



WOODLAND JOINT UNIFIED SCHOOL DISTRICT

Timeline for WJUSD Board of Trustees to Fill Vacancy by Appointment Updated at the March 9, 2023 Regular Board Meeting

February 1, 2023	Trustee resignation from Trustee Area Six was effective.
February 9, 2023	Board approved the proposed timeline, to be modified “ensure the application availability period be maximized as far possible for the recruitment of candidates,” gave direction to issue a press release, post an announcement, and circulate an application for candidates. Board directed the Superintendent to work with Board-approved Ad Hoc committee to initiate the Provisional Appointment Process.
February 17, 2023	District issues a press release and posts an announcement for provisional appointment applicants on the District Website, Social Media, Superintendent Weekly Updates, and school sites newsletters.
February 27, 2023 March 7, 2023	Superintendent to hold an information meeting for interested candidates to review the process, the role of a trustee, and information about the District.
February 17, 2023 - March 10, 2023	Applications available on the homepage of the District Website and at the Superintendent’s Office.
March 10, 2023 March 13, 2023	5:00 p.m. deadline for applications to be submitted electronically or received via mail (no postmark) or hand-delivery to Superintendent’s Office.
March 14, 2023	Committee reviews candidates for eligibility under Ed Code § 35107.
March 17, 2023 March 13, 2023	Voluntary session for applicants to review information about the District and the role of Trustees.
March 16, 2023	Candidates are interviewed in open session, and Board acts to make appointment. Oath of Office is administered. Board may direct staff to send “Notice to Appoint or Call for Election” to County Superintendent.
March 17, 2023	Post special board meeting for March 20, 2023 (if needed).
March 20, 2023	If needed, continue with candidate interviews in open session, and Board acts to make an appointment. Oath of Office is administered. Board may

direct staff to send "Notice to Appoint or Call for Election" to County Superintendent.

March 24, 2023

If needed, scheduled agenda posting for March 30, 2023 Regular Meeting to continue appointment work.

March 30, 2023

If needed, continue the appointment process at the scheduled Regular Board Meeting.

**10 Days from
Appointment
(whether on March
16, 20, or 30)**

Public notice circulates within 10 days from the date of appointment, notifying Trustee Area registered voters about the vacancy/appointment, and that they may, within 30 days from the date of the appointment, petition for an election to fill the vacancy.