

Agenda Item Details

Meeting Feb 16, 2012 - ESUHSD REGULAR BOARD MEETING - 4:00 P.M., DISTRICT OFFICE - BOARD ROOM, 830 N. CAPITOL AVENUE, SAN JOSE, CA 95133

Category 16. ATTACHMENT A - CONSENT CALENDAR

Subject 16.16 Approve Minutes of January 24, 2012, Special Board Meeting

Access Public

Type Action (Consent)

Recommended Action It is recommended that the Board of Trustees approve the January 24, 2012, Special Board Meeting minutes as presented.

Public Content

EAST SIDE UNION HIGH SCHOOL DISTRICT**Item: 16.16**

TO: Board of Trustees

FROM: Dan Moser, Superintendent

SUBJECT: Approve Minutes of January 24, 2012, Special Board Meeting

Attached are the minutes of the January 24, 2012, Special Board Meeting for review and approval by the Board of Trustees.

FISCAL IMPACT:

None

FUNDING SOURCE:


None

RECOMMENDATION:

It is recommended that the Board of Trustees approve the January 24, 2012, Special Board Meeting minutes as presented.

[BA_20120124_Special_Minutes.pdf \(48 KB\)](#)

Executive Content

**EAST SIDE UNION HIGH SCHOOL DISTRICT
BOARD OF TRUSTEES**
APPROVED February 16, 2012


**EAST SIDE UNION HIGH SCHOOL DISTRICT
SPECIAL MEETING
OF THE
BOARD OF TRUSTEES
Meeting Held at Education Center
January 24, 2012
6:00 p.m.**

1. CALL TO ORDER/ROLL CALL

1.01 Roll Call

The Regular Meeting of the Board of Trustees was called to order at 6:13 p.m. by President Biehl. Vice President Martinez-Roach, Member Le and Member Nguyen were present. Clerk Herrera arrived at 6:16 PM.

2. PLEDGE OF ALLEGIANCE

3. WELCOME AND EXPLANATION TO AUDIENCE

Information explaining Board meeting procedures and how citizens can address the Board will be read. Written information is located near the entrance to the Board Room.

President Biehl extended a welcome to everyone, explained the format of the meeting and noted that all Board Meetings are recorded.

4. ADOPTION OF AGENDA

For consideration by the Board of Trustees.

Motion by Member Le, second by Member Nguyen, to adopt the agenda as presented.

Vote: 5/0

5. PUBLIC MEMBERS WHO WISH TO ADDRESS THE BOARD OF TRUSTEES

Members of the public may address the Board on any subject not on tonight's agenda; however, provisions of the Brown Act (Government Code section 54954.2(a) and .3) preclude any action. As an unagendized item, no response is required from the Board or District staff and no action can be taken; however, the Board may instruct the Superintendent to agendize

the item for a future meeting. When your name is called, please come to the podium, state your name for the record, and limit your remarks to three (3) minutes.

Persons wishing to address the Board must fill out a gold request form, which is located at the entrance of the Board Room.

There were no public speakers under this section.

6. BOARD OF TRUSTEES/SUPERINTENDENT - OPERATIONAL ITEMS/BOARD DISCUSSION AND/OR ACTION

6.01 Discussion and/or Action regarding Superintendent Search – Frank Biehl, Board President

Public Speaker:

- *Mulugeta Habtegabriel, AASA Co-Chairperson*

President Gary Ray and Noel Gallo of Ray and Associates, Inc., met with the Board of Trustees to establish a process and timeline for the Superintendent search.

Documents presented to the Board of Trustees by Ray and Associates, Inc. were:

- *Superintendent Search Suggested Process and Timeline*
- *Agenda: Topics for Discussion*
- *Superintendent Salary Comparison*
- *Suggested Search Advertising*

Superintendent Search Suggested Process and Timeline

The five stages of the Process and Timeline document were discussed; highlights from each area are:

Stage 1: Constituent/stakeholder input; stakeholders will be invited to provide input at a scheduled meeting or open forum with Ray and Associates, Inc.

Stage 2: Ray and Associates will be conducting individual meetings with stakeholder groups, including open forum meetings. At these meetings, a 33 characteristics survey will be provided to the community/stakeholders for public input on the Superintendent profile. The survey will also be made available online for public input. Once the survey information is gathered, the survey results will be presented to the Board of Trustees. The Board will then select the top characteristics from the survey results and include them in the Superintendent search promotional flyer.

Stage 3: Mailing of promotional materials and application form to interested candidates; deadline for submission of application materials from interested candidates; screening and background checks of candidates.

Stage 4: Interview questions and procedures will be developed with the Board. Semi-finalists are presented to the Board. Consultants will assist the Board in selecting finalists for first round interviews. Week of 04/23: First round of interviews.

