

~ CONFIDENTIAL ~

Questions for Recruitment Process

- What will the new role look like? What is the current job description? The job description will likely need updating prior to advertising, based on new needs of the organization.
 - We need a new description that is based on the current reality of County Superintendent work and is founded on the core competencies that our fellow superintendents find most necessary to the position. Mary and Karen were going to see if there is a current job description in place and will share that with the group for further discussion.
- How would you want to reach out to the 58 county superintendents to get their input on desirable characteristics of a new leader? Individual calls? Work through region leads? Who would make these calls? The search firm? SCOE?
 - Leadership Associates (LA) can call each Region Lead and schedule a time to have zoom with all COE Supts in that region (do this process for all 11 regions)
 - LA can provide a summary from each region meeting to EC/Dave
 - LA can include a process for any COE Supt to call LA and provide individual feedback/comments
 - We will discuss this more with LA and EC/Dave
- Would you want to also reach out to Education “influencers” (e.g., Governor’s office, SBE, CDE, etc.) to get their perspectives? Who would make these calls?
 - Ted will make individual calls to all State Agency leads to get their perspectives and include in the process
- What is the current salary? Would an increase be needed to attract quality candidates? Will the position be advertised with the salary listed, or “negotiable”?
 - Current salary is \$270,000 plus 8% contribution annually to retirement and a bonus 2% has been awarded the past 3 years. Also, a monthly cost for benefits is about \$3,000 which is not typical and may provide some room for placing more on the salary schedule.

- Jamie was going to follow up with ACSA, CASBO, CSBA on their job descriptions and Exec Director salaries/benefits to bring back for further analysis.
- What kind of experience will be critical to the success of the new person? (need to include in the job description, recruitment) (e.g., California school leadership, prior County office experience?)
 - Ideally someone who is familiar with the different agency partners within the state and is familiar with how a county office operates.
 - Will get more detailed comments after LA completes process with CCSESA regions.
- What is the desired timeline for the recruitment?
 - Ideally the person will start August 15 to allow for 2 week transition
 - May 1 – Select Search Firm
 - June 1 – July 15: Recruitment
 - July 15-30: Interviews
 - August 1: Announcement and individual on board August 15
 - June CCSESA General Assembly: Update to all COE Supts
- Do you want to engage a Recruiting firm? How much do you have available for that contract? Do you have a firm in mind (sole source contract” or do you wish to bid the work?
 - We agreed LA would be the search firm
 - Ted to invite to our next meeting
 - Contract terms/award to be given by SCOE w/reimbursement by CCSESA
- Will a recruitment brochure be desired? Who will create it?
 - Yes, LA or one of our COEs after we discuss more thoroughly
 - Still need to determine the competencies and qualities
- How will the target groups be reached? (Besides EdJoin; will SCOE, the search firm, or both make individual recruiting calls to potential candidates?)
 - EdJoin and LA will also use their statewide networks
 - All of us can support as well
- Who would do the screening of applications?
 - Inclusive process
 - Discuss/Agree on process with General Assembly at June meeting
- Who would participate in interviews? Will there be a first round and finals or only finals? Would you want anyone from a firm and/or SCOE to sit in?

Discuss/Agree on process with General Assembly at June meeting

- Final interviews should be done only with Board? Bylaws state that Executive Director shall be appointed by the Board and serve at the pleasure of the Board
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