

San Dieguito Union High School District

INFORMATION REGARDING BOARD AGENDA ITEM

TO: BOARD OF TRUSTEES

DATE OF REPORT: September 2, 2021

BOARD MEETING DATE: September 3, 2021

**PREPARED &
SUBMITTED BY:** Lucile Lynch, Interim Superintendent

SUBJECT: CONSIDERATION OF SUPERINTENDENT SEARCH
PROPOSED TIMELINE OPTIONS

EXECUTIVE SUMMARY

At the August 19, 2021 Special Board Meeting, a proposed superintendent search timeline was presented to the Board of Trustees for review and consideration. The submittal of superintendent search proposals will close at 5:00 pm on September 3, 2021.

The Board will review the August 19, 2021 proposed timeline, and/or a new proposed timeline, and consider any changes needed, to prepare for search firm interviews.

RECOMMENDATION:

It is recommended the Board review the previously submitted proposed timeline and the new proposed timeline, and consider the following:

1. Approve OPTION 1 proposed timeline, as presented at the August 19, 2021 Special Board Meeting, and consider any changes needed, subject to availability and guidance of the selected search firm;
OR
2. Approve OPTION 2 new proposed timeline, and consider any changes needed, subject to availability and guidance of the selected search firm;
AND
3. Direct staff to notify the search firms that submitted a proposal of the timeline selected.

FUNDING SOURCE:

N/A

OPTION 1

Proposed Superintendent Search Timeline (Presented at August 19, 2021 Special Board Meeting)

***GREEN - Alternate dates based on Board Member availability.**

<u>2021 Proposed Board Meeting Schedule</u>	<u>Action Needed</u>
May 20, 2021 & July 28, 2021 Special Meetings	<ul style="list-style-type: none"> • Board Committee developed Request for Proposals for Superintendent Search Firm • Board directed staff to post & distribute Request for Proposals
August 19, 2021 Regular Meeting	<ul style="list-style-type: none"> • Review draft proposed timeline (subject to change based on search firm availability) • Identify date/time of presentations/interviews • Determine if In-person or remote (option) • Direct staff to notify search firms that submit proposal of the presentation/interview date/time.
September	
September 3, 2021 @ 5:00 pm	Deadline to receive proposals from search firms
September 8, 2021 Special Meeting September 13, 2021 or September 14, 2021	<ul style="list-style-type: none"> • Board reviews search firm proposals • Selects firm(s) to interview & make presentation
September 9, 2021 Special Meeting (daytime) September 13, 2021 or September 14, 2021	<ul style="list-style-type: none"> • Search firm candidates make presentations. • Board deliberates, selects and approves entering into contract w/search firm • Board meets with selected firm, & schedules a special board meeting date to conduct a planning session to establish: <ul style="list-style-type: none"> ○ A final search calendar, and ○ Desired qualities & characteristics of a superintendent & identify groups for input
Optional Dates: September 13, 2021 or September 14, 2021 or September 15, 2021 or September 16, 2021 (daytime before regular meeting) Special Meeting September 20, 2021 September 21, 2021 September 22, 2021	<ul style="list-style-type: none"> • Supt Search Planning Meeting: <ul style="list-style-type: none"> • Intros • Select Board Liaison • Execute search firm Contract, if needed • Review search process • Confidentiality & Community Engagement • Schedule times for board member interviews • Focus Group identification • Online survey • Number of candidates • Internal candidates • Candidate expenses

