Santa Rosa City Schools

SPECIAL BOARD MEETING
11/20/2025 05:00 PM
Santa Rosa City Schools 110 Stony Point Road, Suite 210, Santa Rosa, CA 95401
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MEETING MINUTES

The Santa Rosa City Schools Special Board Meeting of November 20, 2025, starts at 5:00 pm. The public can attend and **comment in person** by presenting a blue card to the Executive Assistant at the Santa Rosa City Schools District Office (110 Stony Point Road, Suite 210, Santa Rosa, CA 95401). **This meeting will be held in person only; it will not be conducted via Zoom.**

La Reunión Especial de la Junta Directiva del Distrito Escolar Santa Rosa City Schools 20 de noviembre de 2025 , comienza a las 5:00 am. El público puede asistir y hacer c**omentarios en persona** presentando una tarjeta azul al Asistente Ejecutivo en la Oficina del Distrito Escolar Santa Rosa City Schools (110 Stony Point Road, Suite 210, Santa Rosa, CA 95401). **Esta junta sera en persona solamente, no sera transmitida por Zoom.**

Individual speakers shall be allowed **one to three minutes** to address the Board on each agenda item, only. The Board may limit the total time for public input on each item to 20 minutes. With Board consent, the presiding officer may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The presiding officer may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add (BP 9323).

Los comentadores individuales tendrán de uno a tres minutos para dirigirse a la Mesa Directiva sobre cada tema de la agenda, solamente. La mesa directiva puede limitar el tiempo total para la participación del público sobre cada tema a 20 minutos. Con el consentimiento de la mesa directiva, la presidenta puede aumentar o disminuir el tiempo permitido para comentarios del público, dependiendo del tema y del número de personas que deseen comentar. La presidenta puede realizar una encuesta entre los oradores a favor o en contra de un tema en particular y puede solicitar que otras personas hablen sólo si tienen algo nuevo que agregar (BP 9323).

For questions or comments, please contact the Superintendent's Office at (707) 890-3800 ext. 80101 or mmartin@srcs.k12.ca.us.

To view future board meeting dates, click HERE.

To view agendas and minutes from July 2016 - August 12, 2020, click HERE.
To view agendas and minutes prior to July 27, 2016, please contact the Superintendent's Office at (707) 890-3800 ext. 80101, mmartin@srcs.k12.ca.us.
To view recordings of past board meetings, click HERE.

Board Meeting Norms

The Board is committed to conducting its work transparently and respectfully, with appreciation for the public's interest and engagement. Board meetings are meetings of the Board, held in public to conduct the business of the district—not meetings with the public.

- **Integrity** – Engage respectfully, act ethically, and make decisions in the best interest of all students.
- **Inclusion** – Listen actively, value diverse perspectives, ensure each trustee's voice is heard, and foster a safe, welcoming environment.
- **Accountability** – Take responsibility, align actions with SRCS priorities, and focus on measurable results.
- **Compassion** – Approach discussions with empathy and awareness of human impact.
- **Excellence** – Be prepared, informed, and committed to continuous improvement in governance.
- **Academics & Enrichment** – Prioritize decisions that enhance learning and prepare students for their futures.
- **Safety & Security** – Maintain respectful, orderly meetings and support safe learning environments.
- **Fiduciary Responsibility** – Use resources wisely and make transparent, fiscally sound decisions.
- **Staff Support** – Consider how board actions affect recruitment, retention, and staff well-being.
- **Communication** – Engage constructively, keep commentary brief and focused, build trust, and model open, honest communication.

MISSION STATEMENT
Students will be educated in a safe environment where they acquire critical thinking and social-emotional skills necessary to thrive in an evolving society.

VISION STATEMENT
Santa Rosa City Schools ensures equitable access to an excellent and enriching educational experience grounded in the assets of our students, staff, and community.

Attendance

Voting Members

Sarah Jenkins, Board of Education Trustee
Omar Medina, Board of Education Trustee
Roxanne McNally, Board of Education President
Nick Caston, Board of Education Vice President
Jeremy De La Torre, Board of Education Clerk
Mark Kirby, Board of Education Trustee
Donna Prak, Board of Education Trustee

A. CALL TO ORDER (5:00 p.m.)

President McNally called the meeting to order at 5:00pm.

1. Pledge of Allegiance

President McNally led the Pledge of Allegiance.

2. Territorial Land Acknowledgment

Trustee Medina led the Territorial Land Acknowledgment.

B. PUBLIC COMMENT AGENDA ITEMS, ONLY

There was no public comment on the agenda item.

C. DISCUSSION / POSSIBLE ACTION ITEM

1. Review of Superintendent Search Process

The following individuals from Leadership Associates conducted the review of the Superintendent Search Process:

- Blanca Cavazos, Partner
- Eric Andrew, Partner

The review process, the Board's questions and comments lasted 1 hour and 24 minutes.

The following topics related to the Superintendent Search were reviewed and discussed:

1. **Overview of the Search Process**
   Presentation of the full search methodology, including recruitment strategies, candidate screening, and interview procedures.
2. **Board / Search Firm Protocols**
   Clarification of communication expectations, confidentiality requirements, and roles of the Board and Leadership Associates throughout the process.
3. **Timeline for the Search**
   Review and confirmation of key dates and milestones for recruitment, stakeholder engagement, candidate interviews, and final selection.
4. **Online Survey Discussion**
   Consideration of the purpose, content, distribution, and timeline for an online community survey to gather input on district priorities and superintendent qualities.
5. **Community and Staff Input Sessions**
   Board discussion and recommendation regarding which community groups, staff groups, and stakeholder representatives will participate in input sessions facilitated by Leadership Associates consultants.
6. **Desired Qualities and Characteristics**
   Board input on the attributes, experience, leadership style, and

qualifications sought in the next superintendent, to guide the development of the position profile.

All attachments presented are attached to the meeting minutes supporting documents.

D. RECESS TO CLOSE SESSION

The Board recessed to the Closed Session at 7:31 pm.

1. Public Employee Appointment / Discussion (Position: Superintendent)

E. RECONVENE TO OPEN SESSION

The Board reconvened to the Open Session at 7:50 pm.

1. Report of Action Taken in Closed Session

President McNally stated that no action was reported in the Closed Session.

F. ADJOURNMENT

The meeting adjourned at 7:51 pm.

Clerk of Board	Date