

AGENDA  
AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
Special Board Meeting  
Wednesday, February 3, 2021  
OPEN SESSION at 4:30 PM

**Meeting Location: Amador County Building, 810 Court Street, Jackson, Remote meeting via Zoom for public access.**

**NOTE: Due to COVID-19 this meeting will be available to the public via Zoom and following the meeting recorded audio will be available on our website.**

**Zoom offers closed captioning during live conferences for disabled persons.**

**To access the meeting online join the Zoom meeting via**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/85890286602?pwd=eTYyMkhJNnlFQ1Jyc0RsM0J0M1pXZz09>**

**Meeting ID: 858 9028 6602**

**Passcode: 020321**

**One tap mobile**

**+16699009128,,85890286602#,,,,\*020321#** Directions for accessing the meeting will also be included on our webpage with the meeting link. **<https://amadorcoe.org/minutes-agendas/>**

NOTE: A copy of the Board agenda and backup materials is available for inspection and review on the Amador County Unified School District Website at [www.amadorcoe.org](http://www.amadorcoe.org). An audio recording of the Board Meeting is made. If you are in need of a hard copy of the agenda, please email the Communication Specialist at [demi.wright@acusd.org](mailto:demi.wright@acusd.org).

Board of Trustees meetings are meetings of the Board in public, as per the Brown Act open meeting law. All five Board Members may not have discussion outside an open meeting. This meeting is their opportunity to have discussion in order to conduct their business. Board Meetings are not meetings for the public to interact informally with the Board. Members of the public may speak formally to the Board by completing a speaker card and giving it to the Board Clerk or Communication Specialist.

If a person or group of persons disrupt the orderly conduct of a meeting, the legislative body has a right to order those persons removed from the meeting. If order still cannot be restored after removal of the individuals disrupting the meeting, members of the legislative body can order the room cleared and continue with the meeting. (Government Code §54957.9; Penal Code §8403; Elections Code §18340; *Acosta v. City of Costa Mesa* (9<sup>th</sup> Cir. 2013) 718 F.3d 800; *White v. City of Norwalk* (9<sup>th</sup> Cir. 1990) 900F.2d 1421, 1425.)

**OUR UNITY OF PURPOSE:** We work as a cohesive Governance Team through discussions, actions and decisions that are thoughtful, respectful, and sensitive. We support one another in and away from the Board Room through active listening, vulnerability and honesty. **We make policy decisions that ensure equitable support to increase student achievement and foster social, emotional, and physical well-being for all students.**

**OUR MISSION:** Enriched by the diversity and deep traditions of our unique community, Amador County Public Schools will prepare, support, and inspire each student to achieve career and college success in a rapidly evolving world through highly engaging teaching, rigorous learning and innovative pathways supported by strong partnerships in a safe, caring and collaborative environment.

1.0 **CALL TO ORDER**

2.0 **BOARD MEMBERS**

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*The Board may not take action on any item which is not on this agenda, except when (1) an emergency situation exists, (2) there is need to take immediate action and the need for the action came after posting, or (3) the item was posted for a prior meeting within specified time limits. [Government Code §54954.2]*

- [ ] Kandi Thompson, Board President
- [ ] Deborah Pulskamp, Board Clerk
- [ ] James Marzano
- [ ] Julia Burns
- [ ] James Whitaker
- [ ] Ian McMahan, Amador High School, Student Board Member
- [ ] Kate Johnson, Argonaut High School, Student Board Member

3.0 **ROLL TAKEN BY THE BOARD CLERK**

4.0 **ADDITIONS/DELETIONS OR CORRECTIONS TO THE AGENDA**

5.0 **PLEDGE OF ALLEGIANCE**

6.0 **PUBLIC COMMENTS**

*Public comments regarding Discussion/Action Items will be addressed during this time. Due to Zoom limitations, all public comments should be addressed at this time. A person wishing to be heard by the Board shall first be recognized by the president and shall then proceed to comment as briefly as the subject permits. Individual speakers shall be allowed three minutes to address the Board on non-agenda items. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add. **NOTE:** If you wish to address the Board please complete a speaker card and give it to the Board Clerk or Communications Specialist.*

7.0 **DISCUSSION/ACTION ITEMS**

7.1 **Superintendent Search Process – Discussion/Action (Board President Thompson)**

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

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

8.0 **NEXT MEETING**

**ACUSD Regular Meeting: Wednesday, February 10, 2021, tentatively scheduled to be held at the Amador County Administration Building, 810 Court St., Jackson, CA.** Open Session will tentatively start at 4:00 PM.

9.0 **ADJOURNMENT**

\* The Amador County Unified School District complies with the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact the Superintendent’s Office by calling (209) 257-5353. All efforts will be made for reasonable accommodations.

