

AGENDA FOR THE SPECIAL MEETING OF THE
SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
FOR THE PURPOSE OF
Business Items Concerning Personnel and the Loyalton High School Re-Roofing Project
April 24, 2013
Beginning Immediately After the Sierra County Board of Education Meeting
Loyalton Middle School, Room 4, Loyalton, California

This meeting will be available for videoconferencing at Downieville School, Downieville, CA
In the case of a technological difficulty at either school site, videoconferencing will not be available.

*Any individual who requires disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing.
Public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting, will be made available at Sierra-Plumas Joint Unified School District, 305 S. Lincoln Street, Sierraville, CA 96126 and posted with the online agenda at <http://www.sierracountyofficeofeducation.org> (Government Code 54957.5)*

- A. CALL TO ORDER
- B. ROLL CALL
- C. APPROVAL OF THE AGENDA
- D. PUBLIC COMMENT

Special Meeting Agenda Items only, please.

This is an opportunity for members of the public to directly address the governing board on any item of interest that is within the subject matter jurisdiction of the governing board listed on this agenda. Five minutes may be allotted to each speaker and a maximum of twenty minutes to each subject matter. (Education Code 35145.5; Bylaw 9322; Government Code 54954.3)

E. ACTION ITEMS

1. New Business

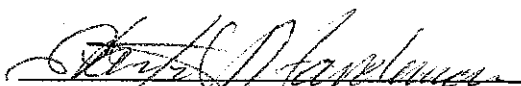
- a. Board Policy 2120, Superintendent Recruitment And Selection, revision**
Roll Call Vote
- b. Sierra-Plumas Teachers' Association 2013-2014 Extra Duty Assignment positions*
Roll Call Vote
- c. Superintendent's Recommendation Regarding the Termination of one (1) Certificated Employee as a Result of Reduction in Particular Kinds of Service
Roll Call Vote
- d. Discussion and Possible Action: Superintendent Search Committee Report
 - i. Brochure**
 - ii. Timeline**Roll Call Vote
- e. Set Special Board Meeting, 9 am, May 22, 2013, Loyalton Middle School, Room 4, Loyalton, CA, for the purpose of Candidate Interviews
Roll Call Vote

Sierra-Plumas Joint Unified School District
Special Meeting Agenda
April 24, 2013

- f. Lease Lease-Back Agreement with Randy Hill Construction for Loyalton High School Re-Roofing Project
Roll Call Vote

F. ADVANCED PLANNING

- 1. Next Regular Board Meeting will be held on May 14, 2013, at Loyalton Middle School, Room 4, Loyalton, California, at 6:00 pm.
- 2. Suggested Agenda Items
 - a. _____
 - b. _____


Stanford J. Hardeman, Superintendent

- *** prior month handout
- ** enclosed
- * handout

Sierra County/Sierra-Plumas Joint USD

Board Policy

Superintendent Recruitment And Selection

BP 2120

Administration

The Board of Education recognizes that it has a direct responsibility to select and employ the Superintendent. Whenever it becomes necessary for the Board to fill a vacancy in the position of Superintendent, the Board shall work diligently to employ a person whose management and leadership abilities are most closely aligned with district needs.

(cf. 2000 - Concepts and Roles)

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

The Board shall establish and implement a search and selection process that includes consideration of:

1. The district's current and long-term needs, including a review of the district's vision and goals

(cf. 0000 - Vision

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

2. The desired characteristics of a new Superintendent, including professional experience, educational qualifications, leadership characteristics, philosophy of education, and other management, technical, interpersonal and conceptual skills, as well as the priorities the Board wants to place on different abilities, traits and levels of knowledge

3. The scope of the search, including whether to promote from within the district or broaden the search to include both internal and external candidates and, if external candidates will be considered, whether to conduct a statewide or nationwide search

4. The salary range and benefits to be offered

5. Basic elements to be included in the Superintendent's contract

6. Whether to hire a professional adviser to facilitate the process

7. How and when to involve the community in certain phases of the selection process

(cf. 1000 - Concepts and Roles)

(cf. 1220 - Citizen Advisory Committees)

8. The best methods for advertising the vacancy and recruiting qualified candidates

9. The process for screening applications and determining how the screener(s) will be selected
10. Interview questions, processes and participants
11. How and when candidates' qualifications will be verified through reference checks

(cf. 4112.5/4312.5 - Criminal Record Check)

12. Other actions necessary to ensure a fair selection process and a smooth transition to new leadership

Even if a professional adviser is used to facilitate the process, the Board shall retain the right and responsibility to oversee the process and to review all applications if desired.

