

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
SPECIAL MEETING: MONDAY, MAY 22, 2023**

Mission Statement

Pacific Grove Unified School District, in partnership with the community and with a focus on equity, will challenge every student by providing a quality instructional program in a positive, safe and stimulating environment. The District will meet the diverse needs of all students by ensuring exceptional learning opportunities to acquire and apply the knowledge and skills that develop the insight and character necessary for a productive and rewarding life.

DATE: May 22, 2023

TIME: 5:00 p.m. Closed Session
5:30 p.m. Open Session

LOCATION: IN PERSON
Pacific Grove Unified School District Office
435 Hillcrest Avenue
Pacific Grove, CA 93950

Trustees
*Carolyn Swanson, President
Jennifer McNary, Clerk
Dr. Elliot Hazen
Laura Ottmar
Brian Swanson*

VIRTUAL ZOOM MEETING

Join Zoom Meeting

<https://pgusd.zoom.us/j/87189055408?pwd=RkoxRTJkTk5YNFFodGovRU5Za0FyUT09>

Meeting ID: 871 8905 5408

Passcode: 653538

One tap mobile+16694449171,,87189055408#,,, *653538# US +16699006833,
,87189055408#,,, *653538# US (San Jose)

Find your local number: <https://pgusd.zoom.us/j/87189055408?pwd=RkoxRTJkTk5YNFFodGovRU5Za0FyUT09>

The Board of Education welcomes you to its meetings, which are regularly scheduled for the first and third Thursdays of the month. Regular Board Meetings shall be adjourned by 10:00 pm, unless extended to a specific time determined by a majority of the Board. This meeting may be extended no more than once and may be adjourned to a later date. Individuals who require special accommodation, including but not limited to an American Sign Language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent at least two days before the meeting date.

Any writings or documents that are public records and are provided to a majority of the Governing Board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 435 Hillcrest Avenue, Pacific Grove during normal business hours.

AGENDA AND ORDER OF BUSINESS

I. OPENING BUSINESS

A. Call to Order

B. Roll Call

C. Adoption of Agenda

• Board Questions/Comments:

• Public Comment:

• Move: _____ Second: _____ Roll Call Vote: _____

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II. CLOSED SESSION

A. Identify Closed Session Topics

The Board of Education will meet in Closed Session to consider matters appropriate for Closed Session in accordance with Education and Government Code.

1. Public Employee Appointment/Discussion
Position: Superintendent (Government Code Section 54957)

B. Public comment on Closed Session Topics

C. Adjourn to Closed Session

III. RECONVENE FOR OPEN SESSION

IV. ACTION/DISCUSSION

A. Superintendent Search Process

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Recommendation: (Joshua Jorn, Assistant Superintendent for Business Services) The District Administration recommends the board to meet and confer with Leadership Associates search firm advisors in regard to the following:

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

- Board Comments/Questions:

- Public Comment:

- Move: _____ Second: _____ Roll Call Vote: _____

V. ADJOURNMENT

Next regular Board meeting: June 1, 2023

SUPERINTENDENT SEARCH
Community/Stakeholder Input Sessions

Examples of Groups to Invite

1. Board of Education (takes place during the Initial Meeting)
2. Superintendent
3. Cabinet (District Office Executive Management)
4. Leadership Team
5. Principals
6. Classified District Office Staff
7. Confidential Employees
8. Classified Staff
9. Certificated Staff
10. Teachers' Association Exec Board (Certificated)
11. CSEA Exec Board (Classified)
12. Students and Student Board Reps
13. School Site Council Reps
14. Parent Committee Leaders / Reps
15. Service Club Representatives (Rotary, Kiwanis, etc.)
16. DLAC/ELAC
17. City Council Members, City Staff (Manager), City Police Chiefs
18. Chamber of Commerce
19. PTSA/PTA
20. Booster Groups including Music and Athletics
21. Education Foundation
22. Business Partners
23. Community Open Forum (A district translator will be needed for this)



SAMPLE ONLINE SURVEY 2018

INTRODUCTION

The [District Name] School District Governing Board is asking for your help in selecting the next superintendent of schools. We have requested that the 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 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.



SAMPLE ONLINE SURVEY 2018

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
- Other Certificated
- School Volunteer
- Public Official
- Business Owner / Partner
- Non-Profit Staff / Board



SAMPLE ONLINE SURVEY 2018

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.

SAMPLE ONLINE SURVEY 2018

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.

<input type="checkbox"/>	<input type="text"/>	Experience in California public education, either teaching and/or site administration
<input type="checkbox"/>	<input type="text"/>	Experience as an assistant superintendent or associate superintendent
<input type="checkbox"/>	<input type="text"/>	Experience as a superintendent in a comparable district
<input type="checkbox"/>	<input type="text"/>	Experience in oversight of school district finances, budgets, and business management
<input type="checkbox"/>	<input type="text"/>	Experience in management of school facilities
<input type="checkbox"/>	<input type="text"/>	A proven track record of growing academic achievement for all students, including special needs children, second language learners, and children of poverty
<input type="checkbox"/>	<input type="text"/>	Bilingual

SAMPLE ONLINE SURVEY 2018

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.

<input type="checkbox"/>	<input type="text"/>	Is a strong instructional leader who will maintain and improve the student achievement gains made in the District
<input type="checkbox"/>	<input type="text"/>	Will bring the entire community together toward a strong vision of student achievement
<input type="checkbox"/>	<input type="text"/>	Will place the highest priority on safe environments for students and staff
<input type="checkbox"/>	<input type="text"/>	Has strong human relations skills and is a "people person"
<input type="checkbox"/>	<input type="text"/>	Will be accessible to parents and staff
<input type="checkbox"/>	<input type="text"/>	Will be highly visible at our schools and community events
<input type="checkbox"/>	<input type="text"/>	Has the ability to coach and develop potential leaders within the District, and create a strong, cohesive working team

SAMPLE ONLINE SURVEY 2018

DESIRED PERSONAL CHARACTERISTICS

8. Please rank, in order of importance between 1 and 7, (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.

	<input type="text"/>	Decisive
	<input type="text"/>	Organized
	<input type="text"/>	Approachable
	<input type="text"/>	Democratic
	<input type="text"/>	Receptive to ideas
	<input type="text"/>	Imaginative
	<input type="text"/>	Pragmatic



PROPOSED TIMELINE

(Flexible based on Board direction)

Pacific Grove Unified School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

APRIL 2023 Preliminary Phase	April 17	District receives proposals
	April 20/May 4	<i>Proposal Presentations / Board Selects Firm</i>
MAY 2023 Community Engagement	May 22 (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 2-3 hrs total)</i>
	May 22 - 31	Online survey dates [specified languages]
	May 24 (External) May 25 (Internal)	Consultants confer with staff and community designated by the Board to receive input [one day Zoom and one day in person]
APRIL-MAY 2023 Advertisement and Recruitment	April-May	Consultants identify potential candidates; Development and posting of Position Description
	May 22 June 12	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publication plus immediate online ACSA posting)
	June 26	Deadline for applications
MAY-JUNE 2023 Interviews and Selection	May-June	Consultants complete comprehensive reference and background checks on applicants
	July 27 (Special Mtg)	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 2-3 hours)</i>
	August 4 (Special Mtg)	<i>Board interviews candidates; selects finalist (Closed Session; all-day meeting)</i>
JUNE 2023 Contract Approval	ASAP [if desired]	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	Regularly scheduled August 2023 meeting	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
JULY 2023 Start Date	August/September (or as mutually agreed)	New superintendent begins