Posted 11/16/26

MANCHESTER UNION ELEMENTARY SCHOOL DISTRICT

SPECIAL MEETING OF THE BOARD OF TRUSTEES

Monday, November 17, 2026 Manchester School Room 3/4 19550 S. Hwy 1, Manchester, CA 95459 4:00 p.m.

NOTICE TO THE PUBLIC

* Members of the School Board and the community have an opportunity to review Agenda information prior to the meeting. Audience participation is welcome and encouraged. The Chair will recognize those members of the audience who wish to speak and may set a time limit on each person's remarks if he/she feels it necessary. Each person wishing to speak will be asked to identify himself/herself prior to speaking. Generally, the Chair will ask the public for their remarks after individual Board Members have had an opportunity to speak. At the President's discretion, Agenda items may be considered in other than numerical order.

* Written materials distributed to the Board and the public within 72 hours of the Board meeting are available for public inspection immediately upon distribution at the Manchester School District Office, 19550 S. Hwy 1, Manchester.

* In compliance with Government Code 54954.2(a), the Manchester School Board of Education, will, on request make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Stephanie Herrera, Board Secretary, Manchester Union Elementary School, 19550 S. Hwy 1, Manchester, CA 95459. Telephone (707) 882-2374

AGENDA

1.0 Call to order
- 1.1 Establishment of a quorum
- 1.2 Pledge to the Flag

2.0 Approval of Agenda — ACTION

3.0 Public comment on non-agenda items — INFORMATION

Items not on the Agenda may be introduced by members of the audience: however, no discussion or formal action will be taken by the Board at this time.

OPEN SESSION

ACTION ITEMS

4.0 **Approval to Schedule an Additional Regular Board Meeting in December** — INFORMATION, DISCUSSION, ACTION

Description: The Governing Board will consider taking action to schedule an additional Regular Board Meeting on December 8, 2026, to be held prior to the Annual Organizational Meeting. The purpose of this additional meeting is to conduct interviews and appoint community members to fill two Governing Board seats in lieu of election.

5.0 **Discussion and Possible Action to Adopt Resolution No. 2627-10 Acknowledging Board Vacancies Due to Failure to Elect** — INFORMATION, DISCUSSION, ACTION

Description: Pursuant to Education Code §§ 5326 and 5328, if an election is canceled because no candidates file declarations of candidacy for open seats, the Governing Board is authorized to appoint qualified, willing eligible voters of the District to the open seats. To ensure a transparent and timely process, the Board will discuss and determine the method for filling these vacancies.

6.0 **Discussion and Possible Action to Approve Public Notice, Application Materials, and Timeline for Board Member Appointments in Lieu of Election** — INFORMATION, DISCUSSION, ACTION

Description: Pursuant to Education Code §§ 5326, 5328, and 5328.5, the Governing Board will consider approval of the formal public notice of intent to appoint two Board members due to a failure to elect. The Board will also review and approve candidate application materials and authorize the Superintendent to publish the notice and solicit applications from eligible District residents prior to the December 8, 2026 Board meeting.

7.0 Adjournment — ACTION

RESOLUTION OF THE MANCHESTER UNION ELEMENTARY SCHOOL DISTRICT DECLARING BOARD VACANCY DUE TO FAILURE TO ELECT

Resolution 2627-10

WHEREAS, Education Code section 5090 provides that vacancies on school district governing boards can be caused by a failure to elect.

WHEREAS, two Trustee seats were scheduled to be filled at the District election held on November 3, 2026 and no persons filed and there were no qualified candidates.

WHEREAS, Education Code section 5328 provides that if no person has been nominated or if an insufficient number is nominated, the governing board shall appoint a qualified person or persons, as the case may be, at a meeting prior to the day fixed for the election.

WHEREAS, the governing board was unable to complete the appointment process prior to the day fixed for the election but desires to effect the legislative purpose of section 5328 to save taxpayers and candidates the costs of an unnecessary election.

WHEREAS, the seated trustees will continue to discharge the duties of the office consistent with Education Code section 5017 and the governing board finds that the term will be completed.

WHEREAS, in harmonizing Education Code sections relating to board member terms, governing board vacancies and governing board election procedures, the governing board finds that complying with Education Code section 5091 requirements to fill a board vacancy effects the legislative purpose and substantially complies with section 5328.

NOW, THEREFORE, the Governing Board of the Manchester Union Elementary School District does hereby resolve, determine and order as follows:

1. That the above recitals are all true and correct.
2. Vacancies exist on the governing board of the Manchester Union Elementary School District due to failure to elect.
3. That the District administration is directed to fill these vacancies consistent with Education Code section 5091.
4. District administration is authorized and directed to take such further actions as may be necessary and appropriate to carry out the intent of this Resolution.
5. This Resolution shall take effect immediately upon its adoption.

The foregoing Resolution was passed and adopted upon motion of Board Member _____, seconded by Board Member _____, at a properly noticed meeting of the Governing Board of the District on the 17th day of November 2026, by the following vote:

AYES:_____ NOES:_____ ABSENT/NOT VOTING: _____

I hereby certify the foregoing to be a full, true, and correct resolution duly adopted by the Governing Board of the Manchester Union Elementary School District.

_____
Superintendent

Board Agenda Item # 5.0

Date of Board Meeting 11/17/26

PUBLIC NOTICE

Pursuant to Education Code sections 5091 and 5328, the Board of Trustees of the Manchester Union Elementary School District intends to appoint a qualified person to the Board. Persons interested in applying for the position may obtain an application by calling 707-882-2374 or writing to **dmendoza@muesd.us**, or in person at the District Office located at 19550 S. Hwy 1, Manchester, CA 95459.

