



Pacifica School District

375 Reina Del Mar Avenue • Pacifica CA • 94044

MEMORANDUM

Agenda Item: 8e
Meeting of 1/13/10

TO: Susan Vickrey, Superintendent
for Members, Board of Trustees
FROM: Thomas Stafford, Director of Special Projects
SUBJECT: Superintendent Search Update and Profile
(Action)

Recommendation

It is recommended that the Board approve the profile created by RJ Gatti Associates for use in the on-going Superintendent Search.

Rationale

The Board of Trustees procured the services of Rudy and Janet Gatti (RJ Gatti Associates) to act as Advisors/Recruiters in the search for a new Superintendent to begin on July 1, 2010. As the Director of Special Projects, I am acting as the contact person for the Gattis and the facilitator of the search process on behalf of the District.

Following a series of interviews with faculty, staff, administrators and community members, RJ Gatti Associates created a profile that will be used as the announcement and advertisement of the position for potential candidates. It will also serve as a comprehensive description of the position and its duties. The attached brochure, if approved, will be sent to print. By approving this profile, the Gattis will have a completed brochure in time for use at the upcoming ACSA Superintendents Symposium in Monterey, California and for other advertising purposes.

Approved for Board Presentation

SALARY AND CONTRACT TERMS

The Board intends to offer the successful candidate a multi-year contract. Salary is competitive and negotiable.

Application Requirements

In order to be considered, the candidate must provide:

- A letter of application
- A fully completed application form
- A current résumé
- Confidential placement papers and/or three to five current letters of recommendation
- Copy of administrative credential

All materials received will be acknowledged and treated confidentially.

Deadline

The Board of Trustees has retained Rudy and Janet Gatti as Advisors to search for and recruit qualified candidates. Letters of application and other required materials must be received by the Advisors no later than February 24, 2010. Candidates may view the posting on EdJoin and forward application materials, credentials and requests for information to:

Rudy and Janet Gatti, Board Advisors
716 Blue Spruce Drive, Danville, CA 94506
Telephone: (925) 736-4999
rjgatti@comcast.net

Selection Process

The Advisors will screen and select from among the candidates who meet the requirements for this position. Top candidates will be recommended to the Board for review and consideration for interview. Any direct contact by an applicant with individual Board members in an attempt to influence the decision making process will be considered a breach of professional ethics. Finalists will be invited to the District and have an opportunity to familiarize themselves with the community and schools. Members of the Board and Advisors reserve the right to visit the District and the community of the top candidates prior to the final decision. Candidates invited for an interview will be contacted by March 17, 2010. Confidential interviews with the Board and Advisory Committee are scheduled for March 19 and 20 and a Board visitation the week of March 22.

The Community

Pacifica School District serves the city of Pacifica located 10 miles southwest of San Francisco in San Mateo County. A composite of various geographically separated neighborhoods along Highway 1, the community embraces the best of a metropolitan area with the feel of a small-town, close-knit community. The local paper has a large circulation and government proceedings are broadcast on the local TV channel. The community is active in local affairs and values education as part of a vibrant community.

The District

The Pacifica School District serves 3,175 students in grades Pre-K-8 (three K-8 programs, two K-5 programs and a middle school program). The Pre-K program is a special education program helping children transition into integrated programs within the district. The District is an open enrollment district allowing families to choose any school regardless of neighborhood. The District provides a standards-based curriculum that is flexible and celebrates the individual “personalities” of each school. API scores have exceeded 800 for several years. The District has strong parent and community involvement supporting a dedicated staff to ensure the success of every child. The ethnicity of the District is 20% Hispanic or Latino, 14% Filipino, 51% White, 5% African American, 7% Asian and 2% Pacific Islander. The District’s total revenue budget is \$22,203,762 with a reserve of 6%. The per student revenue limit is \$6,096.

Mission Statement

The Pacifica School District, the community it serves, and the children they cherish, together prepare each child to meet the challenges of the future by providing an equitable, rigorous academic program which nurtures curiosity and inspires joy, confidence and achievement in learning.

We believe that:

- Everyone has responsibility for his/her own actions.
- Trust and integrity are essential for successful relationships.
- Every person has inherent value.
- One person’s actions can have an effect in the life of another.
- Learning is essential for personal growth.
- Working together, we can build a strong community.

