

SPECIAL MEETING OF THE JANESVILLE UNION SCHOOL DISTRICT BOARD OF TRUSTEES

464-555 Main Street, Janesville School Library, Janesville, CA 96114

Tuesday, February 8, 2022 at 5:30 p.m.

Agenda

Any person with a disability may request this agenda be made available in an appropriate alternative format. A request for a disability related modification or accommodation may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting to Camille Taylor, Interim Superintendent, 464-555 Main St. Janesville, CA, at (530) 253-3660, between the hours of 8:00 a.m. and 4:00 p.m. at least forty-eight (48) hours before the meeting. (Government Code 54954.2). Any writing that is a public record and relates to an agenda item for open session of a regular meeting of the Board of Trustees, and is distributed fewer than 72 hours prior to the regular meeting shall be available for public inspection at the Janesville Union Elementary School District Office located at 464-555 Main Street, Janesville, CA.

- I. CALL TO ORDER, 5:30 p.m. (Procedural)
- II. ROLL CALL & ESTABLISHMENT OF QUORUM (Procedural)
- III. PLEDGE OF ALLEGIANCE (Procedural)
- IV. APPROVAL OF AGENDA (Action)
- V. PUBLIC COMMENTS ON CLOSED SESSION AGENDA (Procedural)
During this portion of the meeting, any member of the public is permitted to make a brief statement, express his/her viewpoint, or ask a question regarding matters related to items on the closed session or organizational meeting agendas. Three minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter.
- VI. ADJOURNMENT TO CLOSED SESSION (Procedural)
A Closed or Executive Session of the Board of Trustees may be held when legal and the need requires. Items to be discussed will be announced before the Board moves to Closed Session. Items can include personnel matters, student personnel matters, negotiations, security matters, matters of real property negotiations, legal counsel regarding pending litigation and protection of records exempt from public disclosure.
 - A. Public Employee Appointment/Discussion Position: Superintendent (Government Code Section 54957).
- VII. REPORT ACTION TAKEN IN CLOSED SESSION (Procedural)
- VIII. RECONVENE IN REGULAR SESSION (5:50 p.m.) (Procedural)
- IX. DISCUSSION ITEM : (Informational)
 - A. Superintendent Search Process: Meet with Leadership Associates Search Firm Advisors to Discuss the Following:
 - Overview of Search Process
 - Board/Search Firm Protocols During the Search
 - Discussion of Online Survey
 - Board Recommendation Regarding Community and Staff Groups to Participate in Input Sessions with Leadership Associates Consultants
 - Timeline for the Search
 - Board Input Regarding Desired Qualities and Characteristics of new Superintendent

X. ADJOURNMENT TO STRATEGIC PLANNING SESSION (6:15 p.m.) (Informational)

The Board of Trustees will conduct a Strategic Planning Session which will include the public. Issues that need to be addressed in a long-range plan/budget prioritization will be discussed.

XI. RECONVENE IN REGULAR SESSION (7:15 p.m.) (Procedural)

XII. ADJOURNMENT (Procedural) Time: _____ pm



Date: 4 February 2022

Camille Taylor, Ed.D., Interim Superintendent
and Secretary to the Board of Trustee

Posted: February 4, 2022 @ 4:00 p.m.



JANESVILLE SCHOOL DISTRICT
Initial Meeting, Discussion Items

A. OPEN SESSION

1. Discussion/Action and Review of Search Process
2. Designate Board's liaison and spokesperson for the Board
3. Confirm executive assistant has received guidelines and templates from Leadership Associates office admin staff
4. Board of Trustees email addresses (if posted on website, confirm)
5. Discuss the use of input from board, stakeholder groups and online survey results in development of position profile
 - Board affirms stakeholder groups for input sessions
 - Position description: District provides narrative of "community" and "district" (if not already available on website)
 - Majority of Board Members to review and respond to position description prior to posting on District's and Leadership Associates' website
 - Online survey dates and specified languages: _____
6. Establish and adopt the final timeline
 - ACSA publication: specify dates: _____
 - Affirm following date(s) for stakeholder input sessions _____
 - Closed session date for application review [2-2 1/2 hours] _____
 - Closed session date for interviews (all day) _____
 - Consideration of location for interview; *venues away from the District Office*
 - Validation process, Board discussion and at Board discretion
 - Target date for offer of employment and approval of superintendent contract (must be on a regularly scheduled board meeting); _____
7. Candidate Recruitment
8. Worksheet of Contract Parameters [to be completed by candidates invited to interview]
9. Copy of current Superintendent Contract (Send to consultants)
10. Board questions/points for clarification
11. Board Members' Input:
 - Desired Qualities/Characteristics/Experiential Background
 - District's Strengths and Challenges
 - Questions Regarding Process/Procedures

