

## Timeline for Trustee Transition

### Bayshore School District Trustee Vacancy

Joy Gutierrez-Pilare announced her resignation to the Board of Trustees effective July 8, 2022. As of the election filing deadline of August 12, 2022 there are not enough candidates for election to fill the open seats on the BESD Board of Trustees. This requires the board to “appoint due to failure to elect”.

#### Appointment Due to Failure to Elect:

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e. failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328).

Interested persons may obtain a candidate information sheet on our District website. The deadline for submitting the information to the Board of Trustees is October 24, 2022 at the end of the day. Interested Candidates would submit the Candidate Information Sheet to the District office at 155 Oriente St., Daly City, or to [alegaspi@thebayshoreschool.org](mailto:alegaspi@thebayshoreschool.org). (Information from your application will be published with the agenda with your address, phone number redacted.)

The interviews and appointment will take place in a public meeting TBD at the October 13th board meeting, and must occur before November 8, 2022. The interviews will be held in person.

Questions may be directed to the Superintendent's office at 415-467-5443 or by emailing Annette Legaspi, Executive Assistant, at [alegaspi@thebayshoreschool.org](mailto:alegaspi@thebayshoreschool.org).

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Event	Date	Time
Ms. Gutierrez presents formal Announcement of Resignation to Nancy Magee, SMCOE, effective July 8, 2022	Done	
Amend board calendar to schedule a regular board meeting for the interview and appointment process.	Board Meeting 10/13	6:15 pm
<i>Advertise in Chronicle, Website, texts and Email to parents</i>	10/13/2022	
Applications due to District Office	October 24, 2022	4:59 pm
Superintendent confirms applicants can hold office	October 25, 2022	
Interview Qualified Board Applicants and Select 2 Board Members Make Board Member Appointments	October 27, 2022	6:15 pm
New Board Member Sworn In The appointed Board Member is immediately conferred with all powers and duties of a governing board member	December 8, 2022	

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Post Appointment of Provisional Candidate in at least 3 public places in the district and publish the notice at least once in the Chronicle. Notify County Superintendent (30 days)		
Copy of the notice should be sent to the San Mateo County Registration and Election Division and SMCOE Superintendent		
Board Member Appointment is Final	December 8, 2022	