

SOUTH BAY UNION SCHOOL DISTRICT
Imperial Beach, California

BOARD OF TRUSTEES - SPECIAL BOARD MEETING

Thursday, July 29, 2021 - 5:00 PM

**Zoom Conferencing
601 Elm Avenue, Imperial Beach, California 91932**

In accordance with Government Code Section 549574.3, the legislative body shall provide the public with an opportunity to address the body on any item described in this notice. The business to be transacted at this meeting shall be limited to the following:

A G E N D A

1. OPENING/PLEDGE OF ALLEGIANCE/WELCOME

A. ZOOM CONFERENCE INFORMATION

The South Bay Union Board of Trustees will be holding their Special Board Meeting via Zoom Conferencing. You may access this meeting via this link:

<https://us02web.zoom.us/j/84373438235>

In lieu of in-person attendance and only during the time of this public health crisis, members of the public can submit their comments on agenda and non-agenda items via email to acooper@sbusd.org.

Comments for the "Public Comments" section of the agenda must be received by the time the President opens that portion of the agenda. Comments for agenda items will be accepted until the President announces that public comment for that item is closed. A recess may be called to allow District staff to review the correspondence. The Board welcomes your comments and your continued participation and involvement in the District's decision-making process.

Email Structure

- **Subject: Agenda Item Number and Short Description**
- **Body Text: Your comment will be read aloud and entered into the record. Comments will be limited to three minutes.**

2. PUBLIC COMMENTS

3. DISCUSSION/ACTION ITEMS

A. Activity List

Recognize **Superintendent Katie McNamara** and **approve** the Certificated Activity List.

Motion _____ **Second** _____ **Vote** _____

B. Superintendent Search Process

Meet with Leadership Associates search firm advisors to discuss the following:

1. Overview of search process (Exhibit)
2. Board / search firm protocols during the search
3. Discussion of online survey (Exhibit)
4. Board recommendation regarding community and staff groups to participate in input sessions with Leadership Associates Consultants (Exhibit)
5. Timeline for the search (Exhibit)
6. Board input regarding desired qualities and characteristics of new superintendent

4. ADJOURNMENT

A. CLOSED SESSION - 7:30 PM - ZOOM CONFERENCE

- Public Comments. Public comments may be submitted via email to acooper@sbusd.org before 5:00 PM.
- Public Employee Appointment / Discussion
 - Position: Superintendent (Government Code Section 54957)
- Adjournment.

SOUTH BAY UNION SCHOOL DISTRICT
Imperial Beach, California

July 29, 2021

ATTACHMENTS:

| Description | Upload Date | Type |
|--------------|-------------|---------|
| Certificated | 7/28/2021 | Exhibit |
| Addendum | 7/29/2021 | Exhibit |

**SOUTH BAY UNION SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING – JULY 29, 2021**

CERTIFICATED PERSONNEL ACTIVITY LIST

Approve/Ratify Employment – Temporary Contract

| Name | Position | Salary | Effective Date |
|------|----------|--------|----------------|
| | | | |

Approve/Ratify Employment – Guest Teachers/Extra Help/Day-to-Day

| Name | Position | Salary | Effective Date |
|------|----------|--------|----------------|
| | | | |

Approve/Ratify Employment – Probationary Contract

| Name | Position | Salary | Effective Date |
|------|----------|--------|----------------|
| | | | |

Approve/Ratify Employment

| Name | Position | Salary | Effective Date |
|------|----------|--------|----------------|
| | | | |

Request for Leave of Absence – Recommended Approval

| Name | Position | Reason | Beginning Date | Ending Date |
|------|----------|--------|----------------|-------------|
| | | | | |

Resignation/Retirement Accepted by Superintendent (For Information Only)

| Name | Position | Site | Submission Date | Acceptance Date | Effective Date |
|------|----------|------|-----------------|-----------------|----------------|
| | | | | | |

Resignation/Retirement Accepted by Board of Trustees

| Name | Position | Site | Submission Date | Effective Date |
|------|----------|------|-----------------|----------------|
| | | | | |

**SOUTH BAY UNION SCHOOL DISTRICT
BOARD OF TRUSTEES MEETING – JULY 29, 2021**

CERTIFICATED PERSONNEL ACTIVITY LIST

Approve/Ratify Employment – Temporary Contract

| Name | Position | Salary | Effective Date |
|------|----------|--------|----------------|
| | | | |

Approve/Ratify Employment – Guest Teachers/Extra Help/Day-to-Day

| Name | Position | Salary | Effective Date |
|------|----------|--------|----------------|
| | | | |

Approve/Ratify Employment – Probationary Contract

| Name | Position | Salary | Effective Date |
|------|----------|--------|----------------|
| | | | |

Approve/Ratify Employment

| Name | Position | Salary | Effective Date |
|----------------|----------------------------------|--------------|----------------|
| Timothy Glover | Interim Assistant Superintendent | \$987.59/Day | 8/2/21 |

Request for Leave of Absence – Recommended Approval

| Name | Position | Reason | Beginning Date | Ending Date |
|------|----------|--------|----------------|-------------|
| | | | | |

