

OAK PARK UNIFIED SCHOOL DISTRICT
BOARD OF EDUCATION
AGENDA #1016

NOTICE OF SPECIAL BOARD MEETING - AGENDA #1016

Written notice is hereby given in accordance with Education Code Section 35144 that a special Meeting of the Board of Education of Oak Park Unified School District will be held:

DATE: Tuesday, January 12, 2021

TIME: 5:00 p.m. Closed Session
6:00 p.m. Open Session

PLACE: Pursuant to Governor Newsom's Executive Order N-29-20 in regard to the COVID-19 Pandemic, special procedures will be followed for this special board meeting. The meeting will be conducted via teleconference/video conference. Members of the public will have the right to observe the meeting using this link: www.opusd.org/Livestream. Members of the public may offer public comment on items on the agenda as provided on page 2 of this agenda.

Call to Order _____

Roll Call

Public Comments – Speakers on Closed Session Agenda items

Recess to Closed Session for discussion and/or action on the following items:

CLOSED SESSION

A. PUBLIC EMPLOYEE APPOINTMENT / DISCUSSION

Position: Superintendent (Government Code Section 54957)

Reconvene Open Session

Roll Call

Flag Salute

Report from Closed Session

Public Comments – Speakers on Agenda items

Adoption of Agenda

OPEN SESSION

A. BUSINESS SESSION

1. Discuss Superintendent Search Process

Board will meet with the search consultants from Leadership Associates to discuss the Superintendent Search Process

Adjournment

INDIVIDUALS WHO REQUIRE SPECIAL ACCOMMODATION TO PARTICIPATE IN A BOARD MEETING, INCLUDING BUT NOT LIMITED TO AN AMERICAN SIGN LANGUAGE INTERPRETER, DOCUMENTATION IN ACCESSIBLE FORMATS, OR ACCOMMODATIONS DUE TO THE ELECTRONIC FORMAT OF THIS MEETING, SHOULD CONTACT THE SUPERINTENDENT'S OFFICE 24 HOURS PRIOR TO THE MEETING TO ENABLE THE DISTRICT TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCOMMODATION AND ACCESSIBILITY TO THIS MEETING. PHONE (818) 735-3206 or e-mail: raggarwal@opusd.org

PURSUANT TO EXECUTIVE ORDER N-29-20, THE BOARD MEETING ROOM IS CLOSED. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE BOARD MEETING AND PROVIDE PUBLIC COMMENT PLEASE READ THE FOLLOWING GUIDELINES:

Members of the public will have the right to observe the meeting using this link: www.opusd.org/Livestream

Public Comments may be submitted via this link <http://www.opusd.org/PublicComments>. Your comments are greatly appreciated. The Brown Act requires that agendas for special meetings provide an opportunity for members of the public to address the body concerning any item listed on the agenda prior to the body's consideration of that item (Section 54954.3). Unlike regular meetings, in a special meeting the body does not have to allow public comment on any non-agenda matter. Thank you for your cooperation and compliance with these guidelines.

If you wish to make a comment regarding a matter on the agenda please submit your comment via the form accessed by the above link by 5:00 p.m. on January 12, 2021. Although not required, please submit all of the requested information. In keeping with the reasonable time regulations described below, every effort will be made for your name and comment to be read by the Board President, and your comment will be placed into the item's record at the Board meeting.

This public comment form will be open to members of the public 30 minutes (at 4:30 pm) prior to the public meeting which begins at 6:00 pm. This form will take the place of the "yellow speaker cards" available at in-person meetings.

The President of the Board will inquire if there is anyone in the audience who desires to address the board with respect to any item appearing on the special meeting agenda. Individual speakers will be allowed three minutes to address the Board on each agenda item. The Board shall limit the total time for public input on each item to 20 minutes. With Board consent, the Board president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. Due to the electronic nature of this meeting and to maintain the integrity of providing an opportunity for public comment, every effort will be made to read your comment into the record. In order to ensure that non-English speakers receive the same opportunity to directly address the Board, Google Translate will be used to translate any emails to the Superintendent's Executive Assistant at raggarwal@opusd.org who will receive and submit the public comments in open session.

