



Pacifica School District

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

BOARD OF TRUSTEES WORK STUDY SESSION *Superintendent Search*

December 7, 2009

Unapproved MINUTES

BOARD MEMBERS PRESENT:

Karen Ervin, President
Eileen Manning-Villar
Michael O'Neill
Cynthia Kaufman
Joan Weideman

ADMINISTRATIVE STAFF PRESENT:

Susan Vickrey, Superintendent
Tom Stafford, Project Director

1. OPEN SESSION - CALL TO ORDER, FLAG SALUTE AND ROLL CALL

Ms. Ervin called the meeting to order at 6:00 p.m. Board Members Manning-Villar, O'Neill, Kaufman, and Weideman were present. Also in attendance were Superintendent Vickrey, Project Director Tom Stafford, Rudy and Janet Gatti of RJ Gatti Associates, and Kalimah Saluhuddin.

2. WORK STUDY SESSION

(a) Superintendent Search

- Process

Tom Stafford presented an update on steps currently taken to begin the Superintendent Profile Design. December 15 & 16 Interviews between consultants and staff have been scheduled and confirmed by Tom. Tom will contact the Jefferson Union High School District to invite them to the public forums. Tom will contact suggested possible Advisory Committee members.

- Timeline and Brochure

Rudy and Janet Gatti reviewed the next steps for the Superintendent Search. Development of the Superintendent Profile will be completed by January 11 and a brochure will be submitted for Board approval on the January 13, 2010 Board Meeting. Advertisement of the position will begin by January 25 in EdCal and EdJoin. The Gatti's will be attending the Superintendent's Symposium in Monterey and will be advertising there as well as contacting their own group of associates for leads on possible candidates. Application deadline is February 24, 2010. Applicants are placed in three categories by the consultants: Highly Qualified according to profile (Candidate meets all

criteria set forth by the profile); Very Qualified (Candidate meets some of the criteria, but there are a few concerns); and Under Qualified (Candidate does not meet most of the criteria set forth by the profile). Tom receives all candidate applications and meets with individual Trustees to allow them to review the candidate applications and choose their top 6 candidates. Board meets in closed session to review all Trustees' choices and deliberate on top 6 candidates and one alternate. RJ Gatti Associates interviews top candidates on March 10, 11, 12. There will be an Advisory Committee Orientation (see Advisory Committee section below) on March 16, 4 – 6pm. March 19th begins Interviews. The Board may or may not visit the top candidate's home district. Announcement of the new Superintendent will be at the April 14, 2010 Board Meeting.

- Contract Language/Salary

It was agreed that we would advertise the position pay as "open and negotiable." The Board will meet at a later date to discuss specifics of the contract.

Advisory Committee: The Board met consensus on a 6-member panel to interview the candidates on the same day as the Board interviews. Following the interviews, the panel will meet with the Board to discuss strengths and weaknesses of each candidate. They will not rank the candidates; rather, they will give input about them for the Board's consideration.

Final selection of the new Superintendent is the duty of the Board of Trustees.

3. COMMUNICATIONS

None

4. ADJOURNMENT

Ms. Ervin adjourned the meeting at 7:17 p.m.