	<ul style="list-style-type: none"> • Advertisements • Background checks • Salary & fringe benefits • Residency expectations • Calendar search • Prep for Interview
From September 13-16 to October 4, 2021	Search firm: <ul style="list-style-type: none"> • Conducts online survey of focus groups (Sept 20-24) • Advertises & recruits for position
Optional Dates: September 27, 2021 or September 28, 2021 or September 29, 2021 or September 30, 2021 Special Meeting	<ul style="list-style-type: none"> • Presents profile to Board. • Board directs a private location be secured to conduct interviews.
October	
October 4, 2021 Special Meeting (November 4 or 5, 2021 Special Mtg - backup date) October 11, 2021	<ul style="list-style-type: none"> • Board screens applicants & identifies potential semifinalists
October 8, 2021 Special Meeting (November 12, 2021 Special Mtg - backup date) October 15, 2021	<ul style="list-style-type: none"> • Board interviews potential candidates
October 9, 2021 Special Meeting (November 13, 2021 Special Mtg - backup date) October 16, 2021	<ul style="list-style-type: none"> • Board interviews potential candidate(s)
October 14, 2021 Regular Meeting (November 18, 2021 Regular - backup date)	<ul style="list-style-type: none"> • Board appoints superintendent • Board President tasked with contract negotiations w/appointee
November	
November 18, 2021 Regular Meeting (December 14, 2021 Regular - backup date)	<ul style="list-style-type: none"> • Board approves/ratifies superintendent contract

*Proposed dates subject to availability of Board Members and selected search firm.

OPTION 2

New Proposed Timeline (September 3, 2021 Special Board Meeting)

September		
Date	Meeting Type Virtual/In-Person	Action Items
ASAP		Staff notifies the search firms that submitted a proposal of: <ul style="list-style-type: none"> • Date/Time of September 9 Special Board meeting when the Board will: <ul style="list-style-type: none"> ○ Review proposals received ○ Select firm(s) to interview & make a presentation ○ Select & approve a contract with firm; and • Date/Time of September 13 Special Board meeting when the Board will: <ul style="list-style-type: none"> ○ Meet with the search firm for planning
3	Special Meeting Virtual/Remote 9:00 am	<ul style="list-style-type: none"> • Review of proposed new timeline <hr/> 5:00 pm - Deadline to receive proposals from search firms.
9	Special Meeting Virtual / Remote 4:00 – 7:00 pm	4:00 – 4:30 pm <ul style="list-style-type: none"> • Board reviews search firm proposals, and • Selects firm(s) to interview & make presentation 5:00 pm <ul style="list-style-type: none"> • Search firm candidates make presentations. • Board deliberates, selects firm and approves entering into contract w/search firm and dollar amount.
13	Special Meeting Virtual / Remote 10 am - 2 pm?	<ul style="list-style-type: none"> • Superintendent Search Planning Meeting with Search Firm: <ul style="list-style-type: none"> • Intros • Finalize Search Calendar/Timeline • Select Board Liaison • Execute search firm Contract, if needed • Review search process • Confidentiality & Community Engagement • Schedule times for board member interviews • Focus Group identification • Online survey • Number of candidates • Internal candidates • Candidate expenses • Advertisements • Background checks

		<ul style="list-style-type: none"> • Salary & fringe benefits • Residency expectations • Prep for Interview
September 13 - 20		Search firm: <ul style="list-style-type: none"> • Conducts online survey of focus groups • Advertises & recruits for position
16	Regular Meeting	Student Board Members present Ratify Search Firm contract approved from 9/9 special meeting
23	Special Meeting Open & Closed Session Virtual / Remote 10 am - 1 pm	<ul style="list-style-type: none"> • Search firm presents profile to Board. • Board directs a private location to be secured to conduct interviews. • Board screens applicants & identifies candidates to interview
27	Special Meeting Closed Session Virtual / Remote 10 am - 12 pm 1:30 pm Call back afternoon	<ul style="list-style-type: none"> • Board interviews candidates (if more time is needed, schedule another special meeting on 10/11) • If additional time is not needed, the Board selects new superintendent • Board President tasked with contract negotiations w/appointee (start date, salary, etc.)

October		
Date	Meeting Type In-Person	Action Items
14	Regular Meeting 5:00 pm	<ul style="list-style-type: none"> • Board appoints incoming superintendent and approves contract, subject to background check.

*Proposed dates subject to availability of Board Members and selected search firm.