



GOLETA UNION SCHOOL DISTRICT

**Special Meeting
of the
BOARD OF TRUSTEES**

The mission of the Goleta Union School District is to help all students reach their highest potential.

FRIDAY • January 20, 2012

Special Session • 1:00 P.M.

Board Room, 401 N. Fairview Ave., Goleta, CA 93117

1. **Call to Order and Roll Call**
Pledge of Allegiance
Welcome of Guests
Announcement of Recorded Meeting

2. **Public Comment**

Persons wishing to address the Board should complete a request card and hand it to the Board secretary.

- A. Items not on the action agenda

The public may address the Board on any matter pertaining to the school district that is not on the action agenda. Unless otherwise determined by the Board, each person is limited to five (5) minutes.

The Board is generally prohibited from discussing items not on the action agenda. Under limited circumstances, the Board may discuss and act on items not on the agenda if they involve an emergency affecting safety of persons or property, or a work stoppage, or if the need to act came to the attention of the district too late to be included on the posted agenda.

- B. Items on the agenda

The public may address the Board on each of the remaining items on the agenda as those items are taken up. Unless otherwise determined by the Board, each person is limited to three (3) minutes per item. If a large number wish to speak on a specific item, the Board may limit total input to 30 minutes on any item.

The Board shall not prohibit public criticism of policies, procedures, programs or services of the school district, or the acts or omissions of the Board. Persons appearing before the Board are reminded, as a point of information, that members of the Board are without authority to act independently, as individuals, in official matters. No speaker is granted privilege by the Board to make statements, which may be considered defamatory or otherwise actionable by other persons, including district officers and employees.

The Goleta Union School District Board of Trustees has adopted Board Policy 1312.1, *Complaint Procedures*, for addressing complaints against district employees. Complaints must be processed in accordance with procedures outlined in this policy.

3. Approval of Action Agenda

The Board will take action to approve the action agenda as presented / amended.

4. Discussion and/or Action Item

The Board may discuss and/ or take action on the following items:

- A. Leadership Associates Overview of Superintendent Search Process for Board of Trustees
- B. Suggested Timeline for Superintendent Search
- C. Agreement for Consultant Services with Leadership Associates

5. Next Regular Meeting Date

Regular Meeting—Wednesday, February 1, 2012 at 7:00 p.m.
Jack Kramer Administration Center Board Room
401 N. Fairview Ave., Goleta

Action and Conference Agenda Deadline: 10:00 a.m., Monday, January 23, 2012

6. Adjournment of Meeting

REFERENCE MATERIALS – may be reviewed in the Office of the Superintendent, 401 N. Fairview Avenue, and in the principal's office at each school. A copy of the action agenda, complete with references, will also be on display at the meeting place.

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The Goleta Union School District is committed to ensuring equal access to meetings, and anyone needing special accommodations due to a functional disability may request assistance prior to the meeting date by calling the Office of the Superintendent at (805) 681-1200 Ext. 201.

January 20, 2012

Leadership Associates Overview of Superintendent Search Process for Board of Trustees

Dr. Kathleen Boomer

Rene Townsend and Michael Caston from Leadership Associates will present an overview of the superintendent search process.

LEADERSHIP ASSOCIATES

Overview of Superintendent Search Process for Board of Trustees

The following is a brief description of each of the key steps of the search process. We provide this outline to give you an overview, but also for your reference so you know what we are doing on your behalf throughout the search and particularly in the periods of time between our meetings with you. Our meetings with you are *italicized* and marked with an asterisk*.

***Initial Meeting with the Board**

This is our first meeting with you once we have been selected to represent your district. At this meeting we will discuss the following with you: the characteristics you are looking for in your next superintendent; district strengths and challenges for the future, the process for engaging groups and individuals in the district and community in the search process; the final timeline and your commitment to meeting dates; Board protocols during the search; possible contract parameters for the new superintendent; potential internal candidates; the Board's liaison with Leadership Associates and spokesperson for the Board; and, other matters the Board may wish to discuss.

Community and Staff Input

We meet with the individuals and groups per your request. We share the search process, timeline, answer questions and then solicit input regarding the desired qualities, characteristics, background and experiences of the new superintendent, as well as the key characteristics of the district's culture, district strengths, and future challenges and issues. We spend the time necessary to ensure full input. Opportunities are provided for people to contact us via email, fax or telephone if they were unable to attend the meetings, would like to provide additional information, or prefer to submit their ideas in this manner.

We prepare a thorough report containing the comments from each group, and send it to Board members at your homes approximately one week after the input. We follow up with you after you receive the report to review any questions you have.

Position Description

The position description is prepared reflecting the input we receive on qualities and characteristics desired, a description of the district and community, and key search dates. The Board reviews the draft and makes changes before the description is finalized. The description is then posted on our website and distributed widely and can be posted on the district's website.

