

Proposed MHUSD Trustee Appointment Process & Timeline

A vacancy will be created on the Morgan Hill Unified School District Board of Education when Board Member Vanessa Sutter's resignation becomes effective on August 15, 2019. The Board will be accepting applications to fill this position. Deadline to apply is August 30, 2019.

ELIGIBILITY REQUIREMENTS

- Resident of the MHUSD Trustee Area 5. To learn if you reside in Trustee Area 5, visit www.mhusd.org and click on the tab labeled "Find Your Trustee Area."
- Be 18 years of age or older
- Registered voter
- Willing to file an annual Conflict of Interest Statement with Santa Clara County

APPLICATION PROCESS

- Candidates obtain the application packet - available online at www.mhusd.org, or on paper from the District Office, Morgan Hill Unified School District, 15600 Concord Circle in Morgan Hill (office hours 8:00-5:00 weekdays).
- Read the packet and fill out the Candidate Information Sheet
- Return the Candidate Information Sheet in person at the District Office during office hours. Bring a valid form of ID with proof of address. If you are unable to do this during office hours, call Kelly Schriefer in the Office of the Superintendent as soon as possible to make alternate arrangements: (408) 201-6001. You must contact Kelly Schriefer before 5:00 pm on August 29th to make alternate arrangements.
- Applications received after 5:00 pm on August 30th will not be considered.

SELECTION PROCESS

- Candidates' materials will be reviewed by a committee of the Board and staff.
- Selected candidates will be contacted for interviews to take place in open session at a Special Board meeting on September 10, 2019. It is possible that not all applicants for the Board vacancy will be interviewed.
- It is anticipated the Board's selection and appointment of the candidate to fill this position will be completed at the Special Board Meeting on September 10th. If the process is not completed at this meeting, another Special Board Meeting will be scheduled.

CANDIDATE SELECTED FOR APPOINTMENT

After selection of the new Trustee to represent Area 5 is completed on September 10th, the successful candidate will be seated and their oath of office will be administered at the regular Board Meeting on September 17, 2019, estimated time of 4:00 pm.

Proposed Timeline

Aug 6	Board meeting to approve Trustee replacement process
Aug 12 – 30	Advertising of candidate application process and receipt of applications
Aug 31 – Sep 4	Notification to candidates of interview schedule
Sep 10	Candidate interviews and selection
Sep 17	Swearing in of new Trustee