Board Vacancy Application Process Update

January 27, 2021

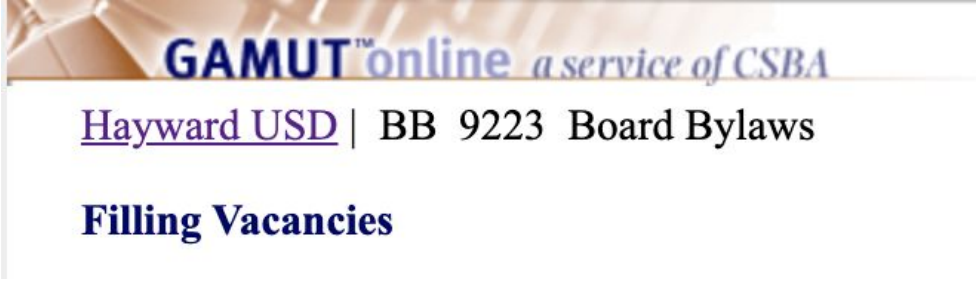
Made in Hayward

Board Vacancy Application Process Update

- Review BP 9223 on filling a vacancy
- Identify the eligible candidates
- Finalize the interview and selection process
- Consider criteria when selecting a candidate to fill the vacancy



Filling a Board Vacancy


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Hayward USD | BB 9223 Board Bylaws

Filling Vacancies

- When there is a vacancy, Board Bylaw 9223 governs the process for filling the vacancy.
- The Board may hold a special election or make an appointment.
    - At a minimum, a special election will cost over $1M.
    - It is recommended the Board make an appointment.

- The appointment process includes:
    - Collecting applications to fill the vacancy
    - A subcommittee of two Board members to review the applicants to determine eligibility
    - Interviews of the candidates at a public meeting
    - Selecting a candidate to fill the vacancy

Applications

- 29 completed applications received by 5:00 pm on January 25
- Board Trustees Sara Prada and Ken Rawdon reviewed applications to determine eligibility.
- In order to be eligible based on Education Code 35107, applicants must be:
  - A resident of the Hayward Unified School District
  - A registered voter
  - Over the age of 18
  - Not disqualified by the Constitution or laws of the state from holding a civil office

Eligible Applicants



29 applications

- 1 deemed ineligible due to the applicant not certifying that they meet the criteria to serve on the board
- 2 applicants deemed eligible, however they did not complete the application questions*
- 26 applications deemed eligible

** The board subcommittee deemed these applicants eligible because they meet the criteria outlined in Education Code 35107. However, as they did not complete the application, the subcommittee does not recommend inviting them to the interview.*

Proposed Interview Process

- An initial interview of all applicants will take place at a special board meeting on February 3, 2020
- The interview will consist of each applicant being given a total of five minutes to:
  - Make an opening statement as to why they want to serve on the board
  - Explain their personal investment in educational equity in HUSD schools.
- No applicant will be allowed more than five minutes. The Board President will act as the moderator.
- Following each interview, there will be a short transition period between applicants during which board members can record their own notes.

Advancing Candidates Forward

- After the interviews are completed, there will be a period of 20 minutes for public comments. The public is encouraged to submit written comments ahead of time to madeinhayward@husd.us.
- The board members will identify candidates to move forward to a second interview through the following process:
  - Each board member will each share their top eight candidates based on the written application and interviews.
  - Any candidate that is identified by a quorum of the board (a minimum of three board members) will move forward to the second interview.
  - If any board member wants to advance additional candidates, the board may then deliberate to advance additional candidates to participate in the second interview if a majority of the board agrees (up to eight).

February 5, 2021: Special Session



- Each candidate will participate in a fifteen-minute interview.
- Board members will each have an opportunity to ask one question and a follow-up to each candidate.
- After the interviews are completed, there will be a period of 20 minutes for public comments. The public is encouraged to submit written comments ahead of time to madeinhayward@husd.us
- Each board member will identify their top three candidates.
- The board will deliberate until a candidate is selected to fill the vacancy or schedule another special meeting to finalize the decision.

Criteria to Consider

The HUSD Governance Handbook identifies the following qualities of an effective trustee:

- **Mindful**
  - Stays in a governance role/does not micro-manage
  - Is strategic
  - Is not involved on an operational level
  - Shares information
  - Does not dictate to staff
- **Prepared**
  - Asks questions before the meeting, when possible
  - Asks strategic questions at Board meetings in order to inform the community
  - Is aware and informed about the larger context and issues concerning public education
  - Thoroughly reads the Board packet before the meeting
- **Focused**
  - On District goals
  - On education and children
- **Concerned About Manner**
  - Is aware of his/her body language, tone and words
  - Maintains a respectful demeanor
  - Is concerned about organizational culture
- **A Leader**
  - Models the values of integrity and honesty
  - Builds relationships
  - Remains impartial and open to new ideas
  - Demonstrates patience and remains calm in stressful situations
  - Adopts the habit of making other people successful

Questions and Discussion

Please provide feedback and direction on the selection process including:

- The number of eligible candidates to invite to the initial interview
- The initial interview process
- The second interview process



Thank You

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