Advertising, Recruitment, Reference Checking

After our meetings with the Board, staff and community, we advertise, actively recruit and conduct reference and data base checks on all potential candidates. These are very critical activities when we work very hard to find the candidates that best match the district's desires and needs. We verify degrees, credentials and professional experiences. We keep the Board posted on a regular basis about the progress of the search.

***Selection of Finalists**

This meeting takes 3 - 4 hours. In addition to discussing the candidates we recommend you interview, we will review all applicants explaining our rationale for recommending some and not others. The Board, however, makes the final decision on those to be interviewed, determines the interview schedule and location. We offer sample interview questions and assist the Board in finalizing them. In addition to making the interview arrangements with the candidates, we provide all the materials the Board needs for the interview, and make logistical arrangements in coordination with the superintendent's assistant.

***Final Interviews**

The board conducts the interviews with the consultants observing and handling all the logistics. We facilitate discussions assisting the Board as needed to assist you in making your selection of the final candidate. We also assist with various follow up steps that need to be completed and inform all candidates of the outcome.

Visit to the Finalist's District and Contract

The purpose of the visit is to validate the Board's choice prior to the official contract offer. The board will determine who will go on the visit; the consultants will not participate in the visit. We work with the Board and the finalist as needed to develop final parameters for an agreement on the superintendent's contract.

Public Approval of the New Superintendent

Following the validation visit, the Board takes public action to employ the new superintendent.

After the New Superintendent is Signed

We provide and review with the new superintendent the Board and community input. We are available to provide additional follow up services as desired.

Throughout the process Leadership Associates will be available to answer any questions you may have.

Discussion/Action

January 20, 2012

Suggested Timeline for Superintendent Search

Dr. Kathleen Boomer

Rene Townsend and Michael Caston from Leadership Associates will present the suggested timeline for the superintendent search.

Recommendation:

The Board of Trustees approve the Suggested Timeline for Superintendent Search.



Goleta Union School District

Suggested Timeline for
Superintendent Search

<u>DATE</u>	<u>EVENT</u>
January 2012	Board publicly announces timeline and procedures for the selection of a superintendent and approves the consultant agreement.
January 20, 2012	Board meets with consultants.
Week of February 13, 2012	Consultants meet with staff and community designated by Board to receive input.
	Consultants begin identifying candidates. Development and posting of the position description.
March 2012	Advertising and active recruitment. Ad appears in <u>EdCal March 12 and 19, 2012</u>
April 9, 2012 5:00 p.m.	Deadline for applications.
April 2012	Consultants complete comprehensive reference and background checks on applicants.
April 19, 2012	Board meets with consultants. Board selects finalists to be interviewed.
April 25, 2012	Board interviews finalists.
ASAP following interviews	Board visits community of leading candidate. Board offers contract.
July 1, 2012	New Superintendent begins.

Discussion/Action

January 20, 2012

Agreement for Consultant Services with Leadership Associates

Dr. Kathleen Boomer

Rene Townsend from Leadership Associates will present the Agreement for Consultant Services for Board approval.

Recommendation:

The Board of Trustees approve the Agreement for Consultant Services with Leadership Associates.



LEADERSHIP ASSOCIATES

PMB 455
23051-H Alicia Parkway
Mission Viejo, CA 92692
Phone/Fax: (949) 461-9119

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made this 20thTH day of JANUARY, 2012,
between LEADERSHIP ASSOCIATES, hereinafter called the Contractor, and
GOLETA UNION SCHOOL DISTRICT,
hereinafter called the District.

The Contractor agrees to perform services for the District as follows:

- **The Contractor will conduct a Superintendent search.**

The District agrees to pay the Contractor TWENTY-FOUR THOUSAND, NINE HUNDRED DOLLARS (\$24,900) for services provided. Payment is to take place in two increments: (1) \$12,450 upon the close of applications, and (2) \$12,450 upon completion of the search. The Contractor will submit invoices to the District for each of the payment increments. Payments are due within 30 days of receipt of invoice.

The Contractor is to perform the above services beginning January 20, 2012 .

Contractor agrees to hold harmless and indemnify the District, its officers, agents, and employees with respect to all damages, costs, expenses or claims, in law or in equity, arising or asserted because of injuries to or death of person or damage to, destruction, loss, or theft of property arising out of faulty performance of the services to be performed by Contractor hereunder.

It is expressly understood and agreed to by both parties hereto that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District. Either party may terminate this agreement by providing the other party with ten (10) days written notice. Upon such termination, fees will be determined on a pro rata basis.

In accordance with Education Code Section 39656, this contract is not valid or an enforceable obligation against the District until approved or ratified by motion of the governing board duly passed and adopted.

CONTRACTOR:

LEADERSHIP ASSOCIATES
Taxpayer ID#: 68-038 3653

By _____

Name RENE TOWNSEND

Date JANUARY 20, 2012

DISTRICT:

GOLETA UNION
SCHOOL DISTRICT

By _____

Name _____

Date _____