



Executive Director Search



CA SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION

April 29, 2020

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Dave Gordon
CCSESA Business Partnership Chair
1121 L Street, Suite 510
Sacramento, CA 95814

Dear Dave,

On behalf of Leadership Associates, we are honored to assist the CCSESA in its search for a new Executive Director. At our Zoom meeting with the CCSESA Executive Committee it was most evident that the meaningful inclusion of all 58 county superintendents of schools was imperative to the design of the search. There was also a clear message that the process be transparent and include regular updates of the search to the 58 county superintendents. We certainly concur and have attached a "County Superintendent Phase I Engagement Process" plan intended to allow for the active engagement and participation of all County Superintendents. We are also attaching a draft search timeline.

As an essential next step, it would be very beneficial for us to be able to schedule a Zoom meeting with the Executive Committee to confirm the search process and timeline, along with soliciting input on the personal and professional qualities desired in next the Executive Director as well as the perceived strengths of the department and challenges likely to be facing the new Executive Director. We would also like to receive the Executive Board's approval on the online survey. We anticipate the need for approximately an hour for this initial meeting with the Executive Committee.

Please let us know your thoughts on how best to proceed. It would be good to be able to have that meeting in the next week or so.

I have also listed below the contact information for all the members of our team. Thank you for doing the same. Finally, would you like for us to copy Colleen on our communications with you?

Sincerely


Dennis Smith, Ed.D.
Consultants, Leadership Associates


Kent Bechler, Ph.D.


Sally Frazier, Ed.D.

Cc: Ted Alejandro, President

Dennis Smith, dsmith@leadershipassociates.org (714) 612-1708
Sally Frazier, sfrazier@leadershipassociates.org (559) 232-5476
Kent Bechler, kbechler@leadershipassociates.org (909) 721-0052
Penny Pyle, Executive Assistant, ppyle@leadershipassociates.org (530) 302-5112



EXECUTIVE DIRECTOR SEARCH TIMELINE 2020

California County Superintendents Educational Services Association

Note: *Blue italicized text* indicates CCSESA Exec. Committee, Bd of Directors and/or County Supt. Participation

APRIL/MAY 2020	April 28	<i>CCSESA Executive Board selects Leadership Associates to conduct search</i>
	Early May	<i>Exec. Committee meets with consultant(s) and determines characteristics, skills & qualities desired in a new Executive Director; Exec. Committee discusses and shares timeline and procedures for selection</i>
MAY/JUNE 2020 Phases 1-4	May	<i>Consultants meet with County Superintendents from each of the eleven regions to determine characteristics, skills & qualities desired in a new Executive Director</i>
	May	Online survey is sent to each County Superintendent soliciting additional insight and regarding the characteristics, strengths and challenges facing CCSESA and Exec. Director
	May/June	Consultants identify potential candidates; development and posting of recruitment materials and Position Description on Leadership Associates and County websites [May 18 update to Board of Directors]
	May 18 & 25	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications) Other Sources TBD
JUNE/JULY 2020 Phase 5	June 15, 5:00 PM	Deadline for applications
	June 22-24	<i>Consultants share with CCSESA and update on the selection process at the General Assembly</i>
	June	Consultants complete comprehensive reference and background checks on applicants
	July	<i>CCSESA Executive Committee and/or Board of Directors meets with consultants, reviews all applications and selects finalists to be interviewed</i>
JULY/AUG 2020 Phases 6-8	July or August	<i>Executive Committee interviews finalists</i>
	August	<i>CCSESA representative(s) completes validation process of leading candidate.</i>
	August 10	<i>CCSESA approves Executive Director contract at a regularly scheduled board meeting</i>
SEPT 2020 Phase 9	September 1 or earlier (As Mutually Agreed Upon)	New Executive Director begins



California County Superintendents Educational Services Association Executive Director Search Process

Phase I: Engagement
May 2020

Leadership Associates is honored to assist the members of CCSESA with its search for the next CCSESA Executive Director. A Zoom meeting with the CCSESA Executive Committee and Leadership Associates consultants was held Tuesday, April 28. It was most evident that the inclusion of all 58 county superintendents was imperative to the design of the search.

While Superintendent Dave Gordon has been designated the liaison for Leadership Associates consultants, the message was clear that the process is to be transparent and to include regular updates of the various phases of the search to the 58 county superintendents.

