

HERMOSA BEACH CITY SCHOOL DISTRICT

TO: Board of Education

FROM: Alan Rasmussen, Ed. D.
Interim District Superintendent

DATE: January 11, 2012

SUBJECT: SUPERINTENDENT SEARCH AND SELECTION

RECOMMENDATION

It is recommended that the Board of Education review, discuss and provide direction to staff on filling the open Superintendent position.

BACKGROUND

The District Superintendent, Dr. Bruce Newlin retired from the district effective December 31, 2011. His retirement created a vacancy in the office of the Superintendent. An Interim Superintendent was selected to provide leadership for the District over the next six months while a search is conducted and a replacement is selected.

CURRENT CONSIDERATIONS

The selection of a superintendent is one of the most important decisions any Board of Education will make. The superintendent is the person through which the direction set by the board is carried out. The working relationship that develops between the board and superintendent is absolutely critical and the selection of the superintendent provides the initial definition to that relationship. As befits a decision of this importance, it is one that should be arrived at with care.

There are several options for the Board to consider in filling the vacancy. They include the following:

- (1) **Executive Search Firm:** consultants (usually retired superintendents) provide guidance and assistance throughout the search process. This process normally recruits candidates from outside the district. Services include implementing a marketing plan, advertising through professional publications and organizations; actively recruit highly qualified candidates that best match the leadership profile developed by the Board of Trustees with input from district stakeholders and assist with the interviews. The cost for this services can range from \$18,000 to \$23,000. Process takes between four and five months to complete.

- (2) **In-House Staff:** The District would conduct the search of candidates inside and outside of the district using existing district staff. The process followed is similar to that of an executive search firm. Staff would advertise the position, develop a brochure, screen applications, schedule interviews and assist the Board with the interview and final selection. Additional support consultants may be needed to assist with the process. The cost would be \$8,000-\$10,000 to cover consultant cost with applicant recruitment and screening. Depending on the scope of the search, the process would take approximately four months.
- (3) **Select from Current Staff:** Often times Boards' of Education look at inside candidates to fill an open position when there are viable candidates. In considering this option, restructuring of existing administrative staff may be required as well as providing a coach to support the candidate during their first year to insure a successful transition. The costs and timeline in selecting the superintendent is greatly reduced. The cost for a coach would range from \$10,000-\$15,000 for the year. Funds to cover the cost would come through the administrative restructuring. Overall, net savings to the General Fund would be approximately \$125,000.