\* Any writings or documents that are provided to the governing board in open session will be made available for public inspection at the meeting or at the Amador County Public Schools District Office located at 217 Rex Avenue, Jackson, CA during normal business hours. Please note that business hours have changed due to COVID-19. If you are need of a hard copy of the agenda, please email the Communication Specialist at [demi.wright@acUSD.org](mailto:demi.wright@acUSD.org)

# Amador County Public Schools



District

County

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**FEBRUARY 3, 2021**

**AGENDA ITEM #:** 7.1

**SUBJECT:**

Superintendent Search Process – Discussion/Action

**BACKGROUND INFORMATION:**

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

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

On January 5, 2021, Dr. Slavensky announced her retirement, to be effective June 30, 2021. It is best practice in public school education to contract with an executive search firm to facilitate a process for the search, recruitment, broad based stakeholder input, paper screening, interviewing, and hiring of the next superintendent.

The ACUSD Board of Trustees has experience with Leadership Associates, California's premier executive search and leadership development firm. Leadership Associates facilitated the 2016 process and Dr. Sally Frazier, a member of their executive leadership team, continues to support the ACUSD Board and the Superintendent through facilitation of the Superintendent's annual evaluation process. On January 13, 2021 the Board of Trustees voted in a 3-2 vote to hire Leadership Associates to lead the executive search for a new Superintendent.

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

The Board President recommends that the Board of Trustees listen to the presentation and have discussion.

**PRESENTED BY:**

Kandi Thompson, Board President



**AMADOR UNIFIED SCHOOL DISTRICT**  
Initial Meeting, Discussion Items  
ACUSD Board of Trustees / Leadership Associates  
February 3, 2021

**A. OPEN SESSION**

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 (all okay as shown on [this webpage?](#))
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 [FYI only, to be completed by candidates invited for interview.]
9. Copy of current Superintendent Contract (*Send copy of current superintendent contract*)
10. Board questions/points for clarification
11. Board Members' Input:
  - Desired Qualities/Characteristics/Experiential Background
  - District's Strengths and Challenges
  - Questions Regarding Process/Procedures



## PROPOSED TIMELINE

(Flexible based upon Board direction)

### Amador County Unified School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

<b>JANUARY 2021</b>	January 10	District receives proposals
	January 13	<i>Board Selects Firm</i>
<b>FEB-MAR 2021 Phases 1-4</b>	February 3	<i>Board confers with consultants and determines characteristics, skills &amp; qualities desired in a new superintendent; Board publicly announces timeline and procedures for superintendent selection</i>
	February 9; (Feb 10 if needed, PM only)	Consultants confer with staff and community designated by the Board to receive input; Online survey is posted to district website February 5-15
	February/March	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	February 15 and March 1	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)
<b>MAR-APR 2021 Phase 5</b>	<b>March 12, 5:00 PM</b>	<b>Deadline for applications</b>
	March	Consultants complete comprehensive reference and background checks on applicants
	March 31 or April 7	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed</i>
<b>APR 2021 Phases 6-8</b>	April 10 or 17 (all day)	<i>Board interviews candidates; selects finalist(s)</i>
	TBD	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	April 28	<i>Board approves superintendent contract at a <b>regularly scheduled</b> board meeting</i>
<b>JULY 2021 Phase 9</b>	July 1 (as mutually agreed)	New superintendent begins



## AMADOR COUNTY UNIFIED SCHOOL DISTRICT SUPERINTENDENT SEARCH ONLINE SURVEY OPEN FEBRUARY 5-15, 2021

### INTRODUCTION

The Amador County Unified 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 the 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.



**AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
SUPERINTENDENT SEARCH ONLINE SURVEY  
OPEN FEBRUARY 5-15, 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)



**AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
SUPERINTENDENT SEARCH ONLINE SURVEY  
OPEN FEBRUARY 5-15, 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 that 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 that you think are important for our next superintendent to possess.



AMADOR COUNTY UNIFIED SCHOOL DISTRICT  
SUPERINTENDENT SEARCH ONLINE SURVEY  
OPEN FEBRUARY 5-15, 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.



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



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



Experience as a superintendent in a comparable district



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



Experience in management of school facilities



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



Bilingual



# AMADOR COUNTY UNIFIED SCHOOL DISTRICT SUPERINTENDENT SEARCH ONLINE SURVEY OPEN FEBRUARY 5-15, 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.



Is an effective instructional leader who will maintain and improve the student achievement gains made in the District



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



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



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



Will be accessible to parents, staff, and community members



Will be highly visible at our schools and community events



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



# AMADOR COUNTY UNIFIED SCHOOL DISTRICT SUPERINTENDENT SEARCH ONLINE SURVEY OPEN FEBRUARY 5-15, 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.



Empathetic



Equity-Minded



Consensus Builder



Visible



Collaborative



Accountable



Courageous



Visionary