Resignation/Retirement Accepted by Superintendent (For Information Only)

| Name | Position | Site | Submission Date | Acceptance Date | Effective Date |
|---------------|-----------------------|-----------|-----------------|-----------------|----------------|
| Wagner, Cindy | Deputy Superintendent | Ed Center | 7/28/21 | 7/29/21 | 8/6/21 |

Resignation/Retirement Accepted by Board of Trustees

| Name | Position | Site | Submission Date | Effective Date |
|------|----------|------|-----------------|----------------|
| | | | | |

SOUTH BAY UNION SCHOOL DISTRICT
Imperial Beach, California

July 29, 2021

TO: Board of Trustees
FROM: Board of Trustees
SUBJECT: Superintendent Search Process

ATTACHMENTS:

| Description | Upload Date | Type |
|--------------------|-------------|---------|
| Timeline | 7/19/2021 | Exhibit |
| Input Sessions | 7/19/2021 | Exhibit |
| Survey | 7/19/2021 | Exhibit |
| Discussion Outline | 7/20/2021 | Exhibit |



PROPOSED TIMELINE

(Flexible based on Board direction)

South Bay Union School District Superintendent Search

Note: Blue italicized text indicates Board Participation

| | | |
|---|------------------------------------|---|
| JUNE-JULY 2021 | Week of June 21 | District receives proposal |
| | July 15 | <i>Proposal Presentation / Board awards contract (Contract approved July 22)</i> |
| AUG-SEPT 2021 Phases 1-4 | July 28, 29, or 30 | <i>Board confers with consultants and determines characteristics, skills & qualities desired in a new superintendent; Board publicly announces timeline and procedures for superintendent selection</i> |
| | Mid August | Consultants confer with staff and community designated by the Board to receive input; Online survey is posted to district website |
| | August/September | Consultants identify potential candidates; Development and posting of recruitment materials and Position Description |
| | August 16 & 23 | Advertising and active recruitment; Ad appears in <u>EdCa</u> , (Two consecutive publications) |
| SEPT-OCT 2021 Phase 5 | September 7, 5:00 PM | Deadline for applications |
| | September | Consultants complete comprehensive reference and background checks on applicants |
| | Week of September 20 (Special Mtg) | <i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Virtual Closed Session)</i> |
| OCT 2021 Phases 6-8 | October 2 (Special Mtg) | <i>Board interviews candidates; selects finalist(s) (Closed Session)</i> |
| | Week of October 4 or October 11 | <i>Board completes the validation process of the leading candidate and makes final determination</i> |
| | October 14 | <i>Board approves superintendent contract at a regularly scheduled board meeting</i> |
| NOV 2021 Phase 9 | November 1 or (as mutually agreed) | New superintendent begins |

Draft: July 17, 2021

COMMUNITY SESSIONS / EXAMPLES OF GROUPS TO INVITE

(Will need to be customized to fit District's specific needs)

1. Board of Education (takes place during the initial meeting with the Board)
2. Superintendent
3. Cabinet (Executive Management)
4. Leadership Team
5. Principals
6. Classified District Office Staff
7. Confidential Employees
8. Classified Staff
9. Certificated Staff
10. Teachers' Association Exec Board (Certificated)
11. CSEA Exec Board (Classified)
12. Students and Student Board Reps
13. School Site Council Reps
14. Parent Committee Leaders / Reps
15. Service Club Representatives (Rotary, Kawanis, etc)
16. DLAC/ELAC
17. City Council Members, City Staff (Manager), City Police Chiefs
18. Chamber of Commerce
19. PTSA/PTA/PTO
20. Booster Groups including Music and Athletics
21. Education Foundations
22. Business Partners



SOUTH BAY UNION SCHOOL DISTRICT SUPERINTENDENT SEARCH ONLINE SURVEY OPEN [DATES], 2021

INTRODUCTION

The South Bay Union School District Board of Education is asking for your help in selecting our next superintendent. To ensure this is a collaborative and inclusive process, the Board is providing this online survey and encourages your participation. We have requested that consultants from Leadership Associates, who are assisting the Board with the search, conduct an online survey to solicit input from students, staff, parents, and community.

The following survey asks you to respond to several critical questions. The information generated from this **anonymous survey** will be used to develop a profile which indicates desired qualities and characteristics in the next superintendent. It will also guide the recruitment and reference checking process as well as development of questions for the interview. The survey also seeks your perspectives on District strengths, challenges, and our community. Consultants will compile a report summarizing survey results and share it with the Board.



**SOUTH BAY UNION SCHOOL DISTRICT
SUPERINTENDENT SEARCH ONLINE SURVEY
OPEN [DATES], 2021**

BACKGROUND INFORMATION

PLEASE TAKE A MOMENT TO PROVIDE THE FOLLOWING INFORMATION:

1. My perspectives come from being a (check all that apply):

- ☐ Parent/Guardian
- ☐ Student
- ☐ Community
Member
- ☐ Teacher
- ☐ Classified Employee
- ☐ Administrator
- ☐ Certificated,
Other
- ☐ School
Volunteer
- ☐ Public
Official
- ☐ Business Owner /
Partner
- ☐ Non-Profit Staff /
Board
- ☐ Other (please
specify)



**SOUTH BAY UNION SCHOOL DISTRICT
SUPERINTENDENT SEARCH ONLINE SURVEY
OPEN [DATES], 2021**

DISTRICT STRENGTHS & CHALLENGES; COMMUNITY

2. What do you see as the strengths of the District?

3. What do you see as the major challenges which will confront our new superintendent?

4. What is important for our next superintendent to know about our community?

5. Please add any other qualities and characteristics which you think are important for our next superintendent to possess.