Stage 5: Week of 04/30: Finalist (second round) interviews, if needed. This stage will finalize the selection of the finalist, including future planning.

President Biehl stated that, per Counsel, new State law went into effect on January 1 that prohibits the Board from discussing Superintendent salary at a Special Board Meeting. It must be discussed at a Regular Board Meeting. Salary information is needed before Ray and Associates is able to recruit. This item (salary) will be agendized on the February 16 Regular Board Meeting agenda for discussion and action by the Board.

Gary Ray indicated that the mechanisms used to recruit candidates, once the profile has been identified, will be:

- Promotional flyer will be posted on Ray and Associates website
- Advertise at a number of locations
- Utilize 160 associates around the Country to help recruit using established profile
- Recruit at Association of American School Administrators National Convention in Houston mid February
- Utilize Ray and Associates database of candidates from around the Country, particularly in California
- Recruit at California School Board Association function

Motion by Vice President Martinez-Roach, second by Member Herrera, to approve the modified Superintendent Search and Timeline and to establish the following Special Board Meeting dates:

- **February 22, 2012 -- 6 PM**
Board to finalize Superintendent profile for the promotional materials and application form.
- **April 18, 2012 -- 4 PM**
Consultant develops and finalizes interview questions and procedures with the Board. Semi-finalists are presented to the Board and consultant assists the Board in selecting finalists for the interviews. If desired, consultant will meet with constituents and staff interview group(s) to discuss their roles.
- **April 30, 2012 & May 1, 2012 — 3 PM (both days)**
Interview candidates (1st round). Begin at 3:00 p.m. both days. Meeting with consultant following the last interview.
- **May 8, 2012 – 4 PM**
Finalist interviews. (2nd round). Begin at 4:00 p.m.
Final meeting with consultant following the last interview.

A copy of the approved Superintendent Search and Timeline document is attached to the minutes of the January 19, 2012, Special Board Meeting.

Vote: 5/0

Input Process

Discussion was held on the list of stakeholders for community input. The list includes, but is not limited to: parents; students; unions/associations; school districts; County Office of Education; community based organizations; Mayor and City Council; Board of Supervisors.

Ray and Associates will work with District staff to prepare for the February 15 and February 16 stakeholder meetings and open public forums.

The Superintendent profile will be finalized at the Board Meeting of February 22, 2012, at 6 PM.

Motion *by President Biehl, second by Board Vice President Martinez-Roach, to accept the draft list of stakeholders with the understanding that additional stakeholders may be suggested by any Board Members to the Superintendent (copy attached).*

Vote: 5/0

Consultant In-House Contact Person

Ray and Associates will be working with Superintendent Moser to develop the promotional materials. Superintendent Moser will be the in-house contact person. The Board contact person will be Board President Biehl.

Approval of All Advertisements (document presented by Ray and Associates, Inc.)

The "Suggested Superintendent Search Advertising" list was discussed with the Board.

Education Week: Buy the minimum amount of print and utilize on-line posting

Advertising to include minority groups.

Motion *by President Biehl, second by Clerk Herrera, to allocate an advertising budget not to exceed \$5,000. The advertising will be focused in California and the needs of the District.*

Vote: 4/1, Vice President Martinez-Roach voted no because she feels \$5,000 is too much money for advertising

Certification/Licensure or Other Legal Requirements (presented by Ray and Associates, Inc.)

Board Vice President Martinez-Roach feels that the Superintendent should have an educational background.

Board President Biehl feels that the candidate should have taught in the classroom, served as a high school Principal, served as a Superintendent in a smaller district. Both Member Nguyen and Clerk Herrera agree with President Biehl's statement.

Board President Biehl's emphasis is on education as opposed to private sector. It is a person with a lot of experience in education and who has been effective in education.

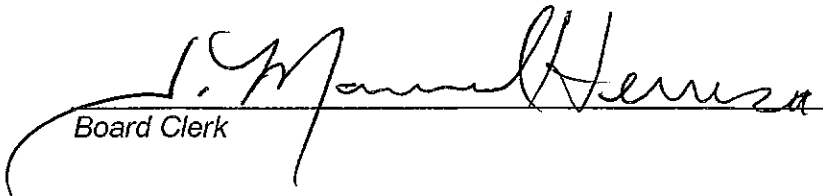
Superintendent Salary Comparison (document presented by Ray and Associates, Inc.)
A Superintendent Salary Comparison was presented to the Board. Per Law, the Board is not permitted to discuss Superintendent compensation at a Special Board Meeting. It will be discussed in Open Session at the Regular Board Meeting of February 16, 2012, where a decision will be made at that meeting.

7. **ADJOURNMENT**

President adjourns the meeting.

President Biehl adjourned the meeting at 7:35 p.m.

