

**MINUTES OF THE SPECIAL MEETING
OF THE SANTA CRUZ CITY SCHOOLS BOARD OF EDUCATION
FOR THE ELEMENTARY AND SECONDARY DISTRICTS
March 5, 2014**

Convene Open Session

Board President Threet called this Regular Meeting Open Session to order at 6:34 p.m. in Room 312 of the District Office, 405 Old San Jose Road, Soquel, CA.

Attendance at Meeting

Sheila Coonerty	Cynthia Hawthorne	Patricia Threet	Deborah Tracy-Proulx
Steve Trujillo	Claudia Vestal	Ken Wagman	

Karen Hendricks, Assistant Superintendent, Human Resources
Kris Munro, Assistant Superintendent, Educational Services
Robert Shemwell, Assistant Superintendent, Business Services
Members of the Audience

Welcome and Format

Board President Threet welcomed those in attendance and explained the format used for this Special Meeting of the Board of Education.

Agenda Changes

None

GENERAL PUBLIC BUSINESS

1. **Discussion of Superintendent Selection Process**
Larry Aceves and Sally Frazier from the search firm Leadership Associates reported to the Board of Education on activities to date in the superintendent selection process. Information included: overview of search process, including the survey responses and feedback from the “Superintendent Conversations”; district strengths; district challenges; leadership skills and desired characteristics of the new superintendent. Following the report, the Board of Education will enter Closed Session with Mr. Aceves and Ms. Frazier to discuss viable candidates and whether the Board will select exclusively from an internal list of candidates or proceed with an advertised search process through Leadership Associates.

Overview of the Search Process

Mr. Aceves and Ms. Frazier reported a spectacular response from staff and community regarding the opportunities for input into the search process. The firm received survey responses in the amount of 298 English language and 15 Spanish language, most submitted online. During the course of two days, Mr. Aceves and Ms. Frazier met with 32 different groups of stakeholders representing more than 80 folks. 10 people attended the community meeting in the Harbor High School Multi-Purpose Room on March 4th and one dozen emails were received. All in all, over 450 community responses were received by Leadership Associates. Anonymous identification on the surveys allowed folks to identify themselves in more than one way and the perspectives identified were: 216 Parents and Guardians;

184 Community Members; 29 Support Staff/Classified Employees; 25 Administrators (Certificated, Classified or Confidential); 81 Teachers/Certificated Staff; 100 School Volunteers/PTA Members; 33 Business Owners; 5 Public Officials; 14 Students; 39 "Other" (not further identified).

Desired Qualities and Characteristics of a Superintendent

According to the data gathered to date, the most highly desired characteristics include: strong human relations and "people" skills; accessibility to parents; an ability to bring the entire community together for achievement. The leadership skills mentioned most often included: a person who is visible in the school district and community; one who is approachable; an excellent communicator; one who builds relationship and trust; a person who facilitates discussion; someone who is honest; one who demonstrates integrity; a person who values equity; a leader who values the importance of technology in the 21st century learning experience.

Community/Staff Input

Ms. Frazier and Mr. Aceves reported an amazing display of community support for students and education. Participants were asked to determine the strengths and challenges for someone who becomes the next superintendent of Santa Cruz City Schools, as well as provide input regarding whether the Board should begin the process to select a superintendent from a list of internal candidates or proceed with an advertised search process through Leadership Associates. Mr. Aceves and Ms. Frazier reported that all of the data gathered, as well as a detailed analysis of the information would be provided to the Board Members during the week of March 10-17.

Convene Closed Session

Board President Threet called the Special Meeting Closed Session to order at 7:13 p.m., and the Trustees and representatives from Leadership Associates moved to the Human Resources Conference Room for this discussion.

Report of Actions Taken by the Board of Education in Closed Session

The Board of Education returned to Room 312 at 8:07 p.m. to report on actions taken during Closed Session. Ms. Vestal reported that no action was taken during the Closed Session meeting.

At this time, Mr. Trujillo made a motion to have Leadership Associates proceed with an advertised search process for a new superintendent on behalf of Santa Cruz City Schools. Dr. Coonerty seconded the motion. The motion was approved by the Board of Education with a vote of 7-0.

Mr. Aceves proceeded to poll the Board Members for their responses to the survey questions. The Governing Board provided details regarding the desired qualities and characteristics of a superintendent, district strengths and challenges, and desired professional experience of a superintendent. This information will be included in the finished report that will be provided next week. The report will also include a draft of the position description for approval by the Governing Board. Ms. Frazier and Mr. Aceves thanked the Board of Education for their time, input and confidence in Leadership Associates.

Board Meeting Schedule Information

1. The Regular Meeting on March 12, 2014, 6:30 p.m., will be held at the Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA.
2. The Regular Meeting on March 26, 2014, 6:30 p.m., will be held in Room 312 of the District Office, 405 Old San Jose Road, Soquel, CA.

3. The Regular Meeting on April 16, 2014, 6:30 p.m., will be held at the Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA.
4. The Regular Meeting on May 7, 2014, 6:30 p.m., will be held at the Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA.
6. The Regular Meeting on May 21, 2014, 6:30 p.m., will be held at the Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA.
6. The Regular Meeting on June 18, 2014, 6:30 p.m., will be held at the Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA.
7. The Regular Meeting on June 25, 2014, 6:30 p.m., will be held at the Santa Cruz County Office of Education, 400 Encinal Street, Santa Cruz, CA.

Adjournment

There being no further items of business to come before the Trustees, Board President Threet adjourned this Special Meeting at 8:53 p.m.

Respectfully submitted,

Patricia Threet, President
Board of Education