



SAUSALITO MARIN CITY SCHOOL DISTRICT

Board of Trustees: Ida Green - President, Debra Turner - Vice President, Bonnie Hough - Clerk, Joshua Barrow, Caroline Van Alst
Interim Superintendent: Terena Mares

**Sausalito Marin City School District
Agenda for the Special Meeting of the Board of Trustees
Bayside Martin Luther King Jr. Academy
200 Phillips Drive, Marin City, CA 94965**

Monday, January 28, 2019

6:00 p.m. Open Session – Bayside Martin Luther King Jr. Multi-Purpose Room

1. OPEN SESSION – Call to Order

2. PLEDGE OF ALLEGIANCE

3. ORAL COMMUNICATIONS

Because the Board has a responsibility to conduct district business in an orderly and efficient way, the following procedures shall regulate public presentations to the Board. The Board is asking that members of the public wishing to speak fill out a form located on the counter/table, stating their name and address; the agenda item; and the topic to be discussed.

The Governing Board is prohibited from taking any action on any item raised in this section unless the item is specifically agenzied. Members of the Governing Board may ask a question for clarification, provide a reference to staff or other resources for factual information, request staff to report back at a subsequent meeting on any matter or take action directing staff to place a matter of business on a future agenda. Governing Board members may make brief announcements or briefly report on his/her own activities as they related to school business.

State open meeting laws allow members of the public to lodge public criticism of District policies, procedures, programs, or services. However, those same laws include specific provisions designed to protect the liberty and reputational interests of public employees by providing for the non-public hearing of complaints or charges against employees of the District. Under these laws, it is the employee subject to complaints or charges who is provided the right to choose whether those complaints or charges will be heard in open or closed session. It is therefore the desire of the Sausalito Marin City School District that complaints against an employee be put in writing, and that when the Board hears complaints or charges against an employee it do so in closed session unless the employee requests an open session. Consistent with the law and the opinion of the State Attorney General's Office, please submit any complaints against an employee in writing, to the administration, in accordance with the district's complaint procedure. This procedure is designed to allow the District to address complaints against employees while at the same time respecting their legitimate privacy rights and expectations.

4. ACTION ITEM

4.01 Consider Reactivation of Superintendent Search Contract with McPherson & Jacobson

4.02 Consider Approval of Board Created Committees

5. ADJOURNMENT



MCPHERSON & JACOBSON, L.L.C.
Executive Recruitment & Development
in collaboration with the California School Boards Association



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CONTRACT FOR SERVICES

This agreement is made and entered into by and between **McPherson & Jacobson L.L.C.** (herein after referred to as Consultants) and the **Sausalito Marin City School District, Marin City, California**, Board of Trustees (herein after referred to as the District).

TERMS OF AGREEMENT

I. The District and Consultants will mutually establish:

- Timelines for the selection process and filling the vacancy.
- The desired characteristics for the successful candidate.
- Stakeholder groups for input into the selection.
- A schedule for interviewing the final candidates.

II. The Consultants agree to provide the following services as selected by the District.

PHASE I

Working with the board, and any groups identified by the board, McPherson & Jacobson will:

- ✓ Using a group process, identify with the board the desirable characteristics of the future superintendent.
- ✓ Establish appropriate timelines and target dates for the selection process.
- ✓ Develop an announcement of vacancy and advertise the position with the appropriate media and professional organizations.

PHASE II

In Phase II McPherson & Jacobson will:

- ✓ Identify and solicit input from stakeholder groups identified by the board per the proposal of services.
- ✓ Prepare a summary of the stakeholder groups' input and submit the summary to the board.
- ✓ Develop an application form that reflects the criteria established by the board.
- ✓ Develop a promotional brochure for the position, which will:
 - Describe the demographics of the community;
 - Overview the school district and its outstanding features;
 - List the identified selection criteria;
 - List the timelines for the selection process; and
 - Describe the application procedures.
- ✓ Develop a vacancy announcement and advertise the position with the appropriate media and professional organizations.
- ✓ Post application information and notify interested applicants.
- ✓ Actively recruit applicants who will meet the district's needs.
- ✓ Assist the board in establishing compensation parameters for the final candidate.
- ✓ Keep applicants informed of their status in the selection process.

PHASE III

In Phase III McPherson & Jacobson will:

- ✓ Read and evaluate all completed files.
- ✓ Evaluate each applicant based upon the criteria and characteristics established by the board.
- ✓ Conduct preliminary reference checks on the applicants who completed the application process.
- ✓ Conduct complete reference checks on final candidates.
- ✓ Review the top applicants with the board.
- ✓ Assist the board in determining which applicants they wish to interview.
- ✓ Develop a set of interview questions for board members to use that reflect the identified criteria and characteristics.
- ✓ Notify all applicants not selected for an interview.

PHASE IV

In Phase IV McPherson & Jacobson will:

- ✓ Review interview questions with board members and provide an interview form.
- ✓ Assist board in establishing interview and visitation procedures.
- ✓ Coordinate and schedule meetings with the finalists and stakeholder groups identified by the board.
- ✓ Provide a process for the stakeholder groups to submit input to the board concerning all of the finalists.
- ✓ Contact all final candidates and schedule interview times.
- ✓ Assist the board and final candidates in making arrangements for visiting the school district.
- ✓ Establish and coordinate procedures for the significant other/partner's visitation to the district, if applicable.
- ✓ Keep all candidates informed of their status in the selection process.
- ✓ After the selection has been made, personally contact each finalist.
- ✓ Conduct a criminal/financial/credential verification check on the selected candidate.
- ✓ Send a personalized letter to all applicants.

PHASE V

In Phase V McPherson & Jacobson will:

- ✓ Work with the board and the new superintendent, to establish performance objectives for the superintendent.
- ✓ Provide a guarantee.** (Length of guarantee period: One year)

**If the board chooses to use our service through Phase V, we will guarantee our process. If the person selected leaves the position, *FOR WHATEVER REASON*, within our guarantee period, we will repeat the process at no charge, except actual expenses.

III. The expenses, beyond the contract with McPherson & Jacobson, will be:

- All expenses for advertising the vacancy.
- Office expenses for the search.
- Telephone charges for reference checks and screening candidates.
- Travel and expenses of consultants for all trips to the District.
- Criminal/financial background checks on candidates (the criminal/financial/credential verification check for the selected candidate is included in the search fee).

All materials developed in this search shall remain as property of the District.

LEVEL OF SERVICES CONTRACTED

✓ Phase I
✓ Phase II
✓ Phase III
✓ Phase IV
✓ Phase V

TOTAL FEE FOR CONTRACTED SERVICE \$11,000

Payment of the fee/expenses to McPherson & Jacobson shall be in three (3) parts:

- 1) One-half (1/2) of contracted fee upon entering this agreement
- 2) Advertising/media expenses will be invoiced when the candidates are presented to the board
- 3) One-half (1/2) of contracted fee plus remaining expenses at the completion of the search

In witness where of the parties have signed and entered into this agreement.

Carol Va
Board President/Chairman

May 2, 2016
Date

McPherson & Jacobson
McPherson & Jacobson L.L.C.

May 2, 2016
Date