

**PIEDMONT UNIFIED SCHOOL DISTRICT
SUPERINTENDENT SEARCH PLANNING MEETING
12/18/14**

OPEN SESSION PLANNING WORKSHOP:

1. Review search process/determine search calendar

A review of each step of the search as depicted in the flow chart in our proposal and a discussion of any special steps you would like modified, added to or deleted from your search. This will be accomplished by determining the calendar for the search. We will provide a binder for your search materials.

The calendar will take into consideration the personal and professional commitments of each board member and the search consultants.

Please refer to the provided draft calendar for specific recommended dates. Please bring your personal calendars to the meeting. It is essential that we finalize the search calendar at this meeting.

Following are the search events:

- Board planning meeting
- Advertisements
- Leadership Profile interviews/focus groups
- On-line survey starts/ends
- Leadership Profile Report/Characteristics presented to Board
- Screening interviews (with consultants)
- Interview workshop (open)/slate presentation (closed session)
- Board first interviews with candidates
 - Debriefing with consultants following last interview
- Board second interviews with finalists
 - Debriefing with consultants to identify finalist following interviews
- Board members visit home site of finalist
- Announcement of appointment
- Superintendent assumes responsibilities
- Board-Superintendent Retreat/Workshop (optional)

2. Identification of individuals/groups to meet with HYA consultants in development of Leadership Profile Report. We are in the district for a total of four days (two each with one overlapping day)

Recommended interviews include:

Board members: We meet with each board member for about 45 minutes. We schedule these meetings for when we are in the District to meet with the various stakeholder groups but can make other arrangements if needed. We will set time/date at the planning meeting.

Superintendent

Administrators – District level (individual)

Principals/Assistant Principals (group)

Support staff union leadership (group)

Support staff - open meeting for all interested members

Teacher Association Executive Board (group)

Teachers - open meeting for any interested teacher (after school)

PTA/PTO Council (group)

Foundation leadership (group)

Site council leadership (group)

Other parent, school, business, service or community groups as well as former board members or community leaders. Whenever possible we ask the Board to create like groups for interviews.

General Open Meeting, generally in evening, for anyone interested in attending (evening meeting)

3. Online Survey groups for disaggregation of survey results – review survey and determine:

-Groups the Board would like identified. We recommend Board, community, parents, teachers and support staff.

-District liaison to help place survey on District website

-Start/ending dates for survey

-Communication strategies for staff, parents and communities

4. Board Liaison during search – We ask the Board to identify one or two trustees to serve as liaisons to the consultants during the search. Their role is to

assist the superintendent's executive assistant in set up profile report interviews, locate venues for the board interviews and implement parent/staff/community communication strategies.

Generally we communicate with the entire Board via district email unless personal email addresses are requested. On occasion, we need to discuss special circumstances that may come up during the search. In these cases, we will contact the liaisons.

The Board needs to determine who will represent the district for press inquiries. Usually this is the Board president.

5. **HYA liaisons and consultants** – Bill Levinson and Barbara Young are serving as the search consultants. We share all information. Please send all communications to both of us. Barbara Young will serve as the communication liaison with the board.
6. **Slate of Candidates**-We will present the board a slate of five or six pre-screened and vetted candidates.
7. **Posting Recommendations:**

California Advertisements:

Our consulting fee includes three 5x4 postings in ACSAs EdCal. These will be posted on January 12, 19 & 26. We have provided a draft of the advertisement for the board to review. The Board could authorize a larger, 5x6 advertisement for an additional cost of \$486.

District to post the position through Ed Join (no cost if the district places the ad)

National Advertisements:

The Board can authorize a 30 day online advertisement in Ed Week for an additional cost of \$395 and a 30 day online advertisement in AASA for an additional cost of \$385, \$320 or \$665.

