

April 14, 2017

Dear Members of the Lakeport Educational Community,

I'm writing to update you on our superintendent search.

At our school board meeting last night we listened to an update on our superintendent search by Dr. Mahoney, our search advisor. He presented a report that we have now made available for you to review on our district website.

He reviewed all of the input that was received from employees, students, parents, community members, and my fellow trustees collected during meetings and through an online survey. The input was collected to help us decide what is most important for us to see in our next superintendent as far as Professional Qualifications and Personal Attributes/Characteristics. After discussing the input and considering Dr. Mahoney's recommendations, we decided upon the following:

### **MOST IMPORTANT PROFESSIONAL QUALIFICATIONS**

- Experience as a superintendent is preferred
- Has successful experience working in a small district and community like Lakeport
- Experience with the California State Standards
- Significant knowledge, experience, and expertise with 21st Century Learning and teaching in schools and school districts
- Knowledge, experience, and expertise with instructional and curricular technology
- Record of success increasing student academic achievement
- Record of success promoting and supporting students' emotional and social well-being
- Has a record of success working well with employee associations (unions), including during contract negotiations
- Has experience/expertise with school district funding models, including the Local Control Funding Formula
- Has experience/expertise with capital improvement projects (school construction projects and how they are funded)
- Ability to read, write and speak in Spanish would be a plus

## **MOST IMPORTANT PERSONAL ATTRIBUTES/CHARACTERISTICS**

- Has children/students as his or her primary focus (i.e., decisions are made based on what's best for students rather than adults)
- A transparent leader who will foster and maintain a climate of trust
- Someone who will embrace and enjoy working and living in the Lakeport area for a long period of time
- An honest, ethical leader who consistently demonstrates the highest levels of integrity
- Someone who consistently works well with a variety of individuals and groups (school board, principals, teachers, other school employees, parents, community members, etc.)
- A leader who is an excellent communicator both verbally and in writing
- A good listener who genuinely listens to, respects, and considers the input and perspectives of others
- A child-focused, thoughtful and decisive leader who after seeking input takes the time necessary to make important, lasting decisions
- A leader who is active and visible in district and the community
- Someone who would live in or close to the District
- Someone who make a long-term commitment to the District

In addition to coming to agreement on what qualifications the ideal candidate should have, and what kind of person he/she should be, we also agreed on what criteria the three professional screeners should use when evaluating the applications that are submitted by candidates:

## **SCREENING CRITERIA**

- Degree to which resume, letter of introduction, and letters of recommendation suggest candidate has the experience and skills to lead as superintendent in the Lakeport Unified School District
- Degree to which materials indicate candidate has knowledge of budget/school finance, including the Local Control Funding Formula and Local Control Accountability Plan
- Degree to which provided documents indicate the candidate has been successful in his/her career to date working with a variety of groups of people (i.e., school boards, school employees, parents, and community members); is an excellent communicator verbally and in writing
- Degree to which provided documents indicate the candidate has experience and has been successful with employer/employee (union) contract negotiations (Interest Based Bargaining a real plus)
- Strength of letters of recommendation in general, ranging from very little real information about the candidate to commentary that conveys, "this is the most amazing person we have ever seen...."
- Degree to which all information provided suggests candidate would fit in, appreciate, embrace, and succeed in the climate and culture of the Lakeport Unified School District (especially coming in after a very successful, long-term superintendent)

We also agreed on the final timeline for the search process:

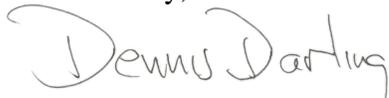
## SEARCH TIMELINE

March 20	Board approves initiation of search
March 21-24	Develop position announcement
March 24	Ad submitted to Edcal
	Ad and application on Edjoin
March 27	Ad appears on Edjoin
	Application period opens
	Recruitment begins
March 27-30	Solicit input from key stakeholder individuals and groups and trustees to determine desired Professional Qualifications and Personal Attributes of next superintendent to be used for paper screening and interview questions
April 10	Ad appears in Edcal (this is the soonest it could happen)
April 13	Board meeting to approve most important Professional Qualifications and Personal Attributes and Edjoin Screening Criteria
April 21	Deadline for Applications
April 22-23	Paper Screening - Selection of candidates to interview
April 24	Board closed session to review candidate applications and decide who to interview (4 PM – 7 PM)
April 27-28	Initial and final interviews (Closed Sessions) (7 AM – 7 PM offsite)
April 29 – May 11	Vetting and site visit
May 11	Employment approved at “Regular” Board Meeting
May 12 - June 30	Several “transition” days during which candidate begins to meet people
July 1	Official start date for new superintendent

On behalf of the Board, we are extremely grateful for all of the input that so many people provided. It was very helpful for us to see and hear what our constituents would like to see in our next superintendent. The input will help us develop interview questions, and also questions that we will be asking when we check references for our top candidates.

In the interest of transparency, we will keep you updated throughout the process. If you do have any questions or concerns, please contact me.

Sincerely,



Dennis Darling, Board President  
Lakeport Unified School District