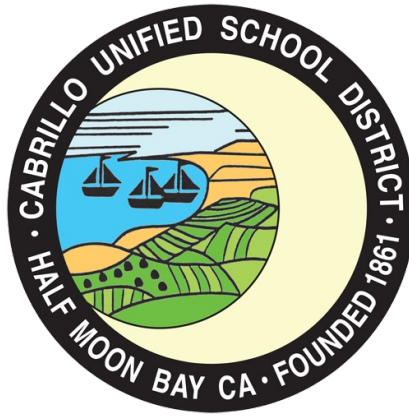




Special Governing Board Meeting

CABRILLO UNIFIED SCHOOL DISTRICT

Cabrillo Unified School District Boardroom, 498 Kelly Avenue, Half Moon Bay, California 94019

Saturday, March 2, 2024 • 10:00 AM

In compliance with the Americans with Disabilities Act, Individuals who require special accommodations (Spanish interpreter, accessible seating, documentation in an accessible format, etc.) should contact the Administrative Assistant to the Superintendent at acostar@cabrillo.k12.ca.us. Notification at least 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids, or services.

Documents provided to a majority of the Governing Board regarding an open session item on the agenda will be made available for public inspection in the District Office located at 498 Kelly Avenue, Half Moon Bay, California, during normal business hours. In addition, such writings and documents are posted on the District's website, www.cabrillo.k12.ca.us.

PUBLIC COMMENTS GUIDELINES

Members of the public are encouraged to attend Board meetings and to address the Board concerning any item on the agenda or within the Board's jurisdiction. There are two ways in which members of the public may provide comments:

1. Submit Written Comments in Advance: Members of the public wishing to provide comments in advance of the meeting may submit a Public Comments form at: bit.ly/cusdcomments. Written comments will be accepted from when the agenda is posted up to 3:00 pm on the day of the meeting. Comments will be read out loud by the Board President or a Designee. Written comments should be limited to no more than 300 words; longer comments might not be shared publicly during the meeting. However, all comments received, whether or not they are shared publicly during the meeting, will be made available to all Board members and the public.

2. Provide Comments In-Person During Meeting: A person wishing to be heard by the Board during the meeting should submit a "Request to Address the Board" slip to the Administrative Assistant to the Superintendent prior to the introduction of the item. For meeting facilitation, please submit the slip at your earliest possible convenience. Upon recognition by the Board President, please proceed to the podium and comment as briefly as the subject permits.

Individual speakers will be allowed three (3) minutes to address the Board on each agenda or nonagenda item, and the Board will limit the total time for public input on each item to 20 minutes. However, in exceptional circumstances, when necessary to ensure full opportunity for public input, the Board president may, with Board consent, adjust the amount of time allowed for public input and/or the time allotted for each speaker.

Any such adjustment shall be done equitably so as to allow a diversity of viewpoints. The president may also ask members of the public with the same viewpoint to select a few individuals to address the Board on behalf of that viewpoint. The Administrative Assistant will keep the time and advise the speaker when there are 30 seconds left and again when the time is up. We ask speakers to keep within the time limits.

- Agenda Items may be addressed after the conclusion of the staff presentation on the item.
- Closed Session Items may be addressed under Public Comment on Closed Session Topics.
- During Special Meetings, there is no section for nonagenda Items.

IMPORTANT BOARD PROTOCOLS REGARDING PUBLIC COMMENTS

The Cabrillo Unified School District Governing Board does not act upon any matter that has not been agendaized except under limited circumstances as permitted by law. It is the policy of the Cabrillo Unified School District Governing Board to refer matters raised in this forum to staff for further examination and/or action where appropriate.

1. OPENING BUSINESS

- a. Call Public Session to Order
- b. Roll Call / Quorum
- c. Pledge of Allegiance

2. APPROVAL OF AGENDA

3. GENERAL BUSINESS

- a. Discussion of Superintendent Search Process (Discussion)

[3.a Board Memo Discussion of Superintendent Search 2024.pdf \(p. 4\)](#)

[3.a.1. Discussion Outline.pdf \(p. 5\)](#)

[3.a.2. Examples of Educational Partners Groups.pdf \(p. 6\)](#)

[3.a.3. Draft Survey \(English\).pdf \(p. 7\)](#)

[3.a.4. Draft Survey \(Spanish\).pdf \(p. 13\)](#)

[3.a.5. Proposed Timeline.pdf \(p. 19\)](#)

4. CLOSED SESSION

- a. Identification of Closed Session Topics of Discussion (Please refer to the list of items identified in Agenda Section 4c, below.)
- b. Public Comments on Closed Session Topics
- c. Adjourn to Closed Session

Board Members will meet privately for Closed Session. Any action taken during Closed Session will be reported out under "Closed Session Action Report."

1. Public Employment Appointment (Government Code §54957)

- Position: Superintendent

- d. Adjourn Closed Session and Reconvene Open Session

5. RECONVENE IN OPEN SESSION

- a. Closed Session Action Report

6. ADJOURNMENT



CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, California 94019 • 650 712-7100 • Fax 650 726-0279 • www.cabrillo.k12.ca.us

SUPERINTENDENT

Sean McPhetridge, Ed.D.