**SOUTH BAY UNION SCHOOL DISTRICT
SUPERINTENDENT SEARCH ONLINE SURVEY
OPEN [DATES], 2021**

DESIRED PROFESSIONAL EXPERIENCE

6. Please rank, in order of importance between 1 and 7, (1 being the most important), the following professional experiences that you believe are most important for the next superintendent to possess, as they relate to the needs of the District.

1
2
3
4
5
6
7



Experience in California public education, either teaching and/or site administration

1
2
3
4
5
6
7



Experience at an executive cabinet level position (assistant superintendent or superintendent)

1
2
3
4
5
6
7



Experience as a superintendent in a comparable district

1
2
3
4
5
6
7



Experience in oversight of school district finances, budgets, and business management

1
2
3
4
5
6
7



Experience in management of school facilities

1
2
3
4
5
6
7



A proven track record of growing academic achievement for all students, including special needs children, second language learners, and children experiencing poverty

1
2
3
4
5
6
7



Bilingual



**SOUTH BAY UNION SCHOOL DISTRICT
SUPERINTENDENT SEARCH ONLINE SURVEY
OPEN [DATES], 2021**

DESIRED PROFESSIONAL LEADERSHIP CHARACTERISTICS

7. Please rank, in order of importance between 1 and 7, (1 the being most important), the following professional leadership characteristics that you believe are most important for the next superintendent to possess, as they relate to the needs of the District.

1 2 3 4 5 6 7



Is a strong instructional leader who will maintain and improve the student achievement gains made in the District

1 2 3 4 5 6 7



Will bring the entire community together toward a strong vision of student achievement

1 2 3 4 5 6 7



Will place the highest priority on safe environments for students and staff

1 2 3 4 5 6 7



Has strong human relations skills and is a "people person"

1 2 3 4 5 6 7



Will be accessible to parents and staff

1 2 3 4 5 6 7



Will be highly visible at our schools and community events

1 2 3 4 5 6 7



Has the ability to coach and develop potential leaders within the District, and create a strong, cohesive working team



**SOUTH BAY UNION SCHOOL DISTRICT
SUPERINTENDENT SEARCH ONLINE SURVEY
OPEN [DATES], 2021**

DESIRED PERSONAL CHARACTERISTICS

8. Please rank, in order of importance between 1 and 8, (1 being the most important), the following personal characteristics that you believe are most important for the next superintendent to possess, as they relate to the needs of the District.

1 2 3 4 5 6 7 8



Empathetic and a good listener

1 2 3 4 5 6 7 8



Equity-Minded

1 2 3 4 5 6 7 8



Consensus Builder

1 2 3 4 5 6 7 8



Visible

1 2 3 4 5 6 7 8



Collaborative

1 2 3 4 5 6 7 8



Accountable

1 2 3 4 5 6 7 8



Courageous

1 2 3 4 5 6 7 8



Visionary

SOUTH BAY UNION SCHOOL DISTRICT

Initial Meeting, Discussion Items

July 29, 2021 5:00-8:00 PM

I. OPEN SESSION link: <https://us02web.zoom.us/j/84373438235>

1. Discussion/Action and Review of Search Process
2. Designate Board's liaison and spokesperson for the Board
3. Confirm executive assistant has received guidelines and templates from Leadership Associates office admin staff
4. Board of Trustees email addresses (if posted on website, confirm)
5. Discuss the use of input from board, stakeholder groups and online survey results in development of position profile
 - Board affirms stakeholder groups for input sessions
 - Position description: District provides narrative of "community" and "district" (if not already available on website)
 - Majority of Board Members to review and respond to position description prior to posting on District's and Leadership Associates' website
 - Online survey dates and specified languages: _____
6. Establish and adopt the final timeline
 - ACSA publication: specify dates: _____
 - Affirm following date(s) for stakeholder input sessions _____
 - Closed session date for application review [2-2 1/2 hours] _____
 - Closed session date for interviews (all day) _____
 - Consideration of location for interview; *venues away from the District Office*
 - Validation process, Board discussion and at Board discretion
 - Target date for offer of employment and approval of superintendent contract (must be on a regularly scheduled board meeting): _____
7. Candidate Recruitment
8. Worksheet of Contract Parameters [to be completed by candidates invited to interview]
9. Copy of current Superintendent Contract (Send to consultants)
10. Board questions/points for clarification
11. Board Members' Input:
 - Desired Qualities/Characteristics/Experiential Background
 - District's Strengths and Challenges
 - Questions Regarding Process/Procedures

II. CLOSED SESSION link: <https://us02web.zoom.us/j/82792823334>