POSITION ANNOUNCEMENT

*for
Superintendent*

of

Pacifica School District



Application Deadline

February 24, 2010

Pacifica School District
375 Reina del Mar Avenue
Pacifica, CA 94044
www.pacificasd.org

*The Pacifica School District is an
Equal Opportunity Employer*

The Governing Board

The Pacifica School District Governing Board is made up of five members.

GOVERNING BOARD MEMBERS

	<u>Term Expires</u>
Mike O'Neill, President	2010
Eileen Manning-Villar, Vice President	2012
Cynthia Kaufman, Clerk	2012
Joan Weideman, Vice Clerk	2010
Karen Ervin, Member	2010

The Position

The Pacifica School District Governing Board invites highly qualified candidates with strong leadership skills to apply for the position of Superintendent.

The Superintendent is expected to provide effective leadership and oversight of the programs and resources (people, programs, services, facilities and finances) to meet the educational and fiscal goals of the District. The successful candidate will assume the responsibilities of the position on or about July 1, 2010.

Qualifications & Requirements

- Knowledge of California school law and finance
- Ability to work with a diverse community
- Teaching experience, K-8, required
- Administrative experience, K-8, school or district office, required
- Master's Degree, required

Criteria

Instructional Leader

- Will provide leadership to focus the District continue improving student performance
- A curriculum leader who supports and promotes best practices in education based on research
- Utilizes data to set high expectations for continuous student improvement
- Understands and is sensitive to the diverse cultural differences and learning styles that each student brings to the classroom
- Passionate about educating all children
- Visible in the schools and classrooms

Leadership Skills

- Supports a variety of school delivery models
- Ability to select, develop and evaluate staff to ensure outstanding performance
- Demonstrated experience and knowledge of the Collective Bargaining Process and will support the Interest Based Bargaining model
- Participates in community organizations and events
- Will work effectively with the Board, provides the Board appropriate and timely information and recommendations
- Supports the District's Strategic Plan and understands the change process in long and short-term goals
- Supports implementation of technology for instruction, communication and operations
- Able to make and stand by tough decisions

Communication Skills

- Excellent listener who values and respects various viewpoints, follows through and responds to concerns and requests in a timely manner
- A confident, dynamic speaker
- Builds trust through open, honest communication and dialogue

Fiscal Leadership

- Well informed, understands the fiscal challenges and demonstrates the ability to provide leadership in a time of fiscal crisis
- Able to communicate and interpret the budget to Board, staff and community
- Ensures that fiscal information is accurate and honest, of the highest integrity
- Bases fiscal decisions on how decisions impact students
- Manages unrestricted – restricted funds to ensure maximum effectiveness of educational programs
- Promotes and encourages innovative approaches to developing and sustaining programs for students

Team Builder

- Demonstrated ability to bring parent and community leaders together as a team
- A confident leader who inspires participation
- Involves others in decision making to create a climate of trust and collaboration
- Supports and values the work of District foundations and community partners

Professional/Personal Qualities

- A visible, approachable, outgoing and personable individual with a sense of humor
- A warm and caring individual who is honest and operates from a position of integrity
- Treats all people with respect and dignity
- Committed to the District and community
- A confident leader who demonstrates a passion for education that inspires and motivates others
- A hands-on leader

Governing Board

The Pacifica School District's Governing Board is composed of five members:

	<i>Term Expires</i>
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Eileen Manning-Villar, Vice President	2012
Cynthia Kaufman, Clerk	2012
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The Superintendent is expected to provide effective leadership and oversight of the programs and resources (people, programs, services, facilities and finances) to meet the educational and fiscal goals of the District. The successful candidate will assume the responsibilities of the position on or about July 1, 2010.

Qualifications & Requirements

- Knowledge of California school law and finance
- Ability to work with a diverse community
- K-8 Teaching experience required
- K-8 Administrative experience required, school or district office
- Master's Degree required

Salary and Contract Terms

The Board intends to offer the successful candidate a multi-year contract. Salary is competitive and negotiable.

Application Requirements

In order to be considered, the candidate must provide:

- Letter of application
- Fully completed application form
- Current resume
- Confidential placement papers and/or three to five current letters of recommendation
- Copy of administrative credential

All materials received will be acknowledged and treated confidentially.