GOVERNING BOARD

Mary Beth Alexander
Lizet Cortes
Carmen Daniel
Kimberly Hines
Sophia Layne

MEMORANDUM

MEETING DATE: March 2, 2024
TO: Members of the Governing Board
FROM: Kimberly Hines, CUSD Board President
CATEGORY: Discussion
ITEM TITLE: Discussion of Superintendent Search Process

BACKGROUND INFORMATION

Dr. Sean McPhetridge, CUSD's current superintendent, has submitted his resignation letter effective July 12, 2024. At the direction of Board President Kim Hines, district staff contacted Leadership Associates to provide a proposal to lead the search process for recruiting, interviewing, and hiring a new superintendent. Then a service contract was approved by the Board on February 15, 2024.

REPORT/PROPOSAL

The two consultants from Leadership Associates who will work directly with this search process, Peggy Lynch and Jacki Horejs, will present an overview of the search process.

Items to be discussed:

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

FISCAL ANALYSIS

A cost of \$24,500 was assigned to the general fund for this process.

RECOMMENDATION

Discuss the search for a new superintendent.

CABRILLO UNIFIED SCHOOL DISTRICT

Initial Meeting, Discussion Items

March 2, 2024

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 (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); salary range
 - 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

B. CLOSED SESSION

EDUCATIONAL PARTNERS & COMMUNITY FORUM

(These are examples; final list should be customized to fit District's specific group descriptions)

1. Board of Education (takes place during the initial meeting with the Board)
2. Former Board Members
3. Superintendent
4. Cabinet
5. District Leadership Reps (Directors, Coordinators, Principals)
6. Classified Staff (Including the D.O. Staff)
7. Confidential Staff
8. Certificated Staff
9. Teachers' Association Executive Board
10. CSEA Executive Board, SEIU
11. Students (Including Student Board Members and other Student Leaders. ES/MS/HS)
12. Parent Partners (Including SSC, Parent Committee Reps, Boosters, and PTA Reps)
13. DLAC and ELAC Reps (With Interpreter)
14. Community Partners (Service Clubs, Chamber Reps, and Business Partners)
15. Education Foundation
16. Open Community Forum



CABRILLO UNIFIED SCHOOL DISTRICT SUPERINTENDENT SEARCH SURVEY AVAILABLE MARCH 11 - 21, 2024

INTRODUCTION

The Cabrillo 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 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.



**CABRILLO UNIFIED SCHOOL DISTRICT
SUPERINTENDENT SEARCH SURVEY
AVAILABLE MARCH 11 - 21, 2024**

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)**



**CABRILLO UNIFIED SCHOOL DISTRICT
SUPERINTENDENT SEARCH SURVEY
AVAILABLE MARCH 11 - 21, 2024**

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.



CABRILLO UNIFIED SCHOOL DISTRICT SUPERINTENDENT SEARCH SURVEY AVAILABLE MARCH 11 - 21, 2024

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 as a district-level executive leader (such as an 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 transformation and school turnaround

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 and/or experience in working with diverse communities



**CABRILLO UNIFIED SCHOOL DISTRICT
SUPERINTENDENT SEARCH SURVEY
AVAILABLE MARCH 11 - 21, 2024**

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



CABRILLO UNIFIED SCHOOL DISTRICT SUPERINTENDENT SEARCH SURVEY AVAILABLE MARCH 11 - 21, 2024

DESIRED PERSONAL CHARACTERISTICS

8. Please rank, in order of importance between 1 and 9, (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 and a good listener
		Equity-Minded
		Consensus Builder
		Accessible and engaged
		Collaborative
		Accountable
		Courageous
		Visionary/Innovator
		Strong communication skills



**CABRILLO UNIFIED SCHOOL DISTRICT
ENCUESTA, BÚSQUEDA DE SUPERINTENDENTE
ABIERTA DEL 11 AL 21 DE MARZO DE 2024**

INTRODUCCIÓN

La Mesa Directiva de nuestro distrito escolar está solicitando su ayuda para seleccionar nuestro próximo superintendente. Hemos solicitado que los asesores de Leadership Associates, quienes están ayudando a la Mesa Directiva en su búsqueda, conduzcan un cuestionario en línea para solicitar las opiniones de parte de los alumnos, el personal, los padres, y la comunidad.

El siguiente cuestionario le pide responder a varias preguntas críticas. La información generada por este cuestionario anónimo se usará para desarrollar un perfil, que indique las cualidades y características deseadas en el próximo superintendente. También guiará el proceso de selección y referencias, al igual que el desarrollo de las preguntas para la entrevista. El cuestionario también busca obtener su perspectiva sobre las ventajas y los retos del Distrito, y sobre nuestra comunidad. Los asesores compilarán un informe que resuma los resultados del cuestionario y los compartirá con la Mesa Directiva.



