DATE: April 13, 2015

TO: Members, California Collaborative for Educational Excellence Governing Board

FROM: Kenneth M. Young, Riverside County Superintendent of Schools
Fiscal Agent for the California Collaborative for Educational Excellence

SUBJECT: Item 8: Executive Director Search: Select executive search firm; process, including but not limited to, development of job description, candidate profile, selection protocol, and directing Fiscal Agent to execute a contract for such purpose.

PRESENTER: Kenneth M. Young, Riverside County Superintendent of Schools

STAFF RECOMMENDATION: Select search firm and authorize the Fiscal Agent to enter into an agreement for executive search services; discuss initial steps in the search process and provide direction to the search consultants as requested.

BACKGROUND INFORMATION: At its initial meeting on February 25, 2015, the California Collaborative for Educational Excellence (CCEE) Governing Board delegated authority to a subcommittee of its members consisting of the Chair and Vice-Chair to determine the efficacy and/or ability of the Fiscal Agent to conduct the search for the CCEE’s Executive Director or, in the alternative, determine if a search firm should be chosen for that purpose. In addition, the subcommittee was tasked with establishing criteria for the selection of a search firm in the event the Fiscal Agent was deemed inappropriate for or unable to provide the search service.

The Riverside County Superintendent of Schools, as Fiscal Agent to the CCEE, indicated to the subcommittee that his staff would be unable to conduct the search for an Executive Director. As such, proposals were requested from executive search firms for that purpose. Five (5) proposals were received and reviewed by the sub-committee at its March 19, 2015 meeting. As a result of that review, two firms were selected for interview by the sub-committee at its April 1, 2015 meeting: Carlson Beck of San Francisco, California, and Leadership Associates of La Quinta, California. The sub-committee also finalized the criteria it would use in its evaluation of the two finalists.

After presentations, interviews, and subsequent discussion during the April 1, 2015 meeting, the subcommittee members chose Leadership Associates as the executive search firm to recommend to the CCEE Board for its consideration and approval.

CURRENT CONSIDERATIONS: Attached to this memo are the final search criteria utilized in the subcommittee’s deliberations, the final Executive Director Search proposal from Leadership Associates, and the firm’s proposed contract for services. Leadership Associates partners, Sally Frazier, Kent Bechler and Dennis Smith, will be present at the April 13, 2015 meeting to discuss initial steps in the search process, including but not limited to the characteristics desired in the Executive Director, process for engaging stakeholder groups and individuals, search timeline, CCEE protocols, contract parameters, and CCEE liaison with the firm during the search process.

FISCAL IMPACT: $55,000 total - $45,000 fee and $10,000 reimbursable expenses for consultant travel and advertising
ATTACHMENTS:  Selection Criteria; Executive Search proposal from Leadership Associates; proposed contract for services; April 13 items for discussion

LEGAL REFERENCES:  California Education Code Section 52074