

**Irvine Unified School District**  
*Irvine, California*

**Board of Education**  
**Minutes of Special Meeting**  
**January 23, 2006**

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***Call to Order***

The Special Meeting of the Board of Education was called to order by President Kuwabara at 8:08 a.m., in the District Administration Center, 5050 Barranca Parkway, Irvine, CA.

***Pledge of Allegiance***

The Pledge of Allegiance to the United States of America was led by Member Huntley-Fenner and was followed by a moment of silence.

***Roll Call***

**Members Present:**

Gavin Huntley-Fenner, Carolyn McInerney, Mike Parham, Sharon Wallin, Sue Kuwabara

**Members Absent:**

None

**Staff:**

Dean Waldfogel, Superintendent of Schools  
Dave Hatton, Asst. Superintendent, Human Resources  
Lee Brooks, Executive Assistant to the Superintendent

**Other Staff:**

Karen Brown, Babara Causee, Mary Cliff, Janelle Cranch, Kris Moore, Barb Petro,  
Mark Sontag

***Oral Communication***

None

***Items of Business***

**Superintendent Search Process**

CSBA advisor William Diedrich reviewed the components of the planning process. The Board reached consensus on the following:

*Timeline*

Jan 23 (Sp Mtg)	Planning Meeting w/CSBA Advisor
Feb 7 (Reg Mtg)	Bd determines selection process for Supt Selection Advisory Council
Feb 7-9	Community/staff input
Feb 13-17	Advisor drafts brochure
Feb 21 (Reg Mtg)	Bd approves brochure / appoints SSAC
March 3	Mailing of brochure
March 21(Closed)	Bd develops final interview questions
April 13	<b>Applications close</b>
April 25 (Sp Mtg)	Bd & SSAC meet w/Screening Committee to discuss selection criteria
April 26	Paperscreening by CSBA Screening Committee
May 2 (Closed)	Bd determines candidates to interview
May 3-10	SC conducts reference checks
May 10 (Closed)	Bd meets w/advisor to select final candidates to be interviewed
May 18-20 (Closed)	Bd & SSAC conduct initial interviews SSAC input to Board Bd selects candidates for second level interview Bd conducts second level interviews Bd makes tentative selection of top candidate
May 22-26	Bd visits community of top candidate
May 30 (Closed)	Bd selects new Superintendent
June 6 (Reg Mtg)	Bd takes action to hire new Superintendent

*Search Process Scope*

The Board agreed that the scope of the search would be nationwide, with a closing date of April 13, 2006.

*District Contact Person*

Lee Brooks, Executive Assistant to the Superintendent, will be the district contact with regard to logistical assistance throughout the course of the search.

*Community Input*

CSBA Advisor William Diedrich will be in the district gathering input from various segments of the staff, board members and the community on February 7-9, 2006, including an open group forum on Wednesday, February 8, 7:00-9:00 p.m. Written comments will also be accepted through February 7, 2006.

*Superintendent Selection Advisory Council (SSAC)*

The Board determined that a Superintendent Selection Advisory Council should be used in the search process and an organizational meeting will be held on Wednesday, March 15, 2006. The Board identified the following stakeholder groups to be represented on the SSAC: PTA, Teachers, Classified, Administrators, IPSF, Community-at-Large, City, and Business.

*Brochure*

The Board will receive a draft of the brochure prior to February 21, 2006. CSBA will be responsible for finalizing, printing and distributing the brochure.

*Advertising*

Free advertising will be done statewide through ACSA's EDCAL Job Information Survey on February 13 and February 20, 2006, CASBO's Employee Finder and CSBA's World Wide Web. Paid advertisements will appear in ACSA's EDCAL on February 27 and March 6, 2006; and one ad each in AASA's Job Bulletin and Education Week (dates and costs to be determined).

*Interview Questions*

A master list of suggested confidential interview questions was provided to each board member with a request to select 18 questions and return them to CSBA by March 8, 2006 for compilation. The compiled list will be returned to the Board for review and selection of the final questions.

*Interviews*

Interviews are scheduled for May 18-20, 2006.

*Salary*

For advertising purposes, the salary will be listed as open, competitive and negotiable, depending upon qualifications and experience of the successful candidate.

***Adjournment***

On the motion of Member Huntley-Fenner, seconded by Member Parham and carried 5-0, there being no further Board of Education business, the meeting was adjourned at 10:12 a.m.

Sue Kuwabara  
Board President

Dean Waldfogel  
Superintendent of Schools