



**JANUARY 2, 2008
SPECIAL BOARD MEETING
PLANNING SUPERINTENDENT SEARCH
ADOPTED MINUTES**

**District Office – Human Resources Conference Room
294 Green Valley Road
Watsonville, CA 95076**

1.0 OPENING CEREMONY – SPECIAL MEETING OF THE BOARD IN PUBLIC – 6:00 PM

1.1 Call to Order

President Turley called the meeting of the Board in public to order at 6:07 pm at 294 Green Valley Road, Watsonville, CA.

1.2 Pledge of Allegiance

Trustee Yahiro led the board in the Pledge of Allegiance.

1.3 Welcome by Board President

Trustees Leslie De Rose, Doug Keegan, Sandra Nichols, Libby Wilson, Willie Yahiro, and President Kim Turley were present. Trustee Osmundson arrived at 7:50 pm.

2.0 APPROVAL OF THE AGENDA

Trustee Yahiro moved to approve the agenda. Trustee De Rose seconded the motion. The motion passed 6/0/1 (Osmundson absent).

3.0 PLANNING SUPERINTENDENT SEARCH

President Turley introduced Elaine Collins, the assigned adviser of CSBA Executive Search Services.

Elaine Collins offered the Board a brief background about herself and her involvement in education. She gave each board member a binder which contained information about Search Logistics, Community Engagement, Marketing/Recruiting, Interviewing and Candidates. She noted that the purpose of the meeting should be to develop a plan as to how the search will work, to develop a timeline and to determine a salary. She had the following planning agenda to achieve the meeting's purpose:

I. Search Process

II. Timeline

A. Superintendent Selection Advisory Council (SSAC)

B. Advertising Information (When and where, cost, salary, ADA, etc.)

C. Community input (purpose)

D. Brochure (criteria, color/logo, etc.)

III. Interview Questions

IV. District Contact Person

V. Other

As she walked the Board through the agenda, she noted the following:

Ms. Collins indicated that the intent of the organization is to visit district sites to interview staff and administrators, and to hold community forums to obtain community input on the characteristics they would like in the new superintendent. She noted that she no longer recommends using an outside interview team (a SSAC) due to the importance of having a closed process and protecting the need for

confidentiality of potential candidates; she indicated she would recommend having the Board interview the selected candidates. Board discussed the benefits and non-benefits of having a SSAC.

In terms of advertising, the board would need to determine whether they wish to advertise locally (state of California) or nationally. They would also need to decide on the type of advertising and how much to spend. At the same time, there will be information available on the district's webpage, on the CSBA's webpage and on the NSBA's webpage. The CSBA team recruits in various ways for candidates.

It is the intent to complete the search by March 14, 2008. Screeners would then review the applications considering the recommended criteria from the input sessions and interviews. The screeners will meet with the board and provide them with their selected candidates as well as others so that the board can determine which candidates they want to interview. CSBA will do background checking on candidates that the board decides to interview.

A brochure will also need to be developed and approved by the Board to have it available for potential candidates who request it. Ms. Collins had a sample of the different types of brochures that the Board could choose from. The Board decided to have a cost-effective, one-color (green) on glossy paper brochure to provide to interested candidates.

The following decisions regarding the search's process were made by the Board:

Trustee Keegan moved to make this a Board selection process with input from staff and the community through forums and interviews. Trustee Wilson seconded the motion. The motion passes 6/0/1 (Osmundson absent).

Trustee Yahiro moved to have advertising at a statewide level and to try to get as many qualified candidates as possible. Trustee De Rose seconded the motion. The motion passed 6/0/1 (Osmundson absent).

With the advertising decision made, Ms. Collins advised that there could be six ads on EdCal: January 14, 21, 28, and February 4, 11, and 25. There will also be advertising in any other publications that are available to the organization free of charge.

Public comment:

Ron Kinninger, community member, asked the board to think outside the box with the pivotal opportunity to get a new superintendent.

Trustee Keegan moved to approve the following recommendations from Ms. Collins: to hold community forums on January 30th and 31st; to have a meeting to approve the brochure on February 6th; to have the position close on March 14th; to get application information from CSBA to board members on the 19th or 20th of March; to have the Board meeting with screeners on March 26th to review all applicants; and to set aside April 11 (starting at 6 pm), 12 (all day) and 13 (all day) for the Board to interview candidates. Trustee Wilson seconded the motion. The motion passed 6/0/1 (Osmundson absent).

(Trustee Osmundson arrived at 7:50 pm.)

In terms of salary, trustee De Rose moved to offer a salary of \$185,000 plus benefits with rest of contract negotiated. Trustee Keegan seconded the motion.

After additional discussion, trustee De Rose amended her motion to have the salary set at \$180,000 with benefits with the rest of the contract being negotiated later. Trustee Keegan amended his second. The motion passed unanimously.

Recap of process, timeline and items decided on:

- Advertising posted on EdCal January 12, 21, 28 and February 4, 11, and 25.
- Hold community forums on January 30 and 31.
- Close position on March 14, 2008.
- CBSA screeners will review applications and determine which meet the specified characteristics based on the input for the district and community on March 20, 2008.
- On March 26, 2008, screeners and CSBA adviser will meet with the Board to review all applicants and determine which applicants' background they wish CSBA to check so they can the proceed to contact them and invite them for an interview
- Contact candidates
- April 11 – 13, interview of candidates
- Salary of \$180,000

4.0 UPCOMING BOARD MEETINGS/REMAINING BOARD MEETINGS FOR 2008

January	▪ 2 ▪ 23	▪ Special Board Meeting (Closed Session)
February	▪ 13 ▪ 27	
March	▪ 12	▪ Approve 2nd Interim Report
April	▪ 9 ▪ 23	
May	▪ 14 ▪ 28	
June	▪ 11 ▪ 25	▪ 07-08 Budget Adoption
July	▪ 23	
August	▪ 13 ▪ 27	
September	▪ 10 ▪ 24	▪ Unaudited Actuals
October	▪ 8 ▪ 22	
November	▪ 12	
December	▪ 10 Annual Organization Mtg.	▪ Approve 1st Interim Report

Trustee Keegan moved to change the February 13th meeting to February 6th and to add a special, closed session meeting on March 26th to review applicants. Trustee De Rose seconded the motion. The motion passed unanimously.

5.0 ADJOURNMENT

There being no further business to discuss, the special meeting of Board was adjourned at 8:30 pm.

Secretary