

**WILLIAMS UNIFIED SCHOOL DISTRICT****BOARD OF TRUSTEES SPECIAL BOARD MEETING**

5:30 p.m., Tuesday, November 12, 2019

**College & Career Center**

260 Eleventh Street, Williams, CA

**A G E N D A****1.0 CALL TO ORDER**

TIME: \_\_\_\_ PM

**2.0 ROLL CALL****3.0 PLEDGE OF ALLEGIANCE****4.0 APPROVAL OF THE AGENDA**

Action \_\_\_\_\_ Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Noes \_\_\_\_\_

Roll Call: Abstain \_\_\_\_\_ Absent \_\_\_\_\_

Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no**5.0 AUDIENCE/VISITORS PUBLIC DISCUSSION** – Anyone wishing to address the Board on any school-related item scheduled on the agenda may do so at this time. Please state your first and last name. The meeting is being taped and all comments are being recorded. Board bylaws limit 3 minutes per speaker and 20 minutes per item.**6.0 ACTION ITEMS – NEW BUSINESS** – Protocol for action items includes a staff presentation, questions from the Board, public input, closing of public input, deliberation by the Board, and voting by the Board. During public input there will be a 3-minute time limit per person.

6.1 (p. 3) Consideration and possible action concerning the review and approval of the Procedures to Fill a Board Vacancy as a result of the resignation of Maryah Stoots.

Action \_\_\_\_\_ Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Noes \_\_\_\_\_

Roll Call: Abstain \_\_\_\_\_ Absent \_\_\_\_\_

Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no**7.0 ADJOURNMENT**

TIME: \_\_\_\_ PM

Action \_\_\_\_\_ Motion \_\_\_\_\_ Second \_\_\_\_\_ Ayes \_\_\_\_\_ Noes \_\_\_\_\_

Roll Call: Abstain \_\_\_\_\_ Absent \_\_\_\_\_

Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

*Accommodating Those Individuals with Special Needs – In compliance with the Americans with Disabilities Act, the Williams Unified School District encourages those with disabilities to participate fully in the public meeting process. If you require disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting, you should notify the Superintendent's office in writing prior to the regular meeting so that every reasonable effort can be made to accommodate you.*

**Agenda Documents: As required in SB 343, agenda documents distributed to the Board less than 72 hours before the meeting are available for public inspection at the District Administration Building located at 499 Marguerite Street, Suite C, Williams, California.**  
**THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE November 21, 2019 at 6:30 PM.**

Posted: November 7, 2019

# DISTRITO ESCOLAR UNIFICADO DE WILLIAMS

## REUNIÓN ESPECIAL DEL CONSEJO DIRECTIVO

Martes 12 de noviembre de 2019 a las 5:30 p.m.

**Centro Universitario y Profesional**

260 Eleventh Street, Williams, CA

### AGENDA

#### 1.0 LLAMADO AL ORDEN

HORA: \_\_\_\_ PM

#### 2.0 LISTA DE ASISTENTES

#### 3.0 JURAMENTO DE LEALTAD

#### 4.0 APROBACIÓN DE LA AGENDA

Acción \_\_\_\_\_ Moción \_\_\_\_\_ Apoyada \_\_\_\_\_ Sí \_\_\_\_\_ No \_\_\_\_\_  
 Lista de Asistentes: Abstuvo \_\_\_\_\_ Ausente \_\_\_\_\_  
 Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

5.0 DISCUSIÓN PÚBLICA DE AUDIENCIA/VISITANTES - Cualquier persona que desee dirigirse al Consejo sobre cualquier tema relacionado con la escuela programada en la agenda puede hacerlo en este momento. Por favor diga su nombre y apellido. La reunión está siendo grabada y todos los comentarios están siendo registrados. El Consejo Directivo limita por norma a 3 minutos de exposición por persona y 20 minutos por tema.

6.0 ARTÍCULOS DE ACCIÓN - ASUNTOS NUEVOS - El protocolo para los artículos de acción incluye una presentación del personal, preguntas del Consejo Directivo, contribución del público, cierre de la contribución del público, deliberación del Consejo Directivo, y votación del Consejo Directivo. Durante la contribución del público habrá un tiempo límite de 3 minutos por persona.