The Board shall yield to the recruitment committee the selection of candidates to be interviewed based on recommendations of the paper screener(s) and the Board's own committee's assessment of how candidates meet the criteria established by the Board.

~~The Board shall interview~~ The recruitment committee shall recommend to the Board candidate(s) for the Board interview process. The preliminary and final candidates will be interviewed by the Governing Board trustees during a regular or special Board meeting in closed session and the Board will determine the most likely match for the district. (Government Code 54957)

The selected candidate shall hold both a valid school administration certificate and a valid teacher's certificate. The Board may waive any credential requirement, but shall not employ a person whose credential has been revoked by the Commission on Teacher Credentialing pursuant to Education Code 44421-44427. (Education Code 35028, 35029, 35029.1)

Before offering the position to the selected candidate or making any announcements, Board members may visit that candidate's current district, as appropriate, to obtain verification of his/her qualifications.

The Board shall deliberate in closed session to affirm the selection of the candidate and shall report the selection in open session. (Government Code 54957)

(cf. 2121 - Superintendent's Contract)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

The Board shall conduct these proceedings in accordance with legal and ethical obligations regarding confidentiality and equal opportunity.

(cf. 4030 - Nondiscrimination in Employment)

(cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 4032 - Reasonable Accommodation)

(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

As necessary, the Board may appoint an interim superintendent to manage the district during the selection process.

Legal Reference:

EDUCATION CODE

220 Prohibition of discrimination
35026 Employment of superintendent by board
35028 Certification
35029-35029.1 Waiver of credential requirement
35031 Term of employment
44420-44440 Revocation and suspension of certification documents

GOVERNMENT CODE

11135 Unlawful discrimination
12900-12996 California Fair Employment and Housing Act
53260-53264 Employment contracts
54954 Time and place of regular meetings
54957 Closed session personnel matters
54957.1 Closed session, public report of action taken

CODE OF REGULATIONS, TITLE 2

7287.6 Terms, conditions and privileges of employment

UNITED STATES CODE, TITLE 29

794 Section 504 of the Vocational Education Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000d-7 Title VI, Civil Rights Act of 1964

2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended

2000h-2000h-6 Title IX, 1972 Education Act Amendments

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 34

100.6 Compliance information

106.9 Dissemination of nondiscrimination policy

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Selection and Employment

WEB SITES

CSBA: <http://www.csba.org>

ACSA: <http://www.acsa.org>

Equal Employment Opportunity Commission: <http://www.eeoc.gov>

Office of Civil Rights: <http://www.ed.gov/offices/OCR>

Department of Fair Employment and Housing: <http://www.dfeh.ca.gov>

Policy

adopted: April 10, 2007

Revised: April 24, 2013

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT
Sierraville, California

TIMELINE FOR SUPERINTENDENT SEARCH

| | | |
|-------------------|-------------------------------------------------------------|-------------------------------------------------------|
| March 12-18 | Board Appointed Committee | |
| March 19-March 29 | Organize Search Committee Scope of Search | Establish leadership & participant roles, timeline |
| April 9 | Board Direction .5 FTE Spt | |
| April 11-May 3 | Post position | Develop Survey & brochure Distribute brochure, Ads |
| May 3 | Scan applications to screeners | |
| May 7 | Meet & Screen & Finalize candidates Background checks | Recommend Candidates to interview |
| May 21 | Conduct Interviews | |
| May 22 | Sp Board Mtg Interviews Reference Checking | |
| June 18 | Present to Governing Board | |

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

ANNOUNCEMENT OF SUPERINTENDENT POSITION VACANCY

- JOB TITLE:** District Superintendent
- DEADLINE:** May 3, 2013, at 3:00 p.m.
- LOCATION:** Sierra-Plumas Joint Unified School District, Sierra County.
Applicant must have an interest in relocating to a rural community
- SALARY:** Salary and benefits negotiable
- BENEFITS:** CalSTRS retirement; sick leave
- ASSIGNMENT:** Term begins July 1, 2013. Part time-not to exceed .5 FTE or approximately 112 days; 12 month employee.
Schools follow traditional calendar August-June

The Position

The Board of Trustees is seeking a dedicated, creative, motivated and progressive leader to assume the half-time (approximately 112 days) Sierra-Plumas Joint Unified School District Superintendent position for our rural single district county in Northern California. However, this individual may be assigned to additional paid administrative duties. We are looking for a candidate who will provide strong leadership and build upon the successes and accomplishments of the school district. This individual must be able to "envision schools where all children succeed, where all children feel safe, and where their curiosity is cultivated."

