

Timeline for Filling Vacant GPPSS Schoolboard Seat (based on MASB Timeline)

Date	Action/Task	Responsible Person	Notes
May 31	Valente submits resignation on May 31, effective June 30, 2016.	Valente	<ul style="list-style-type: none"> • Legal Counsel NOTE: Once the resignation letter is transmitted, it is final, may not be rescinded, and need not be formally accepted by the Board.
June 2	Communication to BOE	Valente Gafa	<ul style="list-style-type: none"> • Lois to email BOE of resignation • Gafa to email BOE informing them of process (Appendix C DRAFT EMAIL) <ul style="list-style-type: none"> ○ Include documented process with timing ○ Provide MASB PDF
June 3	BOE announces they are accepting letters of interest JUNE 3 for inclusion in GPNEWS/GPTimes/GPPSS WEBSITE	Fannon Gafa	<ul style="list-style-type: none"> • Board Member Vacancy Announcement (see appendix A) • GAFA and FANNON to draft Press release from BOE President thanking Valente.
June 7 -17	Take letters of interest	GCN	<ul style="list-style-type: none"> • GCN to collect letters of interest and provide to GAFA
June 7 -15	BOE members draft questions for inclusion in interview sheet	All BOE sans Valente	<ul style="list-style-type: none"> • Sitting BOE members may submit up to five (5) questions each; MASB document may be used as a reference. • Must submit via email to BOE President by 4 PM June 15 (9 days)
June 17-20	Schedule interviews (dates TBD based on number of candidates)	Gafa Admin	<ul style="list-style-type: none"> • Determine site based on number of applicants • Call applicants to schedule interviews; may be individual or small group depending on number. • ALL applicants to be interviewed • BOE President will review, approve and develop question worksheet; each BOE member will have the list of questions for use at interviews.
June 28-30	Complete interviews (dates TBD based on number of candidates)	BOE	<ul style="list-style-type: none"> • All candidate interviews to be open to the public and follow requirements of the Open Meetings Act. • BOE interviews each candidate; depending on number of applicants, may be individual or small group. Board member use interview sheet as a guide in asking questions and evaluating responses. • Interviews are designed to determine how well the candidate fulfills the position criteria.

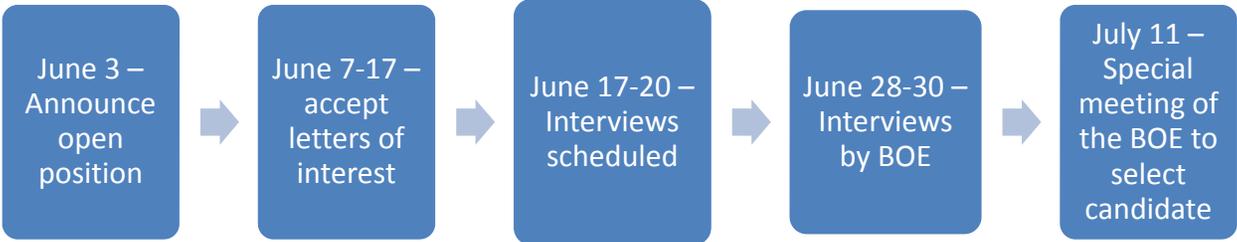
July 11	BOE meets to select at Special Meeting of the Board	BOE	<p>From MASB:</p> <ul style="list-style-type: none"> • Each board member identifies candidates they believe are acceptable and meets the qualifications. • No negative comments • The board president tabulates the results and determines which candidates show up on all of the lists or at least those that show up most frequently. The lists for each board member will be publicly announced and recorded in the minutes of the meeting. Hope is to narrow to top three candidates for further discussion. • Following discussion, each board member lists a first choice and a second choice for appointment. The president tallies the results, giving two points for each first choice and one point for each second choice. The choices for each board member must be publicly announced and recorded in the minutes of the meeting. • Board president then recommends for appointment the candidate with the most points. • The final vote of the appointment also takes place
July 11	Applicant Sworn in	BOE GCN Fenton	<ul style="list-style-type: none"> • Fenton to get oath of office paperwork signed

Appendix A) DRAFT GPPSS Board of Education Member Vacancy Announcement

Notice of Board Vacancy - The Grosse Pointe Public School System is seeking applications for the current vacant position on the board of education. An individual will be appointed to fill the vacant position through Dec. 31, 2016 and will be replaced by the individual elected to the position (based upon the Nov. 8, 2016 election results) on Jan. 1, 2017. Interested persons must submit a letter of interest in the board position and their qualifications for the position to the District Office no later than 4:00 p.m. on June 17, 2016. Submit letter of interest to: GPPSS Superintendent, 389 St. Clair, Grosse Pointe, MI, 48230, ATTN: BOE Vacancy. Following a review of the submitted materials, the board will schedule interviews with selected candidates. It is possible that not all candidates for the board vacancy will be interviewed. If you have any questions concerning the role of the board of education and the responsibilities of a board member, please contact Dr. Gary Niehaus, Superintendent of Schools, at 313/432-3000.

Appendix B) High Level Process for Announcement

June 3, 2016	BOE announces they are accepting letters of interest for inclusion in GPNEWS/GPTimes/GPPSS WEBSITE
June 7 -17, 2016	Take letters of interest
June 17-20, 2016	Schedule interviews
June 28-30, 2016	Complete interviews
July 11, 2016	Special Meeting of the BOE to select candidate



Appendix C: Draft Email to BOE from President Gafa to be sent by COB June 3rd

Board of Education Trustees –

With the resignation of Lois Valente, the BOE must undertake appointment of a replacement. This is based on the rules governing the resignation of a Board member and the filling of the vacancy, which key statutory language from MCL 168.311 states:

If less than a majority of the offices of school board member of a school district become vacant, the remaining school board members shall fill each vacant office by appointment. If a vacancy in the office of school board member is not filled within 30 days after the vacancy occurs or if a majority of the offices of school board member of a school district become vacant, the intermediate school board for that school district shall fill each vacancy by appointment. An individual appointed under this subsection serves until a successor is elected and qualified.

Below is the timeline and key process steps we will employ as we undertake the appointment of a replacement; these are based on MASB recommendations. A PDF from MASB is attached as a reference.

Date	Action/Task
May 31	Valente submits resignation on May 31, effective June 30, 2016.
June 2	Communication to BOE
June 3	BOE announces they are accepting letters of interest on June 3 for inclusion in GPNEWS/ GPTimes/ GPPSS WEBSITE
June 7 -17	Collect letters of interest
June 7 -15	BOE members draft questions for inclusion in interview sheet. Sitting BOE members may submit up to five (5) questions each; MASB document may be used as a reference. Must submit via email to BOE President by 4 PM June 15
June 17-20	Schedule interviews
June 28-30	Complete interviews (location/dates TBD based on number of candidates)
July 11	BOE meets to select at Special Meeting of the Board
July 11	Applicant Sworn in

Please note the interview and Special Meeting of the Board. Please advise that you have no conflicts with these dates.

Please call me with any questions you have regarding this process.

Judy Gafa, BOE President