

DIXIE SCHOOL DISTRICT**Unadopted Board Minutes
February 1, 2017**

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:

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

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

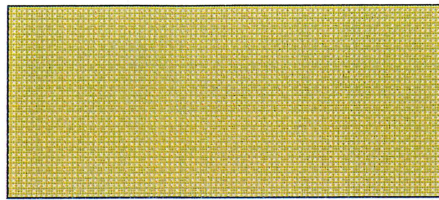
DISTRICT	DATES	SUPERINTENDENT
Novato Unified School District	1983 to 1986 1986 to 1990 1990 to 1998 1998 to 2002 2002 to 2011 2011 to 2014 2015 to present	Ron Franklin Dan Thompson Joel Montero John Bernard Jan Derby Shalee Cunningham Jim Hogeboom
Reed Union School District	1983 to 1986 1986 to 1987 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)

DISTRICT	DATES	SUPERINTENDENT
	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



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