



June 19, 2015

EMAIL MEMO

TO: Members of the Saratoga Union School District Board of Trustees

RE: Summary of Planning Meeting Agenda – Friday, June 19, 3:00pm-5:00pm

Thank you for selecting Hazard, Young, Attea & Associates (HYA) to assist you with your superintendent search. We look forward to helping you with this important responsibility.

### **1. Review of Search Process**

Each step of the process was discussed and an outline of the search process was presented and reviewed. Board members Buchanan, Germeraad, Miller and Nagaraj participated in the planning session. Excused member, Victor Zhang, was out of the country on previously scheduled business. Board President Nagaraj will send Mr. Zhang an email with the search calendar to check his availability for the board meetings and candidate interviews. Carolyn McKennan and Diane Siri represented HYA. Lane Weiss, current SUSD Superintendent, introduced Patti Gregory, incoming SUSD Interim Superintendent. Also in attendance was Jen Vandenberg, STA Representative, and Anne Kolb, SCA Lead Representative.

### **2. Calendar for search**

A draft calendar was presented and modifications were made as requested. See attached Superintendent Search Calendar.

### **3. Persons and Groups to be included in Leadership Profile Report**

Carolyn and Diane are working with Executive Assistant, Amy Schaumburg, to develop the interview schedule, establish locations for the search activities and provide copies of the interview schedule to the board. Melody Pack will establish a website link for the superintendent search and place the survey on the website.

Board members identified individuals and groups to be included in the Leadership Profile interviews with Carolyn and Diane scheduled for Thursday, June 25, and Friday, June 26:

- Superintendent and Interim Superintendent
- Current and former board members
- District level administrators (Ed Services, CBO, M&O, Director Spec.Ed., Tech Director)
- Principals and assistants
- District Office staff- Amy and six others
- SCA leadership- Kolb
- Support staff - open meeting for all interested members – two summer school sites(R&A)
- STA leadership- Vandenberg
- Teachers - open meeting(s) for any interested teacher at two current summer school sites

Parents  
Saratoga Library Staff  
Sheriff- West Valley Command and School Resource Officer  
Saratoga City Council and Manager  
Los Gatos-Saratoga Recreation Department Director  
Saratoga High School leadership  
Students including leadership students and TA's at Redwood Summer School  
Other parent, school, business, service or community groups  
Community Forum 6:00 PM, July 8, Saratoga District Office- parents and community

**Board Member interview schedule:**

Thursday, June 25, 10:00am, Cynthia Miller  
Friday, June 26, 10:00am, Arati Nagaraj  
Friday, June 26, 10:45am, Susan Germeraad  
Wednesday, July 8, 5:00pm, Patty Buchanan  
TBD, Victor Zhang

**4. Online survey**

Staff, parents and community will be invited to complete an online survey of twenty-five leadership characteristics. The invitation and introduction to the online survey will encourage respondents to think about the **UNIQUE NEEDS SPECIFICALLY OF SUSD AT THIS TIME AND IN THE NEAR FUTURE**. Respondents are asked to identify their eight most important characteristics. The survey also asks for comments and the name of any suggested candidates. Responses are tallied according to the subgroups identified by the Board:

*SUSD Board Members,*  
*SUSD Administrators,*  
*Community Members,*  
*Parents with Children in Saratoga Union School District,*  
*SUSD Students,*  
*SUSD Support Staff, and*  
*SUSD Teachers.*

The online survey will be posted on the district website and available from June 25-July 13. HYA will send a copy of the survey to the SUSD board prior to posting online.

The results of the focus groups, interviews and online survey will be compiled into a Leadership Profile and presented to the board on July 21 at 8:30am.

**5. Board Liaison and Consultants**

Board Clerk, Patty Buchanan, will serve as liaison between the Board and HYA during the search. Carolyn McKennan and Diane Siri are co-conducting the search, with the assistance of Barry Groves. Please send all communications to both consultants.

**6. State and National Postings**

EdCal June 26 and July 13, 2015  
Association of California Latino Superintendents  
California Association of African American Administrators

Stanford, Santa Clara and CSU San Jose Alumni Web Sites

The District has posted the position on EdJoin. The position has been posted on the HYA website with a link to the District's website.

### **7. Communications**

Any request for information by the media will be directed to Board President Nagaraj and Board Search Liaison Buchanan.

### **8. Slate of Candidates**

HYA will present a slate of 5 or 6 appropriate candidates to the Board for their review at the board meeting on August 18 at 6:00pm.

Any employee of the District applying for the position will participate and be assessed according to the same criteria as other candidates. All internal candidates will be granted a screening interview with the consultants.

### **9. Compensation**

The Board requested salary comparisons. Carolyn and Diane will provide that information. The Board will provide the consultants with compensation parameters and a copy of the current contract.

### **10. Superintendent Contract**

The Board is responsible for reviewing the current contract. HYA serves in an advisory capacity and is not responsible for negotiating the superintendent contract. The board will meet with their legal representative prior to August 18 to determine initial contract provisions.

### **11. Letter of Agreement**

A Letter of Agreement was signed on June 9, 2015

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