Deadline

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Telephone: (925) 736-4999
rjgatti@comcast.net

Selection Process

- Advisors will screen and select qualified candidates, and make recommendations to the Board for review and interview.
- Top Candidates will be contacted to schedule an interview with the Board and Advisory Committee to be held on March 19 and 20.
- The Board and Advisors reserve the right to visit the finalist's District and community.
- Official announcement of the position will be made at the General Board Meeting on April 14.
- The new Superintendent will begin on July 1.
- Applicants may not contact Board members directly during this process as it will be considered a breach of ethics.

POSITION ANNOUNCEMENT

for
Superintendent
of

Pacifica School District



Application Deadline

February 24, 2010

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Pacifica, CA 94044
www.pacificasd.org

*The Pacifica School District is an
Equal Opportunity Employer*

The Community

The Pacifica School District is located in the City of Pacifica 10 miles southwest of San Francisco. The city is situated on Highway 1 along one of the most beautiful stretches of the California coastline. Its close location to San Francisco combines all of the advantages of a metropolitan area with the feel of a small-town, close-knit community. The local paper has a large circulation and government proceedings are broadcast on the local television channel. The community is active in local affairs and values education as part of a vibrant community.

The District

The Pacifica School District serves 3,175 students in grades Pre-K - 8 and focuses on parent choice. The District offers two educational paths: a single school model (K-8) and a dual school (K-5 + Middle School). Each model provides an excellent set of schools, each with its own individual “personality”. The District is home to two K-5 schools; three K-8 schools; and one 6-8 middle school. Pacifica is an open enrollment district where parents select an educational path and an individual school regardless of the neighborhood where they live. Each of the district schools offers a quality standards-based curriculum. The District API is above 800. The API difference from the highest performing school to the lowest is less than 100 points.

The District also has an extensive Special Education Program including a Pre-K program, a number of special day classes, a Behavioral Therapy Program, an Occupational Therapy Program, and Adaptive Physical Education.

The District’s students enjoy an Instrumental Music Program provided by the Rob Schneider Music Foundation. The District is also supported by a Parcel Tax approved by voters in 2008, and the new Pacifica Educational Foundation. A school bond approved in the late 1990s modernized all of the district’s buildings.

The Pacifica School District is guided by its Mission Statement and a living Strategic Plan.

Mission Statement

*The Pacifica School District,
the community it serves,
and the children they cherish,
together prepare each child to meet the
challenges of the future by providing
an equitable, rigorous academic program
which nurtures curiosity and inspires joy,
confidence and achievement in learning.*

Criteria

Instructional Leader

- Supports and promotes best practices
- Utilizes data to enhance educational planning
- Understands and is sensitive to cultural differences and learning styles
- Values on-going professional development
- Focuses on student learning
- Realizes importance of being visible in schools and classrooms

Leadership Skills

- Advocates for parent choice with a variety of delivery models
- Utilizes District’s Strategic Plan to guide and enhance the educational program
- Understands and supports Interest Based Bargaining
- Selects, develops and evaluates staff to ensure outstanding performance
- Works effectively with the Board, providing appropriate and timely information and recommendations
- Supports technology to enhance instruction, communication and operations
- Participates in community organizations and events
- Makes and stands by tough decisions

Communication Skills

- Confident, dynamic speaker
- Excellent listener who values and respects various viewpoints, follows through and responds to concerns and requests in a timely manner
- Honest communicator who supports and encourages open dialogue

Fiscal Leadership

- Understands and demonstrates the ability to provide leadership in a time of fiscal crisis
- Communicates and interprets the budget to Board, staff and community
- Ensures fiscal information is accurate and honest, of the highest integrity
- Considers the impact of fiscal decisions on students
- Manages unrestricted and restricted funds to ensure maximum effectiveness of educational programs
- Promotes and encourages innovation

Team Builder

- Demonstrates ability to bring parent and community leaders together as a team
- Inspires participation
- Involves others in decision making to create a climate of trust and collaboration
- Supports and values the work of District foundations and community partners

Professional/Personal Qualities

- Respectful of all individuals and view points
- Passionate about student learning
- Committed to our students and responsible to our community
- Honest and operates from a position of integrity
- Compassionate
- Visible and approachable, with a sense of humor