The purpose of the Superintendent shall be to inspire, lead, guide, and direct administrative, instructional and supportive staff to ensure that each school environment promotes academic growth and provides safe surroundings for all students and employees. The position of Superintendent reports directly to the five (5) member Sierra-Plumas Joint Unified School District Governing Board, serves as an executive officer of the Board, and supervises directly or indirectly, every employee of the district. This candidate must be proven leader with optimal communication skills and ability to establish an effective working relationship with staff, parents, students and Board trustees. The person in this position must be willing to relocate to our area and establish a strong community collaborative relationship.

The District

The K-12 enrollment currently is approximately 400 students. In 2013-2014, students will be served on three campuses—Loyalton Elementary School, Loyalton Middle/ High School and Downieville K-12 School—and the district offers a successful alternative education program through independent study, opportunity school and continuation high school programs. Special education, speech therapist, psychologist and SDC pre-school services are provided by the Sierra County Office of Education. We have a dedicated team of educators and a community involved in local schools. We have a proven record of strong academic success and rich extra-curricular activities and are looking for a Superintendent with vision and administrative experience to successfully shape the district's positive future.

The Community

Picturesque Sierra County lies in the heart of the northern Sierra Mountains bordering Nevada and Plumas counties. Reno, Nevada, lies approximately 50 miles from the Loyalton community. Our beautiful Sierra County contains acres of forest land and offers attractive, year-round recreation opportunities. Rural life does not offer every service but full seasons, clean air, miles of rushing rivers and acres of pristine lakes have their own rewards. The rural population of Loyalton, Downieville and surrounding areas are entrenched in the viability and success of our public schools with extraordinary community support.

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT

Required Educational/Experience Standards:

- Must possess or be in the process of obtaining a California Administrative Service Credential
- Must have demonstrated success in the classroom teaching environment

Preferred Educational and Experience Standards:

- Masters Degree in Education Administration
- Successful experience in developing a partnership with community organizations with an emphasis in education

Qualities and Characteristics Desired in the new Superintendent:

- Must be a strong communicator
- Actively engages stakeholders, namely parents, students, staff and Board trustees in the decision-making process
- Demonstrates passion and dedication to the growth and success of students and staff
- Demonstrates strong time management and organizational skills with the ability to prioritize goals, objectives and procedures
- Must be familiar with the current issues affecting rural school districts
- Must be a deeply rooted advocate for STEM, K-12
- Must have a thorough understanding of school facility/modernization project planning, implementation, and financing
- Possesses the leadership qualities of honesty, integrity, empathy, persistence, courage, transparency, and forthrightness in serving the Governing Board, staff, parents, students and the community
- Demonstrates an understanding and knowledge of school finance at the state, district and local school level
- Must be a creative and innovative problem solver, utilizing an interactive team player approach

Salary and Contract Terms:

Negotiable

Application Procedure:

Applications are to be submitted electronically from EdJoint at <http://www.edjoin.org>

All applicants must provide the following items by 3:00 p.m. on the closing date, Friday, May 3, 2013:

- Completed EdJoin Application
- Letter of Interest
- Current Résumé
- A minimum for five (5) letters of recommendation which may include professional references, letters from certificated staff with whom you have worked, students' parent letters and letters from recent students
- Copies of all current credentials

We encourage interested candidates to visit Sierra County and see its beauty firsthand. If you have the qualities described here and are drawn to this challenge, please contact us for further information. Browse our website at

<http://www.sierracountyofficeofeducation.org>

Contact:

Susan Roberts

Sierra County Office of Education

530 994-1044 X11

sroberts@spjusd.org

doc:Personnel 2012/Posting SPT April 2013

P O Box 157 * 305 S. Lincoln Street * Sierraville, CA 96126 * 530-994-1044 * Fax 530-994-1045 *

<http://www.sierracountyofficeofeducation.org>

We are an Equal Opportunity Employer

THE COMMUNITY

Picturesque Sierra County lies in the heart of the northern Sierra Mountains bordering Nevada and Plumas counties. Reno, Nevada, lies approximately 50 miles from the Loyalton community. Our beautiful Sierra County contains acres of forest land and offers attractive, year-round recreation opportunities. Rural life does not offer every service, but full seasons, clean air, miles of rushing rivers and acres of pristine lakes have their own rewards. The rural population of Loyalton, Downieville and surrounding communities are entrenched in the viability and success of our public schools.