To that end and with a target of August 10 for CCSESA Board consideration and approval of the contract for the new Executive Director, the first critical phase is outlined below:

Phase I: Stakeholder Input Sessions May

- ⇒ Regional Chairs will be contacted to schedule a Zoom meeting with a Leadership Associates consultant for his or her region. This meeting will be to gather input from the county superintendents in each of the 11 regions.
- ⇒ Opportunity will also be available to any county superintendent to schedule an individual contact with a consultant.
- ⇒ Link to an online survey will be emailed to each county superintendent.
- ⇒ Questions for the regional input sessions and on the online survey are the following:
 - What professional and personal qualities and characteristics do you desire in the CCSESA Executive Director?
 - What experiential background is desirable?
 - What do you see as the major strengths of CCSESA?
 - What do you see as the major challenges facing CCSESA and the new Executive Director over the next few years?
 - What is important for the Executive Director to know about CCSESA?
- ⇒ Suggestions of potential candidates to contact are welcomed.

Input from Phase I is foundational for developing the position description, for contacts with potential candidates, for developing interview questions and to share with the finalist as a picture of the expectations of the role and to offer a thorough view of the CCSESA landscape.

Included with this communication is the tentative search timeline for transmission to the 58 county superintendents.

We look forward to working with you on this important search process.



SERVICES AGREEMENT

LEADERSHIP ASSOCIATES
www.leadershipassociates.org
3905 State Street #7-407
Santa Barbara, CA 93105
(530) 302-5112

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made this **1st day of May 2020** between LEADERSHIP ASSOCIATES, hereinafter called the Contractor, and **Sacramento County Office of Education (SCOE)** acting on behalf of the California County Superintendents Educational Services Association (CCSESA)

The Contractor agrees to perform services for the SCOE and the CCSESA as follows:

The Contractor will conduct an Executive Director search, as delineated in the attached summary of services.

The SCOE agrees to pay the Contractor **TWENTY-NINE THOUSAND, FIVE HUNDRED DOLLARS (\$29,500)**, plus **FIVE THOUSAND DOLLARS (\$5,000)** in expenses for services provided. Payment is to take place in two increments: **(1) \$17,250** upon the application deadline, and **(2), \$17,250** upon selection of a finalist. The Contractor will submit invoices to the SCOE for each of the payment increments. Payments are due within 30 days of receipt of invoice.

Remittance payable/forwarded to: Leadership Associates
Attn: Linda Hunt
50855 Washington Street #C-205
La Quinta, CA 92253

The Contractor is to perform the above services beginning May 1, 2020.

Contractor agrees to hold harmless and indemnify the SCOE and CCSESA, its officers, agents, and employees with respect to all damages, costs, expenses or claims, in law or in equity, arising or asserted because of injuries to or death of person or damage to, destruction, loss, or theft of property arising out of faulty performance of the services to be performed by Contractor hereunder.

It is expressly understood and agreed to by both parties hereto that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid SCOE and CCSESA. Either party may terminate this agreement by providing the other party with ten (10) days written notice. Upon such termination, fees will be determined on a pro rata basis.

Leadership Associates does not participate in a California public pension system. Leadership Associates and the SCOE understand that the work/services provided should not be considered creditable toward the STRS earnings limit as the work is not normally performed by employees of the CCSESA and requires less than 24 months (496 business days). REF. CA Education Code § 26135.7 (2014)

CONTRACTOR:
LEADERSHIP ASSOCIATES
Office of Education
Taxpayer ID#: 68-038 3653

SACRAMENTO COUNTY OFFICE OF EDUCATION
on Behalf of CCSEA

By: _____

By: _____

Name: Dennis Smith

Name: _____

Title: Lead Search Partner

Title: _____

Date: May 1, 2020

Date: _____



SUMMARY OF SERVICES

CCSESA EXECUTIVE DIRECTOR SEARCH 2020

TOTAL FEE TO CONDUCT SEARCH: \$29,500, plus \$5,000 expenses

This fee includes:

- All meetings with the Executive Committee, Region Chairs and Delegate Assembly
- Development and posting of the position description announcing the position
- Cost of advertising in EdCal (Two consecutive publications) and/or other publications to be determined
- Acceptance of applications and responding to all inquiries regarding the position
- Recruitment of candidates and extensive background checks
- Gathering input and providing the Executive Committee with a written report, including online survey
- Coordination of logistics of the search:
 - scheduling appointments
 - notification of unsuccessful candidates
- Assisting in the development of interview questions and supporting the Executive Committee with the interview process
- Assisting the administrative assistant throughout the process with templates, online posting updates and sample agenda language
- Acting as an advisor to the Executive Committee
- Assisting the new Executive Director and Executive Committee through the verification process, if conducted