Interested persons who live within the boundaries of the Manchester Union Elementary School District and who are registered voters are welcome to apply for one of the two existing vacancies. All applications will become public records upon receipt by the District.

Completed applications must be received in the District Office no later than 8:00 a.m. on December 1, 2026. The current members of the Board of Trustees will interview applicants in open session at a meeting on **December 8, 2026.**

Board Agenda Item # 6.0

Date of Board Meeting 11/17/26

SAMPLE CANDIDATE APPLICATION

Manchester Union Elementary School District Board of Trustees

Please fill out and return by December 1, 2026 to Denise Mendoza, or leave at the superintendent's office.

Date: _____

Name: _____

Address: _____ Phone: _____

E-mail:_____

Occupation and Employer: _____

Education: _____

No. of Years Residing in District: _____

Do you have children in the district's schools? Yes _____ No _____

If yes, what schools?_____

1. Do you have prior experience serving on a governing board, specifically a school district board? Please list such prior experience.

_____

_____

_____

2. Have you worked on any school committees or participated in any school activities recently? Please list them.

_____

_____

_____

3. Describe any other community or business activities in which you have participated. Describe your role, and whether your work was volunteer or employment-related

_____

_____

_____

4. Why do you want to be a school board member?

_____

_____

_____

5. What do you see as the basic purpose of the public schools?

_____

_____

_____

Please Note: Upon receipt by the District, this Form will be a matter of public record.

6. What is the role of the school board in the fulfillment of that purpose?

_____

_____

_____

_____

7. How does the board's role differ from that of the superintendent?

_____

_____

_____

8. What should be the relationship between the board members and the administration in the handling of school concerns?

_____

_____

_____

9. Briefly describe your commitment to public education and our local school district.

_____

_____

_____

10. What do you see as the strengths of the school district?

_____

_____

_____

11. What do you see as the area(s) most needing improvement in the school district?

_____

_____

_____

Please check each statement that applies to you:

__ I am 18 years of age or older.
__ I am a registered voter in the State of California.
__ I am not disqualified by the United States Constitution or the laws of the State of California from holding civil office, and I am eligible to be appointed a member of the governing board of the _____School District.
__ I am not an employee of the _____ School District.
__ I am willing to file a Conflict of Interest Statement.

I, _____, hereby declare that I reside within the boundaries of the _____School District, pursuant to the statutory definition of residency provided in Government Code section 244 and applicable law. If there is any change in the status of my residency, I agree to immediately notify the District in writing.

Signature of Applicant: _____ Date: _____

Please Note: Upon receipt by the District, this Form will be a matter of public record.

SUGGESTED CANDIDATE INTERVIEW QUESTIONS

1. What do you see as the basic purpose of the public schools? What is the role of the board of trustees in the fulfillment of that purpose?

2. What are you proud of in this district? What would you like to accomplish as a board member? Which is your highest priority, and why?

3. As a trustee, what do you see as your primary purpose or primary role? How would you fulfill that role, both as an individual and as a member of the governing board?

4. Describe a good board meeting. What are the objectives of a good board meeting?

5. What would you do if you believed administrators had not provided you with accurate and complete information for making a decision?

6. Describe your response if a parent cornered you in the grocery store and asked for your support on a particularly hot issue.

7. How does an effective school board ensure opportunities for parents and community members to express their diverse range of views to inform board deliberations on important policy issues?

8. Please summarize the strengths you would bring as a member of the board.

9. What will you do to become more effective as a board member?

10. Identify a recent board decision that you felt strongly about, and describe how you would balance community concerns, student needs, state and federal law, staff considerations, and your personal value and beliefs to determine how to vote on the issue.

11. How important is it to you to attend all Board meetings and occasional in-service workshops? Do you have the time to serve in this capacity?

12. What specific area of Board work is of particular interest to you as a potential Board member? (i.e. special education, school law, finance, curriculum)

13. How have you served in the district?

14. What do you see as major problems affecting quality education?

15. As a new Board member, what would be your top three priorities for the district?

16. What type of working relationship would you like to see between the Board, the superintendent and employee organizations?

17. What questions do you have for the board to help you prepare to take on this commitment if chosen?

> *Note:* Interviews or discussions of potential board members may not be held in closed session. The California Attorney General ruled that local office holders, whether elected or appointed, are excluded from the "personnel exception" (Government Code §54957) to the open meeting requirements of the Brown Act (Government Code §54950 et seq.) See also 59 Ops. Cal. Atty.Gen. 266 (1976).

SUGGESTED CRITERIA FOR BOARD MEMBER QUALIFICATIONS

QUALIFICATIONS

A list of desirable qualifications for prospective Board members shall include, but not be limited to the following:

1. Is dedicated to the public education of youth.

2. Is committed to the community at large.

3. Has knowledge of unique characteristics of the Pope Valley Elementary School District.

4. Demonstrates courage and ability to explain and enforce a rule which might not be popular but which is necessary.

5. Has awareness that leadership often involves the turning of public opinion to acceptance of a feasible policy.

6. Has a sense of humor.

7. Has appreciation of moral and ethical values.

8. Shows ability to withhold judgment on critical issues until the facts are available.

9. Is dedicated to truth, liberty and toleration.

10. Has unselfish interest in the public schools, the community and in every child.

11. Does not have personal interests that would invalidate service to the Board.