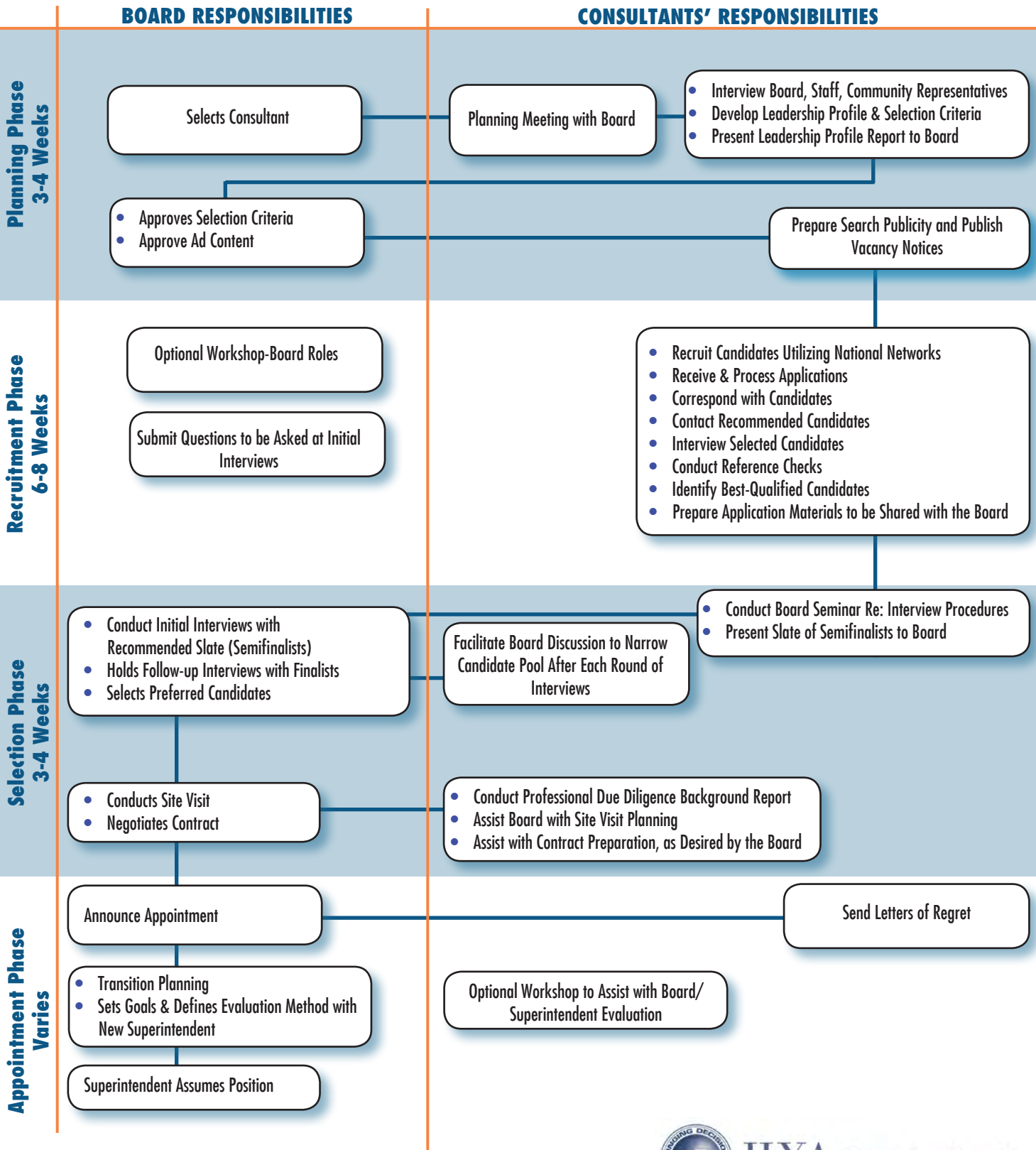
We post the position on the HYA web site with a link to the district's web site at no additional cost.

8. **Search/District Information**-Candidates will be referred to the district's web site and/or the HYA web site. The district is encouraged to create a link on their web site home page "Superintendent Search" where appropriate information can be posted (search calendar, Leadership Profile, search updates, etc.) and to update the web site when needed.
9. **Letter of Agreement** – A copy of a *Letter of Agreement* is in Section 5 of the Search Binder. This should be signed by the Board President and submitted to HYA.
10. **Superintendent Employment Contract**- Due to recent changes in the education code pertaining to superintendent contracts, we recommend the board schedule a workshop with district counsel to review all aspects of contracting with superintendents. We do not negotiate contracts for the board.
11. **Other** - anything else you might like to discuss pertaining to the search.

CLOSED SESSION:

1. **Inside candidates** – We recommend that we treat an inside candidate just as we would any other candidate and present him/her to the Board only if s/he is competitive with the other candidates
2. **Salary and fringe benefits** - We suggest the Board think in terms of a total compensation package. Total compensation includes salary, annuities, board pick-up of non-obligatory retirement payments, whole life insurance, auto allowance and any other fringe benefit that has a monetary value attached to it except for the insurance package and other benefits that generally are provided to all other administrators. We will need to know the boards' compensation parameters for this position.
3. **Contract**- We suggest the board identify which board members will work with the selected candidate to work out contract issues, and that district counsel be informed of the timeline for contract negotiations. We will need a copy of the current superintendent's contract and if there are any specific contract expectations for the new superintendent.

