

APPOINTMENT PROCESS
APPOINTMENT TO THE GOVERNING BOARD, MORAGA SCHOOL DISTRICT
Special and Open Governing Board Meeting
December 20, 2012, 6:30 PM, Joaquin Moraga Intermediate School

1. Complete Application: Complete the application and submit on or before 12:00 noon, December 19, 2012. Applications are available on the Moraga School District homepage, www.moraga.k12.ca.us and at the MSD office, 1540 School Street, Moraga, CA, 94556.
2. Opening Statement: Each applicant will be asked to provide a two-minute opening statement at the MSD Governing Board meeting on December 20, 2012. The meeting will begin at 6:30 PM. The statement may include any information you like, including your philosophy, vision, assessment and suggested strategies for addressing the important issues facing the Moraga School District, as well as your background, qualification, and approach as a school board member. The above are examples of what you might present to the Board. Statements will be heard in alphabetical order.
3. Questions and Applicant Responses: Working from a previously agreed upon list, the Board will ask questions allowing the opportunity for each applicant to answer the same questions. Applicants will have two minutes to answer each question. The Board may ask applicants to expand or ask individual questions based upon individual applicant responses.
4. Closing Statements: Following the question and response period, each applicant will be asked to provide a closing statement of no longer than two minutes. These statements will be heard in reverse alphabetical order.
5. Public Hearing: The above interview process will be followed by a public hearing. The Board president will open the public hearing and ask if anyone in the audience chooses to make any comments. Once all comments are heard, the Board president will close the public hearing.
6. Discussion: The Board will discuss the qualifications of the candidates.
7. Make an Appointment: The Board president will ask if there is a motion to appoint an individual to the Board. Once a motion has been made, the Board president will ask for a second. Once the motion has been made and there has been a second, the Board may engage in further discussion. There will be an opportunity for public comment. If there is no second to the motion, the motion dies.
8. Seating the Appointee: Upon a majority of the Board voting in favor of a motion to appoint an individual, that person will be given the oath of office and seated immediately on the Board. If a majority of the Board does not vote in favor of an applicant, the Board may call for an election.
9. Posting: Within the 10 days following the Board meeting, the district must post a notice stating the vacancy has been filled and that unless a petition is filed that meets the requirements of the law within 30 days of the provisional appointment, the appointment becomes an effective appointment.