6.1 (p. 3) Consideración y posible acción con respecto a la revisión y aprobación de los Procedimientos para llenar una Junta Vacante como resultado de la renuncia de Maryah Stoots.

Acción \_\_\_\_\_ Moción \_\_\_\_\_ Apoyada \_\_\_\_\_ Sí \_\_\_\_\_ No \_\_\_\_\_  
 Lista de Asistentes: Abstuvo \_\_\_\_\_ Ausente \_\_\_\_\_  
 Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

#### 7.0 SUSPENSIÓN HORA: \_\_\_\_ PM

Acción \_\_\_\_\_ Moción \_\_\_\_\_ Apoyada \_\_\_\_\_ Sí \_\_\_\_\_ No \_\_\_\_\_  
 Lista de Asistentes: Abstuvo \_\_\_\_\_ Ausente \_\_\_\_\_  
 Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

*El Distrito Escolar Unificado de Williams, sirviendo a Individuos con Necesidades Especiales en conformidad con la Ley para estadounidenses con discapacidades, alienta a aquellos con discapacidades a participar plenamente del proceso de reunión pública. Si usted necesita acomodaciones o modificaciones relacionadas a su discapacidad, incluyendo asistencia y servicios auxiliares para poder participar en la reunión del Consejo Directivo, debe notificar por escrito a la oficina del Superintendente antes de la reunión regular para poder llevar a cabo todo esfuerzo razonable para acomodar sus necesidades.*

**Documentos de la Agenda:** Como se requiere en SB 343, los documentos de la agenda distribuidos al Consejo Directivo con 72 horas de antelación a la reunión estarán disponibles para su inspección pública en el Edificio Administrativo del Distrito ubicado en 499 Marguerite Street, Suite C, Williams, California. LA PRÓXIMA REUNIÓN PROGRAMADA DEL CONSEJO DIRECTIVO SERÁ el 21 de noviembre de 2019 a las 6:30 PM.

Williams Unified School District

Special Board Meeting  
November 12, 2019

**RECOMMENDED ACTIONS REGARDING  
FILLING BOARD VACANCY**

1. Approve the initiation of proceedings for the Board to make a provisional appointment to fill the Board vacancy following the timeline and process presented by the District's staff;
2. Approve the Application for Governing Board Appointment in substantially the form presented;
3. Approve voting procedures in the form presented and as amended by the Board; and
4. Authorize the Board President (or Ad Hoc Committee of two Board members) and Superintendent to develop interview questions

**WILLIAMS UNIFIED SCHOOL DISTRICT  
TIMELINE FOR BOARD OF TRUSTEES APPOINTMENT**

Approved by the Board November 12, 2019

October 31	Board Member's resignation letter filed with County Superintendent of Schools
November 12	<p>Meeting of Governing Board</p> <ul style="list-style-type: none"> <li>• Approval of timeline, procedures and advertising</li> <li>• Approval of application</li> <li>• Authorize Board President (or Ad Hoc Committee of two Board members) and Superintendent to develop interview questions</li> </ul>
November 13	<p>Press release announcing vacancy submitted to newspapers for publication</p> <p>Posting of press release or announcement at school sites</p> <p>Announcement to parents</p>
November 13	Application form available to the public at Williams Unified School District Office and at each school site
November 18	Trustee Orientation for Interested Candidates at 6:30 p.m. in the College & Career Center, 260 11 <sup>th</sup> Street, Williams, CA.
November 27	Deadline at 4:00 p.m. for receipt of applications via mail or hand-delivery to District Office
December 2	Committee review if applicants meet Ed Code 35107 eligibility requirements
Before December 30	<p>Board Meeting,</p> <ul style="list-style-type: none"> <li>• Applicant interviews</li> <li>• Voting on candidates</li> <li>• Approve Provisional Appointment of Board Member</li> </ul>
December	Post notice of vacancy and provisional appointment in local newspaper and 3 public places (must be completed within 10 days of appointment)
	Unless a petition calling for a special election is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment. The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment.

**Williams Unified School District**

**Application for Governing Board Appointment\***

**THIS APPLICATION IS A PUBLIC RECORD**

**The appointee will hold office until the next regularly scheduled Statewide General Election for governing board members, which will take place on November 3, 2020. [EC § 5091(e)]**

**QUALIFICATIONS:**

Applicant must be a registered voter and a resident of the Williams Unified School District. An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. [EC § 35107]

Certification of qualifications on page 5 must be signed by the applicant.