**CABRILLO UNIFIED SCHOOL DISTRICT
ENCUESTA, BÚSQUEDA DE SUPERINTENDENTE
ABIERTA DEL 11 AL 21 DE MARZO DE 2024**

HISTORIAL

**POR FAVOR TOME UN MOMENTO PARA PROPORCIONAR LA
SIGUIENTE INFORMACIÓN:**

1. Mis perspectivas vienen desde el punto de vista de un (marque todas las que apliquen):

- ☐ Padre/Tutor
- ☐ Alumno
- ☐ Miembro de la comunidad
- ☐ Maestro
- ☐ Empleado clasificado
- ☐ Administrador
- ☐ Otro Certificado
- ☐ Voluntario de la escuela
- ☐ Funcionario Público
- ☐ Dueño de un negocio / Socio
- ☐ Personal de una organización no lucrativa / Comité
- ☐ Otro (especifique)



**CABRILLO UNIFIED SCHOOL DISTRICT
ENCUESTA, BÚSQUEDA DE SUPERINTENDENTE
ABIERTA DEL 11 AL 21 DE MARZO DE 2024**

VENTAJAS Y RETOS DEL DISTRITO; COMUNIDAD

2. ¿Cuáles considera que son las ventajas del Distrito?

3. ¿Cuáles considera que son los mayores retos a los que se va a enfrentar nuestro nuevo superintendente?

4. ¿Qué es importante que nuestro próximo superintendente sepa acerca de nuestra comunidad?

5. Por favor agregue cualquier otra cualidad o característica que considere importante que posea nuestro próximo superintendente.



**CABRILLO UNIFIED SCHOOL DISTRICT
ENCUESTA, BÚSQUEDA DE SUPERINTENDENTE
ABIERTA DEL 11 AL 21 DE MARZO DE 2024**

EXPERIENCIA PROFESIONAL DESEADA

6. Por favor, califique por orden de importancia de 1 a 7, (el 1 siendo lo más importante), las siguientes experiencias de liderazgo que usted considere sean las más importantes que nuestro próximo superintendente debe poseer con relación a las necesidades del Distrito.

1 2 3 4 5 6 7



Experiencia en la educación pública en California, ya sea enseñando y/o en administración

1 2 3 4 5 6 7



Experiencia como líder del distrito un un nivel elevado (como asistente de superintendente o superintendente)

1 2 3 4 5 6 7



Experiencia como superintendente en un distrito semejante

1 2 3 4 5 6 7



Experiencia en la supervisión de las finanzas, presupuestos, y gestiones empresariales de un distrito escolar

1 2 3 4 5 6 7



experiencia en transformación y reestructuración escolar

1 2 3 4 5 6 7



Un historial comprobado del crecimiento académico de todos los alumnos, incluyendo a los niños con discapacidades, los alumnos limitados en inglés, y niños en la pobreza.

1 2 3 4 5 6 7



Bilingüe y/o experiencia trabajando con comunidades diversas



**CABRILLO UNIFIED SCHOOL DISTRICT
ENCUESTA, BÚSQUEDA DE SUPERINTENDENTE
ABIERTA DEL 11 AL 21 DE MARZO DE 2024**

CARACTERÍSTICAS DESEADAS DE LIDERAZGO PROFESIONAL

7. Por favor, califique por orden de importancia de 1 a 7, (el 1 siendo lo más importante), las siguientes experiencias de liderazgo que usted considere sean las más importantes que nuestro próximo superintendente debe poseer con relación a las necesidades del Distrito.



Es un líder de instrucción firme que mantendrá y mejorará las ganancias logradas por el alumnado en el Distrito



Reunirá a toda la comunidad hacia una visión sólida del logro estudiantil



Dará alta prioridad a tener entornos seguros para los alumnos y el personal



Tiene grandes habilidades para fomentar relaciones humanas y es una “persona sociable”



Estará disponible para los padres y el personal



Estará visiblemente presente en nuestras escuelas y en los eventos de la comunidad



Tiene la habilidad de capacitar y desarrollar a posibles líderes dentro del Distrito, y de crear un equipo de trabajo fuerte y unido



PROPOSED TIMELINE

(Flexible based on Board direction)

Cabrillo Unified School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

FEBRUARY 2024	February 15	<i>Board approves agreement to conduct search</i>
MARCH 2024 Community Engagement	March 2, 2024 (Special Mtg)	<i>Initial Meeting with the Board; Board determines characteristics, skills & qualities desired in new superintendent; publicly announces timeline and procedures (Open and Closed Session; approx 3 hrs total)</i>
	March 11-21, 2024	Online survey dates
	March 13, 14, 18, 19	Consultants confer with staff and community designated by the Board to receive input
MARCH/APRIL 2024 Advertisement and Recruitment	March	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	March 11 and 18	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)
	April 5, 5:00 PM	Deadline for applications
APRIL 2024 Interviews and Selection	Early April	Consultants complete comprehensive reference and background checks on applicants
	April 13, 2024 (Special Mtg)	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)</i>
	April 27, 2024 (Special Mtg)	<i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)</i>
MAY/JUNE 2024 Contract Approval	Week of April 29	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	May 9, 2024	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
JULY 2024 Start Date	July 1, 2024 (as mutually agreed)	New superintendent begins