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PLACE AND DATE	Special Meeting of the Board of Trustees Marin County Office of Education 1111 Las Gallinas Avenue San Rafael, CA 94903 Open Session 4:00 – 5:30 pm
CALL TO ORDER	The meeting was called to order by Board President Brad Honsberger at 4:00 pm.
MEMBERS PRESENT	Brad Honsberger, President Marnie Glickman, Vice President Jennifer Taekman, Clerk Alissa Chacko, Trustee Mark Schott, Trustee
MEMBERS ABSENT	None
ADMINISTRATORS PRESENT	Judith Arrow, Assistant Superintendent, Ed Services Robert Marical, Business Manager Rebecca Minnich, Coordinator Special Education Tracy Smith, Principal Kristy Treewater, Principal Derek Lecy, Assistant Principal Will Anderson, Principal Jason Manviller, Principal
	Mr. Honsberger welcomed audience members to the meeting. He announced that Superintendent Lohwasser could not be present at the study session but going forward he will be intrinsic in the hiring of a new superintendent.
PLEDGE OF ALLEGIANCE/PATRIOTIC SALUTE	The recitation of the Pledge of Allegiance was led by Rebecca Minnich.
APPROVAL OF OPEN SESSION AGENDA	On a motion by Ms. Taekman, seconded by Ms. Glickman, the Trustees approved the open session agenda. <i>Vote: 5-0 (Taekman, Glickman, Chacko, Schott, Honsberger)</i>
PUBLIC COMMENT ON ITEMS ON THE OPEN SESSION AGENDA	None
STUDY SESSION	Mary Jane Burke explained the task at hand to the Trustees. She

REGARDING THE  
PROCESS FOR  
SELECTION A NEW  
SUPERINTENDENT.  
PRESENTED BY MARY  
JANE BURKE, COUNTY  
SUPERINTENDENT, NOEL  
J. SHUMWAY, LEGAL  
COUNSEL, AND WALT  
BUSTER, CONSULTANT.  
NO ACTION  
ANTICIPATED

stressed the importance of working collaboratively, respecting the process and keeping in mind that no one board member has any independent authority. Ms. Burke handed out a document that listed the tenure of Superintendents in Marin County, noting that the Dixie School District (DSD) has had a level of stability with two superintendents since 1983. A copy of the document is attached to and made a part of the minutes of this meeting.

Mr. Walt Buster followed with a PowerPoint presentation covering the Superintendent search process. A copy of the PowerPoint presentation is attached to and made a part of the minutes of this meeting.

Mr. Buster reviewed the process outlined in his presentation, including the process for selecting a search firm that is the right fit, the interview process and the timeline. It was suggested that a good reference for board members would be to look at other districts Marin i.e. Reed, Ross, Larkspur that have recently completed or are in the process of a superintendent search.

Mr. Noel Shumway addressed the legal aspects of the search, including an open vs confidential search, legitimate questions to ask search firms, superintendent contract/salary/benefits, and the legalities around conducting interviews/meetings in closed or open meetings re the Brown Act.

Presenters discussed and responded to questions by Board members regarding forming an Ad Hoc sub-committee, search options, RFP, interim superintendent, and frequency of board meetings re the timeline presented.

ADJOURNMENT

On a motion by Mr. Schott, seconded by Ms. Chacko, the meeting was adjourned at 5:25 pm. Vote: 5-0 (*Schott, Chacko, Glickman, Taekman, Honsberger*)

Respectfully submitted by:

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Thomas J. Lohwasser, Ed.D.  
Superintendent

**MARIN COUNTY SUPERINTENDENTS  
1983 to Present (School Year)**

DISTRICT	DATES	SUPERINTENDENT
Bolinas-Stinson Union S. D.	1983 to 1985	John Brickner
	1985 to 1993	Sarah Pusey
	1994 to 1996	Don Armstrong
	1996 to 1999	Bob Balzan
	1999 to 2014	Larry Enos
	2014 to present	John Carroll
Dixie School District	1983 to 1995	Larry Lyon
	1995 to present	Linda Sheppard (Interim) Tom Lohwasser
Kentfield School District	1983 to 2007	Bob Caine
	2008 to 2013 (June)	Mary Jo Pettegrew
	2013 to present	Liz Schott
Lagunitas School District	1983 to 1984	Mario Lamorte
	1984 to 1988	Dale Lambert
	1988 to 1991	Peggy McCabe
	1991 to 1998	Larry Enos
	1999 to 2006	Mary Buttler (Interim)
	2006 to 2007	Craig Lee
	2007	Jim Orrell
	2007 to 2014	Larry Enos
2014 to present	John Carroll	
Larkspur School District	1983 to 1993	Dick Derby
	1994 to 1998	Chris Wilson
	1998 to 2002	Geoff Teall (Interim)
	2002	Barb Wilson
	2002 to 2005	Jim Orrell (Interim)
2005 to present	Bob Cone Valerie Pitts	
Marin Community College District	1983 to 1984	Irwin Diamond
	1984 to 1985	Diamond/Miller
	1985 to 1992	Myrna Miller
	1992 to 1993	John Randall (Interim)
	1994 to 2002	Jim Middleton
	2003 to 2004	Lois Callahan (Interim)
	2004 to 2009	Frances White
	2010	Al Harrison (Interim)
2010- present	David Wain Coon	
Marin County Office of Education	1983 to 1994	Byron W. Mauzy
	1994 to present	Mary Jane Burke
Mill Valley School District	1983 to 1993	Pat McDonough
	1993 to 1999	John Harter
	1999 to 2005	Barbara Young
	2005 to 2011	Ken Benny
	2011 to present	Paul Johnson

