

**NEWPORT-MESA UNIFIED SCHOOL DISTRICT**  
Minutes of Special Meeting of the Board of Education  
District Education Center  
Roderick MacMillian Boardroom  
2985-A Bear Street, Costa Mesa  
November 28, 2005

Call to Order      The special meeting of the Board of Education of the Newport-Mesa Unified School District was called to order by President Serene Stokes, at 10:09 a.m., on Tuesday, November 28, 2005 in the District Education Center – Boardroom at 2985-A Bear Street, Costa Mesa, California.

Members in Attendance      Members Present  
Serene Stokes, President  
Dave Brooks, Vice President  
Linda Sneen, Clerk  
Dana Black, Member  
Tom Egan, Member  
Martha Fluor, Member  
Judy Franco, Member  
  
Robert J. Barbot, Superintendent

Adoption of the Agenda      Mrs. Franco moved adoption of the agenda and requested a change in the agenda order to approve the contract with CSBA prior to the planning process discussion. Mrs. Black seconded the motion, and it carried unanimously with a 7/0 vote.

Community Input      No comments.

Approval of Agreement with CSBA Executive Search Services for Assistance in Selecting A Superintendent      Mrs. Fluor moved approval of the Agreement between Newport-Mesa Unified School District and California School Boards Association (CSBA) Executive Search Services in the amount of \$20,500 plus expenses for assistance in selecting a Superintendent. Mrs. Franco moved for an amended motion to include a revision to Page 2 of the Contract; Heading “District Agrees”; Item #2 – change of wording to reflect “to have members of the school board” in place of 1or 2 members. Mr. Brooks seconded the amended motion and it carried unanimously with a 7/0 vote.

Superintendent Search Planning Process      Audience member Wendy Leece addressed the Board relative to the new search process. She thanked and complimented Dr. Barbot for his years of service to the District. She noted that Dr. Barbot was very involved with the community and he made people feel welcome. She urged the Board to take the necessary time to find a high quality caliber person to replace Dr. Barbot.

CSBA Advisor Richard Loveall presented an agenda and reviewed the components of the planning process that need the Board’s consensus to begin the process.

The Board came to consensus on the following items relative to the Superintendent search process:

**Timeline:**

1. Week of December 5, 2005 – Announcement
2. Week of January 9, 2006 – Community/staff input
3. Week of January 16, 2006 – Preparation of brochure/review with Board
4. Week of January 23, 2006 – Mailing of brochure
5. Week of March 6, 2006 – Applications close
6. Week of March 13, 2006- Paperscreening
7. Week of March 20, 2006- Board determines candidates to interview
8. Week of March 27, 2006- Reference checks/candidates notified of interview schedule
9. April 21, 22 and 23, 2006 –
  - a. Board and SSAC Interviews

- b. SSAC input to Board
  - c. Board determines candidates for second level interview
  - d. Board conducts second level interviews
  - e. Board makes tentative selection of top candidate
10. Week of April 24, 2006
    - a. Board visits community of top candidate
    - b. Board selects new superintendent
  11. May 2, 2006 –Special Board meeting
    - a. Board takes action to hire superintendent
  12. May 9, 2006 –Special Board meeting
    - a. Board introduces new superintendent

**Search Process Scope:**

The Board agreed that the scope of the search would be to get the best person for the job, and that targeted recruiting would be nationwide. The closing date will be March 6, 2006.

**District Contact Person:**

Laura Boss, Coordinator of Administrative Services will be the district contact with regard to logistical assistance throughout the course of the search.

**Community Input:**

CSBA Advisor Richard Loveall will be in the district gathering input from various segments of staff, Board, and the community the week of January 9, 2006. In addition to the scheduled appointments throughout the day, Mr. Loveall will conduct group forums to be determined at a later date to allow the community to provide input. Written comments will also be accepted.

**Superintendent Selection Advisory Council (SSAC):**

The Board determined that a Superintendent Selection Advisory Council should be used in the search process.

**Brochure:**

The Board will receive a draft of the brochure during the week of January 16, 2006. CSBA will be responsible for finalizing, printing and distributing the brochure.

**Advertising Information:**

Free advertising will be done statewide through ACSA's EdCal Job Information Survey on December 12, 2005 and January 9, 2006, CASBO's Employee Finder, and CSBA's Worldwide web. Paid advertisements will appear in ACSA's EdCal on January 16, 2006 and February 6, 2006 and Education Week. Costs for the paid advertisements are still to be determined.

**Interview Questions:**

A master list of suggested confidential interview questions were provided to each board member with a request to return them to CSBA on December 9, 2005. Once compiled, a revised confidential list will be returned to the Board for review and selection of the final questions.

**Interviews:**

At this time, interviews are scheduled for April 21 and 22, 2006.

**Salary:**

For advertising purposes, the salary will be listed as a minimum of \$235,000, competitive and negotiable, depending on the qualifications and experience of the successful candidate.

**Board Meetings:**

It was recommended that the "Superintendent Search" be placed on all future board meeting agendas as an action agenda item in the event the board needs to take action on any item pertaining to the search.

Adjournment President Stokes adjourned the meeting at 12:45 p.m.

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Robert J. Barbot, Secretary