

SANTA ROSA CITY SCHOOLS
Initial Meeting, Discussion Items
November 20, 2025

A. 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), and salary range
 - 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 EdCal publication: specify dates _____
 - Establish date(s) for stakeholder input sessions _____
 - Closed session date for application review/candidate selection [2-2 1/2 hours] _____
 - Closed session date for interviews (all day) _____
 - Consideration of location for interview
 - Validation process, Board discussion and at Board discretion
 - Target date for offer of employment and approval of superintendent contract (must be at a regularly scheduled board meeting): _____
7. Candidate Recruitment
8. Contract Parameters Worksheet – (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

B. CLOSED SESSION



PROPOSED TIMELINE

(Flexible based on Board direction)

Santa Rosa City Schools Superintendent Search

Note: *Blue italicized text* indicates Board Participation

NOVEMBER 2025 / JANUARY 2026 Community Engagement	November 20 (Special Mtg)	<i>Initial Meeting with the Board; Board determines characteristics, skills & qualities desired in new superintendent; publicly announces timeline and procedures (Open and Closed Session; approx 3 hrs total)</i>
	January 9-17	Online survey dates
	January 12-16	Consultants confer with staff and community designated by the Board to receive input
JANUARY / MARCH 2026 Advertisement and Recruitment	January - March	Consultant identifies potential candidates; Development and posting of recruitment materials and Position Description
	March 2 & 9	Advertising and active recruitment; Ad appears in <u>EdCa!</u> , (Two consecutive publications)
	March 20, 5:00 PM	Deadline for applications
MARCH / APRIL 2026 Interviews and Selection	March	Consultant completes comprehensive reference and background checks on applicants
	April 1 (Special Mtg)	<i>Board confers with consultant, reviews all applications and selects candidates to be interviewed (Closed Session; approx 3 hours)</i>
	April 11 (Special Mtg)	<i>Board interviews candidates; selects finalist(s) (Closed Session; all-day meeting)</i>
APRIL 2026 Contract Approval	Weeks of April 13-17 Or April 13-May 8	<i>Board completes the validation process of the leading candidate and makes final determination</i>
	April 22 or May 13	<i>Board approves superintendent contract at a regularly scheduled board meeting</i>
JULY 2026 Start Date	July 1 or Earlier (as mutually agreed)	New superintendent begins

EXAMPLES OF GROUPS TO INVITE

SUPERINTENDENT SEARCH

EDUCATION PARTNER INPUT SESSIONS & OPEN COMMUNITY FORUM

(These are examples; final list should be customized to fit District's specific group descriptions)

1. Board of Education (takes place during the initial meeting with the Board)
2. Superintendent
3. Cabinet
4. District Leadership Reps (Directors, Coordinators, Principals)
5. Classified Staff (Including the D.O. Staff)
6. Confidential Staff
7. Certificated Staff
8. Teachers' Association Executive Board
9. CSEA Executive Board, SEIU
10. Teamsters Local 665 Executive Board
11. Students (Including Student Board Members and other Student Leaders. ES/MS/HS)
12. Parent Partners (Including SSC, Parent Committee Reps, Boosters, and PTA Reps)
13. DLAC and ELAC Reps (With Interpreter)
14. Community Partners (Service Clubs, Chamber Reps, and Business Partners)
15. Education Foundation
16. Open Community Forum



Santa Rosa City Schools District Superintendent Search Online Survey Available [DATES TBD]

INTRODUCTION

The Santa Rosa City Schools Governing Board is asking for your help in selecting our next superintendent. To ensure this is a collaborative and inclusive process, the Board is providing this online survey and encourages your participation. We have requested that consultants from Leadership Associates, who are assisting the Board with the search, conduct the 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.



**Santa Rosa City Schools District
Superintendent Search Online Survey
Available [DATES TBD]**

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 Employee**
- School Volunteer**
- Public Official**
- Business Owner / Partner**
- Non-Profit Staff / Board**



**Santa Rosa City Schools District
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DISTRICT STRENGTHS & CHALLENGES

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.



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Superintendent Search Online Survey
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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 as a district-level executive leader (such as an 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 transformation and school turnaround
	A proven track record of growing academic achievement for all students, including special needs children, second language learners, and children experiencing poverty
	Bilingual and/or experience in working with diverse communities



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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 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 ability to coach and develop potential leaders within the District and create a strong, cohesive working team



**Santa Rosa City Schools District
Superintendent Search Online Survey
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DESIRED PERSONAL CHARACTERISTICS

8. Please rank, in order of importance between 1 and 9, (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 and a good listener
		Equity-minded
		Consensus builder
		Accessible and engaged
		Collaborative
		Accountable
		Courageous
		Visionary/Innovator
		Strong communication skills