THE DISTRICT

The K-12 enrollment currently is approximately 400 students. In 2013-2014, students will be served on three campuses-- Loyalton Elementary School, Loyalton Middle/High School and Downieville K-12 School-- and the district offers successful alternative education through independent study, opportunity school and continuation high school programs. Special education services are provided by the Sierra County Office of Education.

THE POSITION

The Board of Trustees is seeking a dedicated, creative, motivated and progressive leader to assume the part-time Sierra-Plumas Joint Unified School District Superintendent position for our rural single district county in Northern California. The position will not exceed .5 FTE (approximately 112 days). However, the individual may assume other paid administrative responsibilities. We are looking for a candidate who will provide strong leadership and build upon the successes and accomplishments of the school district. This individual must be able to "envision schools where all children succeed, where all children feel safe, and where their curiosity is cultivated."

The purpose of the Superintendent shall be to inspire, lead, guide, and direct all administrative, instructional and supportive staff to ensure that each school environment promotes academic growth and provides safe surroundings for all students and employees. The position of Superintendent reports directly to the five (5) member Sierra-Plumas Joint Unified School District Governing Board, and serves as an executive officer of the Board. This candidate must be a proven leader with optimal communication skills and the ability to establish an effective working relationship with staff, parents, students and Board trustees. The person in this position must be willing to relocate to our area.

QUALITIES DESIRED IN A SUPERINTENDENT

- Must be a strong communicator
- Actively engages stakeholders in the decision-making process
- Demonstrates passion and dedication to the growth and success of students and staff
- Demonstrates strong time management and organizational skills with the ability to prioritize goals, objectives and procedures
- Must be familiar with the current issues affecting rural school districts
- Must be a deeply rooted advocate for STEM, K-12
- Must have a thorough understanding of school facility/modernization projects
- Possesses the leadership qualities of honesty, integrity, empathy, persistence, courage, transparency, and forthrightness in serving the Governing Board, staff, parents, students and the community
- Demonstrates an understanding and knowledge of school finance at the state and local school district level
- Must be a creative and an innovative problem solver

Application Procedure

Applications are to be submitted electronically from EdJoin at <http://www.edjoin.org>

All applicants must provide the following items by 3:00 p.m. of the closing date, Friday, May 3, 2013:

- Completed EdJoin Application
- Letter of Interest
- Current Résumé
- A minimum five (5) letters of recommendation which may include professional references, letters from certificated staff with whom you have worked, students' parent letters and letters from recent students
- Copies of all current credentials

We encourage interested candidates to visit Sierra County and see its beauty firsthand. If you have the qualities described here and are drawn to this challenge, please contact us for further information.

Susan Roberts
Sierra County Office of Education
530 994-1044 X11
sroberts@spiusd.org

Our website:
<http://www.sierracountyofficeofeducation.org>

Required Education/Experience Standards

- Must possess or be in the process of obtaining a California Administrative Service Credential
- Must have demonstrated success in the classroom teaching environment

Preferred Educational/Experience Standards

- Masters Degree in Education Administration
- Successful experience in developing a partnership with community organizations with an emphasis in education

Salary and Contract Terms

Negotiable salary, benefits and contract terms

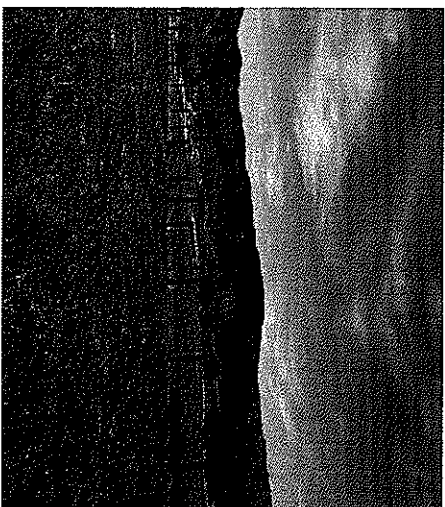
Term begins July 1, 2013

Notice: Applicants who directly or indirectly communicate with individual trustees during the hiring process will be disqualified from selection.

Sierra - Plumas Joint Unified School District
305 S. Lincoln Street

P. O. Box 157
Sierraville, CA 96126
Telephone: (530) 994-1044
Fax: (530) 994-1045

SIERRA-PLUMAS JOINT UNIFIED SCHOOL DISTRICT



**SEEKS A DEDICATED AND
PROGRESSIVE LEADER TO
BECOME**

SUPERINTENDENT