Respectfully submitted,


Board Clerk

EAST SIDE UNION HIGH SCHOOL DISTRICT SUPERINTENDENT SEARCH PROCESS AND TIMELINE

Items highlighted in yellow indicate an in-person meeting with the consultant(s)

Stage 1 Board Input & Preparation	January 24, 2012	Consultant planning meeting with the Board and individual Board Member interviews. <i>(Special Board Meeting; Time: 6:00 p.m.)</i>
	January 24, 2012	Begin preparing information for the district promotional materials and application form with the district liaison representative(s).
	January 25, 2012	Notify all associates and other professional contacts of vacancy.
	January 31, 2012	Contact constituents and stakeholders for an input meeting on 02/15/12 & 02/16/12.
Stage 2 Profile Development & Process	February 15, 2012 February 16, 2012	Meetings with constituent and stakeholder group representatives.
	February 16, 2012	Discussion and/or Action regarding Superintendent Search (Superintendent salary and benefits) <i>(Regular Board Meeting; Time: 6:00 p.m.)</i>
	February 17, 2012	8:00 a.m. deadline for survey/input from constituents, stakeholders and Board Members; including the online survey.
	February 22, 2012	Promotional flyer draft due.
	February 22, 2012	Board to finalize Superintendent profile for the promotional materials and application form. <i>(Special Board Meeting; Time: 6:00 p.m.)</i>
Stage 3 Recruiting & Screening	February 23, 2012	Print promotional materials and application form. Forward to consultant.
	February 24, 2012	Mail promotional material and application form to interested candidates.
	April 3, 2012	Deadline for all application materials. <i>(*See note below.)</i>
Stage 4 Candidate Presentation	April 18, 2012	Consultant develops and finalizes interview questions and procedures with the Board. Semi-finalists are presented to the Board and consultant assists the Board in selecting finalists for the interviews. If desired, consultant will meet with constituents and staff interview group(s) to discuss their roles. <i>(Special Board Meeting; Time: 4:00 p.m.)</i>
	April 30, 2012 May 1, 2012	Interview candidates (1 st round). Begin at 3:00 p.m. both days.
	May 1, 2012	Meeting with consultant following the last interview. <i>(Special Board Meeting; Time: TBD)</i>
Stage 5 Selection of Finalist & Future Planning	May 8, 2012	Finalist interviews. (2 nd round). Begin at 4:00 p.m.
	May 8, 2012	Final meeting with consultant following the last interview. <i>(Special Board Meeting; Time: TBD)</i>
		Optional on-site visit of leading candidate(s) current district by Board Members.
		Consultant will discuss contract terms with the finalist.
		Offer the contract.
		Press release of new Superintendent.
		Board Self-Assessment Survey Results presented to the Board.

*All applications will be reviewed. Materials received after the closing date may be given full consideration depending upon the number of applications received and other factors.

Listed below is a preliminary list of stakeholders to be contacted for providing input/advice regarding criteria for hiring the next Superintendent. As noted, the list is preliminary to which you may add additional stakeholders.

EAST SIDE UNION HIGH SCHOOL DISTRICT SUPERINTENDENT SEARCH

List of Stakeholders

Parent Representatives

- Latino Parent Coalition
- Latino Parent/Community Committee
- Migrant Education Committee
- African American Student Advocates
- African American Parent Coalition
- African American Community Working Together
- Vietnamese Parents Association
- Special Education Parents Committee
- District Advisory Committee/Bilingual District Advisory Committee (DAC/BDAC)
- School Site Council
- Parent/Teacher Association/Organization
- Booster Club
- Save our Sports

Student Representatives

- Associated Student Body (ASB) Presidents
- Student Representatives from Foothill and Small but Necessary Schools
- Californians for Justice

Union/Association Representatives

- East Side Teachers Association (ESTA)
- California School Employees Association (CSEA)
- American Federation of Teachers (AFT)
- East Side ACSA Charter ACES

Schools/Santa Clara County Office of Education

- Feeder Schools
- MetroED
- San Jose-Evergreen Community College District
- ESUSHD Cabinet

Listed below is a preliminary list of stakeholders to be contacted for providing input/advice regarding criteria for hiring the next Superintendent. As noted, the list is preliminary to which you may add additional stakeholders.

Organizations/Committees

- ESUHSD Board Audit Committee
- Measure G and Measure G Citizens' Bond Oversight Committee
- Community-Based Organizations
- S4CA & Career Advisory
- East Side Education Foundation
- Silicon Valley Education Foundation
- Silicon Valley – San Jose NAACP
- La Raza Roundtable
- Santa Clara & San Benito Counties Building & Construction Trades Council
- People Acting in Community Together (PACT)
- Goodwill of Santa Clara Valley
- Silicon Valley FACES

City/County Officials

- Santa Clara County Board of Supervisors
- San Jose Mayor and City Council

Individuals

- Frank Fiscalini, Former Superintendent
- Joe Coto, Former Superintendent