Superintendent Search Flow Chart



HYA Executive Search
 Hazard, Young, Attea & Associates

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Option 1: Revised 12.8.14

**PIEDMONT UNIFIED SCHOOL DISTRICT
SUPERINTENDENT SEARCH CALENDAR**

Planning Meeting	December 18 th
EdCal Advertisement	January 12 th , 19 th , & 26 th
EdWeek, AASA, EdJoin	January (TBD)
On Line Survey	January 12 th - 23 rd
Leadership Profile Interviews Community & Staff-21 st	January 21 st , 22 nd 23 rd
Profile Report to the Board Note: One Hour Presentation	February 11 th
Screening Interviews Barbara & Bill off site	February 24 th & 25 th
Presentation of Slate/Workshop Special Meeting of the Board	March 10 th
Board First Interviews* Debrief with Board	March 18 th & 19 th March 19 th
Board Second Interviews** Debrief with Board	March 24 th , 26 th , 27 th March 28 th
Site Visit Spring Break April 3 rd -12 th	March 30 th -April 3 rd
Superintendent Appointment Note: This must take place at a regularly scheduled Board Meeting	April 16 th

*First Interviews: Interviews are scheduled in two hour intervals. The full board meets with the consultants following the last interview on March 19th to debrief.

** Second Interviews: The afternoon of the candidate interview begins with a 5:00 tour of the District with two Board members followed by a 6:00-9:00pm dinner and interview with the full Board. The following morning the candidate meets for coffee with two Board members at 8:30am to present their compensation expectations. The full Board then meets with the consultants at 9:30am following the last morning candidate meeting on March 28th.

Option 2: 12.8.14

**PIEDMONT UNIFIED SCHOOL DISTRICT
SUPERINTENDENT SEARCH CALENDAR**

Planning Meeting	December 18 th
EdCal Advertisement	January 12 th , 19 th , & 26 th
EdWeek, AASA, EdJoin	January (TBD)
On Line Survey	January 12 th - 23 rd
Leadership Profile Interviews Community & Staff-21 st	January 21 st , 22 nd .23 rd
Profile Report to the Board Note: One Hour Presentation	February 11 th
Screening Interviews Barbara & Bill off site	February 16 th & 17 th
Presentation of Slate/Workshop Special Meeting of the Board	February 24 th
Board First Interviews* Debrief with Board	March 6 th & 7 th March 7 th
Board Second Interviews** Debrief with Board	March 12 th , 13 th , 14 th March 15 th
Site Visit Spring Break April 3 rd -12 th	March 17 th -20 th
Superintendent Appointment Note: This must take place at a regularly scheduled Board Meeting	March 25 th or April 1 st

*First Interviews: Interviews are scheduled in two hour intervals. The full board meets with the consultants following the last interview on March 7th to debrief.

**Second Interviews: The afternoon of the candidate interview begins with a 5:00 tour of the District with two Board members followed by a 6:00-9:00pm dinner and interview with the full Board. The following morning the candidate meets for coffee with two Board members at 8:30am to present their compensation expectations. The full Board then meets with the consultants at 9:30am following the last morning candidate meeting on March 15th.

Piedmont Unified School District Advertisement
Draft: December 18, 2014

SUPERINTENDENT – PIEDMONT UNIFIED SCHOOL DISTRICT
www.piedmont.k12.ca.us

Piedmont is a desirable community located in the beautiful hills 15 minutes east of San Francisco. The Piedmont Unified School District is one of the highest performing districts in California, supported by a generous parcel tax, an engaged community and a dedicated staff. The District has three elementary schools, a middle school, a high school and an alternative high school, which provide its 2700 students a comprehensive, rigorous and forward-thinking curriculum.

The Piedmont Board of Education is seeking an experienced educator and inspirational leader with a clear vision for exemplary student success who will carry on a strong tradition of innovation and collaboration with staff, students, parents and the community at-large.

Competitive compensation. Screening begins in February.

For additional information or to apply to go www.hyasupersearches.com or contact:

Hazard, Young, Attea & Assoc., Ltd.
Consultants: Bill Levinson and Barbara Young
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