) ● Publicity (see below) ● Voting procedures ● Interview questions (possible direction to Board President and Superintendent or others to develop confidential interview questions)
July 9	<p>Agenda distribution and posting</p> <ul style="list-style-type: none"> ● Procedures and timeline for filling governing board vacancy <p>Backup items: “Procedures for Filling Governing Board Vacancy, proposed timeline (short version), draft application form</p>
July 13	<p>Meeting of Governing Board (open session)</p> <ul style="list-style-type: none"> ● Vote to make appointment or call election to fill vacancy
July 15 – Aug. 5	<p>Application packet (application form; timeline; district or board governance information, if desired) available to the public online or for pick-up at district office at: (District Office)</p> <ul style="list-style-type: none"> ● Press release announcing vacancy and describing process for applying ● Newspaper(s)—check press deadlines in advance ● Posting of press release or announcement at: (Locations) ● Other physical or electronic means of distributing announcement and soliciting applications (e.g., letter to parents)

<p>Aug. 5</p>	<p>Deadline at 4:00 p.m. for receipt of applications via mail, email communications@lemongrovesd.net, or hand-delivery to District Office</p> <ul style="list-style-type: none"> ● Contact Registrar of Voters to confirm residency and voter registration status of candidates [Elvira Vargas (858) 505-7210 or Campaign Services (858) 505-7260] ● Notify candidate(s) of time and location of interviews
<p>Aug. 10</p>	<p>Board Meeting (regular meeting) - Finalize Interview Procedures</p>
<p>Friday, Aug. 20</p>	<p>Agenda distribution and posting for Board meeting (special meeting)</p> <ul style="list-style-type: none"> ● Board action item: Appointment to fill board vacancy ● Backup items: Submitted applications, voting procedures (if written) <p>Post agenda packet (including applications) online</p>
<p>Tuesday, Aug. 24</p>	<p>Special Board Meeting – 5:00 pm- Interview, selection, and appointment of new board member</p> <p>IN-PERSON Board Meeting (open session) (regular meeting)</p> <ul style="list-style-type: none"> ● Public comment on agenda item ● Applicant interviews, presentations, and/or questions by Board members ● Board discussion and vote on appointment* <p>Administration of Oath of Office and seating of appointee</p> <p>*Majority vote required</p>
<p>Aug. 29</p>	<p>Sixtieth day -- If the board takes no action within the 60-day period, the County Superintendent of Schools shall call an election to fill the vacancy. [EC, § 5091(a)]</p>