

**Proposal for Process to Appoint Trustee
Dr. Dillard-Jackson, Supervisor**

Effective January 5, 2023, a Trustee position has become vacant. The Board of Trustees must fill this vacancy within 45 days. Per MTA, the board is not required to advertise the vacancy or solicit resumes, but doing so may attract a larger or more capable pool of candidates.

The following is the proposed process and timeline to appoint a Trustee:

DATE	PROCESS/ACTIONS	PERSON(S) RESPONSIBLE
1-6	Release to the media (news, articles, website social media, etc.) that the Board of Trustees is accepting Letters of Interest for a Trustee.	<ul style="list-style-type: none"> • Supervisor • Superintendent • Administrative Assistant
1-9 thru 01-17	Accept Letters of Interest until the deadline of Tuesday, January 17, 2023 at 4pm.	<ul style="list-style-type: none"> • Clerk's Office
01-17 thru 01-18	Review applications to assure requirements per MCLs 168.11 & 168.342. <ul style="list-style-type: none"> • Must be 18 years of age • Must be registered to vote • Must be U.S. Citizen • Must have lived in Buena Vista Charter Township 30 days or more. (Do not have to own a home) 	<ul style="list-style-type: none"> • Policy and Personnel Committee • Superintendent
01-19	Applicants will be called for interviews.	<ul style="list-style-type: none"> • Administrative Assistant
01-19	Per MTA, any actions taken by the board to "shorten the list" of candidates, must be done in open session at a public board meeting. A special meeting will be called to interview the candidates. <ul style="list-style-type: none"> • Meeting to start at 5:00 pm and interviews to be conducted The scores from the interviews will be collected by the Superintendent. Board members will hold discussions as needed.	<ul style="list-style-type: none"> • Board of Trustees • Superintendent
01-20	Another special meeting will be call (if needed) to continue interviews of candidates. <ul style="list-style-type: none"> • Meeting to start at 5:00 pm and interviews to be conducted (if necessary) The scores from the interviews will be collected by the Superintendent. Board members will hold discussions as needed.	<ul style="list-style-type: none"> • Board of Trustees • Superintendent
01-20	On behalf of the Supervisor's Office, the Superintendent will submit the recommendation of the new Trustee based on the highest score as an agenda item for the regular board meeting.	<ul style="list-style-type: none"> • Superintendent
01-23	The Board will vote on the recommendation.	<ul style="list-style-type: none"> • Board of Trustees