B. CLOSED SESSION



COMMUNITY SESSIONS / EXAMPLES OF GROUPS TO INVITE

(These are examples; final list should be customized to fit District's specific group descriptions)

1. Board of Education (takes place during the initial meeting with the Board)
2. Superintendent
3. Cabinet (Executive Management)
4. Leadership Team
5. Principals
6. Assistant Principals
7. Classified District Office Staff
8. Confidential Employees
9. Classified Staff
10. Certificated Staff
11. Teachers' Association Exec Board (Certificated)
12. CSEA Exec Board (Classified)
13. Students and Student Board Reps
14. School Site Council Reps
15. Parent Committee Leaders / Reps
16. Service Club Representatives (Rotary, Kawanis, etc)
17. DLAC/ELAC
18. City Council Members, City Staff (Manager), City Police Chiefs
19. Chamber of Commerce
20. PTSA/PTA/PTO
21. Booster Groups including Music and Athletics
22. Education Foundations
23. Business Partners
24. Superintendents of Neighboring / Feeder District(s)



PROPOSED TIMELINE

(Flexible based on Board direction)

Janesville Union School District Superintendent/Principal Search

Note: *Blue italicized text* indicates Board Participation

JANUARY 2022 Preliminary Phase	January 14	District receives proposals
	January 18	<i>Proposal Presentations / Board Selects Firm</i>
JANUARY-FEBRUARY 2022 Community Engagement	February 8	<i>Initial Meeting with the Board; Board determines characteristics, skills & qualities desired in new Supt/Principal; publicly announces timeline and procedures (Open and Closed Session; approx 3 hrs total)</i>
	February 1-9	Online survey dates
	February 4	Consultants confer with staff and community designated by the Board to receive input
FEBRUARY 2022 Advertisement and Recruitment	Mid-February	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	January 31 & February 7	Advertising and active recruitment; Ad appears in <u>EdCgl</u> . (Two consecutive publications)
	February 25, 5:00 PM	Deadline for applications
MARCH 2022 Interviews and Selection	Early March	Consultants complete comprehensive reference and background checks on applicants
	Week of March 14 (Special Mtg)	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hrs)</i>
	March 25 (Special Mtg)	<i>Board Interviews Candidates; selects finalist (Closed Session; all-day meeting)</i>
APRIL 2022 Contract Approval	April	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	April 19th	<i>Board approves Supt/Principal contract at a regularly scheduled board meeting</i>
JULY 2022 Start Date	July 1 (as mutually agreed)	New Supt/Principal begins



**JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT ONLINE SURVEY
SUPERINTENDENT/PRINCIPAL SEARCH
AVAILABLE [DATES], 2022**

INTRODUCTION

The Janesville Union Elementary School District Board of Education is asking for your help in selecting our next superintendent/principal. To ensure this is a collaborative and inclusive process, the Board is providing this online survey and encourages your participation. We have requested that 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 **anonymous survey** will be used to develop a profile which indicates desired qualities and characteristics in the next superintendent/principal. 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.



JANESVILLE UNION ELEMENTARY SCHOOL DISTRICT ONLINE SURVEY
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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
- Certificated, Other
- School Volunteer
- Public Official
- Business Owner / Partner
- Non-Profit Staff / Board
- Other (please specify)



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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/principal?

4. What is important for our next superintendent/principal to know about our community?

5. Please add any other qualities and characteristics which you think are important for our next superintendent/principal to possess.



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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/principal to possess, as they relate to the needs of the District.



Experience in California public education, either teaching and/or site administration



Experience as a district-level executive leader (such as an assistant superintendent or superintendent/principal)



Experience as a superintendent/principal in a comparable district



Experience in oversight of school district finances, budgets, and business management



Experience in transformation and school turnaround



A proven track record of growing academic achievement for all students, including special needs children, second language learners, and children experiencing poverty



Bilingual and/or experience in working with diverse communities



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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/principal to possess, as they relate to the needs of the District.



Is a strong instructional leader who will maintain and improve student achievement gains made in the District



Will bring the entire community together toward a strong vision of student achievement



Will place the highest priority on safe environments for students and staff



Has strong human relations skills and is a "people person"



Will be accessible to parents and staff



Will be highly visible at our schools and community events



Has ability to coach and develop potential leaders within the District, and create a strong, cohesive working team



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DESIRED PERSONAL CHARACTERISTICS

8. Please rank, in order of importance between 1 and 9, (1 being the most important), the following personal characteristics that you believe are most important for the next superintendent/principal to possess, as they relate to the needs of the District.



Empathetic and a good listener



Equity-Minded



Consensus Builder



Accessible and engaged



Collaborative



Accountable



Courageous



Visionary/Innovator



Strong communication skills