**APPLICATION DEADLINE:**

This application must be received no later than **November 27, 2019 at 4:00 p.m.** Applications may be mailed or hand-delivered to:

Dr. Edgar Lampkin, Superintendent  
Williams Unified School District Office  
499 Marguerite Street, Suite C  
Williams, California 95987  
Tel: 530-473-2550

(Please type or print):

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. Home (    ) \_\_\_\_\_ Business (    ) \_\_\_\_\_

Years of Residence in the Williams Unified School District \_\_\_\_\_

\*This application was approved by the Williams Unified School District Board of Trustees on November 12, 2019.

## Williams Unified School District Application for Board Appointment

**QUALIFICATIONS:** (Limit each answer to no more than 500 words.)

1. Provide a description of your educational work and/or public service background.

# Williams Unified School District Application for Board Appointment

3. What skills, abilities, and experience would you bring to the Board to assist in carrying out its responsibilities?
4. List your involvement in activities that demonstrate your understanding and support for public education, such as membership on committees/organizations, offices held, volunteer work, and community service.

**Williams Unified School District  
Application for Board Appointment**

5. List, in order of importance, the major issues confronting public education and, specifically, the Williams Unified School District.

6. Explain the mission of the Williams Unified School District.



**Williams Unified School District  
Application for Board Appointment**

**CERTIFICATION OF QUALIFICATIONS:**

I understand that upon appointment I would be required to file a Conflict of Interest Statement and take an Oath of Office.

I certify I am not disqualified to hold this office because of a conviction of any of the crimes on the attached list and further certify I am not otherwise disqualified under the California Constitution or statutes from holding public office.

**I certify I am a registered voter and that I reside within the Williams Unified School District. I attest the foregoing information is true to the best of my knowledge.**

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Signature of Applicant

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Date

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**Information contained on this application may be subject to verification.**

The following is a list of crimes, conviction of which precludes a person from holding public office in the State of California. Conviction of these crimes renders a person “forever disqualified from holding any office in this state.”

- *Bribing executive officer (Penal Code § 67)*
- *Officer asking or receiving bribes (Penal Code §§ 68, 88)*
- *Receiving gratuity for appointment to office (Penal Code § 74)*
- *Judicial Officer who has asked for or received emoluments, gratuities, rewards, or the fee of a stenographer (Penal Code § 94)*
- *Giving or offering bribe to Councilman or Supervisor (Penal Code § 165)*
- *Misappropriation of public funds (Penal Code § 424)*
- *Interference with work or discipline of, or giving certain articles to prisoners (Penal Code § 2772)*
- *Interference with or giving certain articles to convicts (Penal Code § 2790)*
- *Officer making contracts in which he or she is interested (Government Code § 1097)*
- *Members of the Legislature convicted of any crime (Government Code § 9055)*
- *Corrupting the voting process (Election Code § 18501)*

Please note that in addition to the above restrictions, Government Code § 1126 prohibits any local agency official from engaging

“in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties as a local agency officer or employee or with the duties, functions, or responsibilities of his or her appointing power or the agency by which he or she is employed.”

Williams Unified School District

Board Meeting

December 2019 \_\_\_\_\_ pm

**Board Meeting Procedures For Appointment to Board Vacancy**

Suggested format, subject to revision by Board of Trustees:

1. Interview candidates\*
  - Candidate presentation (up to 5 minutes) and
  - Interview questions by Board members (up to 5 minutes)
  - Note: Time limits are meant only as a guide, Board reserves the right to shorten or extend the time for candidate interviews
2. Open discussion by Board about candidates
3. Develop final list of candidates
  - At least one Board member must support candidate for candidate to be added to finalist list
4. Open discussion of finalists
5. Motion to nominate a candidate from list of finalists for appointment to vacancy
  - If candidate receives three or more votes, that candidate will be appointed to fill the vacancy
  - If the candidate does not receive at least three votes, the motion fails and a board member may make a new motion to nominate a candidate for appointment to the vacancy

\* All interviews, discussion and board action will be conducted in open session