**MARIN COUNTY SUPERINTENDENTS  
1983 to Present (School Year)**

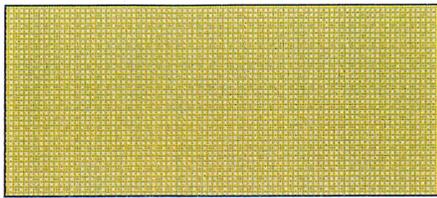
<b>DISTRICT</b>	<b>DATES</b>	<b>SUPERINTENDENT</b>
Novato Unified School District	1983 to 1986 1986 to 1990 1990 to 1998 1998 to 2002 2002 to 2011 2011 to 2014 2015 to present	Ron Franklin Dan Thompson Joel Montero John Bernard Jan Derby Shalee Cunningham Jim Hogeboom
Reed Union School District	1983 to 1986 1986 to 1987 1987 to 1990 1990 to 1993 1993 to 1997 1997 to 2009 2010 to 2014 2015 to present	Bill Levinson Jim Orrell (Interim) Judi Foster Robert Kessler Sheila Puckett Chris Carter Steven Herzog Nancy Lynch
Ross School District	1983 to 1986 1986 to 2005 2005 to 2009 2010- 2011 2011-2012 2012 to 2014 2015 to present	Michael Carey Cathy Townsley Tammy Murphy Patti Duella (Supt./Principal) Scott Mahoney(Interim) Chi Kim Michael McDowell
Ross Valley School District	1983 to 1998 1998 to 1999  2000 to 2002 2002-2004 2004 to 2007 2007 to 2010 2010 to 2014 2014 to present	Frank Elliott Jan Derby Jim Orrell (Interim) Pat Davis Bryce Sumnick (Interim) Cheryl Crawley Bryce Sumnick Eileen Rohan Rick Bagley
San Rafael City Schools	1983 to 1985 1985 to 1990 1990 to 1996 1996 to 1999 2000 to 2007 2007 to present	Nancy Marley (Dalton) Nancy Dalton Jeff Blackwell Barbara Smith Laura Alvarenga Mike Watenpaugh
Sausalito Marin City S. D.	1983 to 1992 1992 to 1994 1994 to 1998  1998 to 2005 2005 to 2006 2006 to 2011	Don Johnson Pat Davis Bill Redman Susan Spain (Interim) Rose Marie Roberson Mary Buttler (Interim) Debra Bradley

**MARIN COUNTY SUPERINTENDENTS  
1983 to Present (School Year)**

<b>DISTRICT</b>	<b>DATES</b>	<b>SUPERINTENDENT</b>
	2011-2013 2013 to 2015 2016 to present	Valerie Pitts Steven Van Zant Will McCoy
Shoreline Unified School District	1983 to 1991 1991 to 1994 1994 to 1997 1997 to 1998 1998 to 2012 (Dec) 2013 (Dec) to 2013 (June) 2013 to 2014 2015 to 2016 2016 to present	Pat Kennedy Stephen Davis Roberto Salinas Bob Spain (Interim) Stephen Rosenthal Nancy Neu (Interim) Thomas Stubbs Nancy Neu (Interim) Bob Raines
Tamalpais Union High S. D.	1983 to 1985 1985 to 1986 1986 to 1991 1991 to 1992 1992 to 2004 2004 to 2007 2007 to 2014 2015 to present	Tony Trujillo Bob Spain Walt Buster Robert Hansen (Interim) Bill Levinson Bob Ferguson Laurie Kimbrel David Yoshihara

# SUPERINTENDENT SEARCH

DIXIE SCHOOL DISTRICT



# THE SUPERINTENDENT'S JOB



Wm

THE SUPERINTENDENT'S JOB

# THE PROPOSAL FOR SEARCH FIRM

- Typically the proposal will include (a recent example):
  - a. Supporting the Board in developing the criteria and qualifications for selecting a Superintendent;
  - b. Facilitating the process for community input and engagement;
  - c. Generating interest on the part of potential candidates through a comprehensive state and national outreach;
  - d. Coordinating the interview process;
  - e. Assisting the Board in narrowing down the list of finalists;
  - f. Handling the logistics of the search process;
  - g. Assisting the Board of Trustees in developing an appropriate compensation package for the Superintendent; and,
  - h. Other Superintendent search related assistance the Board may require.

# SEARCH FIRM SELECTION

- Board sub-committee with recommendation to full board
- Closed Session Interviews
- Open Session Interviews

# INITIAL MEETING WITH BOARD

- **Discuss:**
- **Characteristics desired in new superintendent**
- **District strengths and challenge**
- **Community/Staff input process**
- **Online Survey?**
- **Finalize timeline**

# **DEVELOP POSITION DESCRIPTION USING:**

- **Develop Position Description using:**
- **Input received**
- **Description of district and community**
- **Key search dates**
- **Salary? Negotiable?**
- **Multi-year contract?**
- **Board reviews and approves draft**

# SELECTION OF FINALISTS WITH SEARCH FIRM

- Meet with Board to review all applicants
  - Note: in some cases all applications are made available for review by individual trustees.
- Discussion and determination of top candidates
- Board determines finalists to interview
- Review interview process and prepare interview questions

## SITE VISIT AND SELECTION

- **Board visits finalist's district prior to official contract offer**
- **Board and finalist as needed to develop final parameters for contract and to prepare press release (role of attorney?)**
- **Board takes public action at a regularly scheduled meeting to employ new superintendent**

# QUESTIONS

- Thank You