

Selection Process Timeline for 2023-2024 Student Representative to the Board

Administrators responsible for the process:	
Monique Luke, Principal, Maria Carrillo High School	707-890-3820 ext. 54105
Samuel Martinez, Director, Educ. Services	707-890-3800 ext. 80313

Actions to be done		Action Dates
1	Samuel Martinez, Director to MCHS -Discuss recruitment plan with Principal or Designee	3/16
2	Recruitment of interested students at MCHS w/Julie Bui	3/29, 12:20-12:55 & 3/31, 10:15-11:03
3	Application availability to students	3/31 - 4/14
4	Deadline for applications (this date needs to be placed on the last page of the app.)	4/14 (Friday)
5	Interviews and final selection	4/27 (Thursday)
6	Board Report submitted	5/16 (Tuesday)
7	Board Decision regarding new Student Board Member	5/24 (Wednesday)

To Do After the Dates Above Have Been Determined	
Samuel meets with Monique Luke to discuss recruitment plan	See #1 above
Educ. Services talks with Julie Bui (current student rep) in regards to speaking with students at MCHS	See #2 above
Monique Luke invites MCHS students to apply - applications available	See #3 above
Decide on the interview team (Suggestions: Monique Luke, Samuel Martinez, Tim Zalunardo, ASB president (1st) or ASB vice president (2nd) from MCHS and from as many other high schools as possible). For HS ASB Presidents, a memo inviting them to be part of the interview panel needs to be sent. If the ASB President cannot attend, ask for the ASB Vice President. Check with High School Secretaries for the names of these ASB students.	