All Board Actions and Discussions are electronically recorded and maintained for thirty days. Interested parties may review the recording upon request. Upon request by a student's parent/guardian, or by the student if age 18 or older, the minutes shall not include the student's or parent/guardian's address, telephone number, date of birth, or email address, or the student's name or other directory information as defined in Education Code 49061. The request to exclude such information shall be made in writing to the secretary or clerk of the Board. (Education Code 49073.2)

Date: January 11, 2021

Anthony W. Knight, Ed.D.
Superintendent and Secretary to the Board of Education

TO: MEMBERS, BOARD OF EDUCATION
FROM: DR. ANTHONY W. KNIGHT, SUPERINTENDENT
DATE: JANUARY 12, 2021
SUBJECT: A.1. DISCUSSION ON SUPERINTENDENT SEARCH PROCESS

INFORMATION/DISCUSSION

ISSUE: Shall the Board receive information and discuss the Superintendent Search Process with the consultants from Leadership Associates?

BACKGROUND: The OPUSD School Board held a special board meeting on January 7, 2021 and approved the service agreement with Leadership Associates. At this meeting the Board will meet with Dr. Peggy Lynch and Dr. Fred Van Leuven, Leadership Associates search firm advisors, to discuss the following:

1. Overview of search process
2. Board / search firm protocols during the search
3. Timeline for the search
4. Board input regarding desired qualities and characteristics of new superintendent
5. Board recommendation regarding community and staff groups to participate in input sessions with Leadership Associates consults
6. Discussion of online survey

Discussion Outline, Timeline draft, and Survey draft follow for the Board's review.

Respectfully submitted,

Anthony W. Knight, Ed.D.
Superintendent



OAK PARK UNIFIED SCHOOL DISTRICT
Initial Meeting, Discussion Items
Board of Education / Leadership Associates

A. CLOSED SESSION (as shown on Board Agenda)

B. 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 [FYI only, to be completed by candidates invited for interview.]
9. Copy of current Superintendent Contract (*Send copy of current superintendent contract*)
10. Board questions/points for clarification
11. Board Members' Input:
 - Desired Qualities/Characteristics/Experiential Background
 - District's Strengths and Challenges
 - Questions Regarding Process/Procedures



PROPOSED TIMELINE

(Flexible based on Board direction)

Oak Park Unified School District Superintendent Search

Note: *Blue italicized text* indicates Board Participation

DEC 2020 - JAN 2021	December 2	District receives proposals
	December 16	<i>Proposal Presentations / Board approves contract January 7, 2021</i>
JAN-FEB 2021 Phases 1-4	January 12	<i>Board confers with consultants and determines characteristics, skills & qualities desired in a new superintendent; Board publicly announces timeline and procedures for superintendent selection</i>
	January 25-29; February 1, 2	Consultants confer with staff and community designated by the Board to receive input; Online survey is posted to district website
	January-February	Consultants identify potential candidates; Development and posting of recruitment materials and Position Description
	February 8 and 15	Advertising and active recruitment; Ad appears in <u>EdCal</u> , (Two consecutive publications)
FEB-MAR 2021 Phase 5	February 25, 5:00 PM	Deadline for applications
	Mid-March	Consultants complete comprehensive reference and background checks on applicants
	March 17	<i>Board confers with consultants, reviews all applications and selects candidates to be interviewed</i>
MAR-APR 2021 Phases 6-8	March 24, 25	<i>Board interviews candidates; selects finalist(s)</i>
	Early Mid-April	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	April 20	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
JULY 2021 Phase 9	July 1 (as mutually agreed)	New superintendent begins



OAK PARK USD ONLINE SURVEY SUPERINTENDENT SEARCH OPEN [DATES], 2021

INTRODUCTION

The Oak Park Unified School District Board of Education is asking for your help in selecting our next superintendent. We have requested that the 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. 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.



OAK PARK USD ONLINE SURVEY SUPERINTENDENT SEARCH OPEN [DATES], 2021

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)



OAK PARK USD ONLINE SURVEY
SUPERINTENDENT SEARCH
OPEN [DATES], 2021

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?

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

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



OAK PARK USD ONLINE SURVEY SUPERINTENDENT SEARCH OPEN [DATES], 2021

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



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



Experience at an executive cabinet level position (assistant superintendent or superintendent)



Experience as a superintendent in a comparable district



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



Experience in management of school facilities



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



Bilingual



OAK PARK USD ONLINE SURVEY SUPERINTENDENT SEARCH OPEN [DATES], 2021

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



Is a strong instructional leader who will maintain and improve the 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 the ability to coach and develop potential leaders within the District, and create a strong, cohesive working team



OAK PARK USD ONLINE SURVEY SUPERINTENDENT SEARCH OPEN [DATES], 2021

DESIRED PERSONAL CHARACTERISTICS

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

 Empathetic
 Equity-Minded
 Consensus Builder
 Visible
 Collaborative
 Accountable
 Courageous
 Visionary