

TO: Board of Education

FROM: Sarah Pearson, Vice-President PUSD Board of Education  
Doug Ireland, PUSD Board of Education

SUBJECT: **Superintendent Search Firm Interviews**

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I. **SUPPORT INFORMATION**

In the Board Packet for the regular meeting on November 12, 2014, Board President Andrea Swenson outlined a process for the Superintendent Search. At that Board meeting, the Board agreed to the process as described and nominated Sarah Pearson and Doug Ireland to lead the Superintendent selection process. Furthermore, the Board agreed that the District should hire a search firm to guide the process (at an estimated cost of \$25,000-30,000).

While the interview and final selection of a Superintendent will rest with the five Board members, the Board asked to establish a small subcommittee to select which firm to use. The following people will serve on the committee to review and interview the search firms: Paul Benoit, City Administrator; Ray Gadbois, former member of the Board of Education; Katie Korotzer, President of the Associated Parent Clubs of Piedmont; Carol Cramer, Principal of Wildwood Elementary School.

Although the subcommittee does not need to conduct the interviews in public, we are choosing to post this as a "Special Board Meeting" to invite the public to listen and give input. There will be time for public comment after all of the firms have presented and before the committee deliberates in private. Later, the chosen search firm will seek input from students, parents, community members and staff in a variety of forums regarding the qualities most valued in a candidate for the Superintendent position. Input from across the community will be essential. At this early stage we were looking for a small group people who represent parents, staff, and community and/or who have had experience working with search firms.

In choosing a firm, the subcommittee will look for qualities such as:

- Credibility and track record of the firm
- Longevity of superintendents placed by the firm
- Cost of the search including services provided
- Ability of the firm to recruit highly qualified candidates
- Record of in-depth reference checks
- How they handle internal vs. external candidates

- How and when they solicit input and involve stakeholders in the decision
- Attitude toward statewide vs. national search
- Interaction with the local media
- Communication with the Board
- Handling confidentiality throughout the process

As part of the process, we will expect:

- Community Surveys
- Meetings with Employee Groups, Parents, and the wider community
- Development of a Superintendent Profile
- National search for the best applicants
- Extensive background and reference checks
- A thoughtful, thorough, and inclusive process

Based on a list of firms provided by CSBA, research on-line and discussion with Board members in other districts, we asked five of the top twelve firms to submit proposals. We kept the additional firms on the list for the committee to review, in case they felt we should ask for proposals from any of these. After committee feedback, our top four firms (all of whom had already submitted proposals) were invited and are planning to interview at the Special Board meeting this Friday.

The committee reviewed written proposals from these five firms:

HYA Executive Search

<http://www.ecragroup.com/hya-executive-search>

Leadership Associates

<http://www.leadershipassociates.org>

McPherson & Jacobson Executive Recruiting

<http://macnjake.com>

Ray & Associates

<http://www.rayassoc.com>

Proact Search

<http://www.proactsearch.com>

At a public Special Board meeting from 10:00am – 1:00 pm on Friday November 21, the Selection Firm subcommittee will conduct interviews and hopefully choose the search firm to guide the process to select the District's next Superintendent. Representatives from each firm will give a 15 minute presentation and then the subcommittee members will ask questions for 15 minutes. The schedule is below. Public input will be heard at the completion of all the interviews. Hardcopies of their written proposals will be available to the public at the meeting.

**10:10-10:40 Hazard, Young, Attea & Associates** represented by Bill Levinson & Barbara Young

**10:50-11:20 McPherson & Jacobsen (CSBA)** represented by Bill Huyett & Bob Ferguson

**11:30-12:00 Leadership Associates** represented by Rich Thome & Peggy Lynch (with Jim Brown on Skype)

**12:20-12:50 Ray & Associates** represented by Ricardo Medina & Noel Gallo

### **12:50 Public Input**

After the formal presentations, the committee will hear public comments and then deliberate in private. All public input will be directed at the committee for information to consider as part of the deliberation process.

## **II. RECOMMENDATION: REVIEW AND ACTION**

After hearing from the firms and public input, the subcommittee will try to reach consensus on which search firm to guide the selection of Piedmont's next Superintendent. This part of the process is confidential and limited to the subcommittee. If the committee would like to interview more firms or obtain more information about the firms, the committee will meet again the first week of December. At the December 10 regular board meeting the Board will ratify the selection of the firm and the firm will outline for the community the recommended process.

SP/ss