



October 14, 2014

1121 L Street

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Suite 1060

•

Sacramento

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California 95814

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TEL: 916 . 446-7517

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FAX: 916 . 446-2011

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www.sscal.com

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TO: Mr. Anthony Ranii
Superintendent
Hillsborough City School District

FROM: Maureen Evans and Suzanne Speck
Search Advisors
School Services of California, Inc.

RE: Status of the Chief Business Official Search

Enclosed please find additional brochures for your files.

We have identified below a schedule of upcoming events related to the search and selection of a Chief Business Official for the Hillsborough City School District.

Advertising Opportunities

We are currently in the process of recruiting candidates for the position. Brochures have been sent to school agencies statewide and advertisements for the position have been placed in:

- EdCal, ACSA (10/27, 11/3)
- ACSA Online ad (30-day listing posted 10/17)
- California School Business News (CASBO) (10/21, 11/4)
- CASH's website (30-day listing will be posted 10/17)
- SSC's website (posted on 10/14)
- SSC's *Executive Searchlight* (10/17, 10/31, 11/14)

Additionally, through personal contact, we are actively recruiting for this position.

We are not allowed to advertise on **www.edjoin.org** on behalf of your District, please post this vacancy on EDJOIN's website and use SSC as the contact. For example, in the "Requirements for Applying" section, please enter:

"The Hillsborough City School District is seeking a Chief Business Official. Please visit http://www.sscal.com/executive_searches.cfm to apply."

Interview Panels and Schedules

Attached please find informational materials regarding the panel interview process and a sample of the interview schedule. We recommend that the District use a two-panel interview process—a Technical Interview Panel and a Community Interview Panel.

The District will be responsible for contacting and confirming panel member participation of no more than eight individuals to serve on the Community Panel and no more than eight individuals to serve on the Technical Panel. Suzanne Speck will act as chair/facilitator for the Technical Panel; you will need to designate a member of the Community Panel to act as chair/facilitator for that panel. Typically, the Director or Assistant Superintendent of Human Resources will facilitate the Community Panel.

After you have confirmed each panel member's participation, please provide us with a list of all panel members as soon as possible—but no later than **November 12, 2014**. Please include the full name, title, company, email address, phone number, which panel they will serve on, and who is acting as chairperson of the Community Panel. Also, please let us know the location of the interviews.

One week prior to the initial interview, your Search Assistant, Kim Seitz, will be responsible for contacting each panel member to reconfirm the interview date, time, and location.

The Interview Process

Immediately after the position closes on **November 17, 2014**, you will receive a copy of each candidate's packet, via email. A paper screening conference call will follow a few days after the application deadline to compare notes and discuss which candidates will be invited for an interview.

We have scheduled the paper screening conference call for **November 19, 2014, at 12:00 p.m.** It is important that the Superintendent participate in this call. After the conference call, we will contact both the successful candidates and those not invited for an interview.

First-round interviews are scheduled for **December 2, 2014**. Suzanne Speck will bring an interview booklet for each panel member containing the candidates' application materials and rating sheets. Interview questions will also be provided. Following the interviews, Suzanne Speck will conduct a combined debriefing with both panels and will discuss the panels' recommendations to the Superintendent.

The Superintendent should be available prior to the start of the interviews to meet the panel members and quickly describe the attributes desired in the candidates; and, in the afternoon following the panel debriefing, to hear the panels' recommendations.

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We will notify each candidate of the outcome of the first-round interviews. At this time, we will conduct extensive reference and background checks on each candidate who advances to the second interviews.

At this point, the District needs to decide whether or not they will pay the travel expenses for second-round candidates. If so, our preferred procedure for reimbursing candidates is to have the District work directly with the candidate. If the District prefers, we can reimburse the candidate and then bill the District accordingly. Please review this procedure and let us know your decision.

Maureen Evans will join you for the second-round interviews that are scheduled for **December 9, 2014**. At the conclusion of the interviews, background and reference check results will be shared with the Superintendent.

Thank you for your confidence in our efforts. If you have any questions or need further assistance, please contact Kim Seitz, Search Assistant, at (916) 446-7517 or kims@sscal.com.

SUGGESTIONS FOR INTERVIEW PANEL MEMBERS

COMMUNITY PANEL (Eight or fewer members recommended) *(District to appoint a chair)*

Director or Assistant Superintendent of Human Resources
Elementary School Principal
Middle School Principal
High School Principal
Labor organization representatives, each unit
Representative from instructional side
Member of Chamber of Commerce
City or other local government representative
Community or business leader
Parent
Teacher
PTA President
Director of Food Services, M&O or other operations areas

TECHNICAL PANEL (Eight or fewer members recommended) *(SSC Search Advisor to chair)*

Current CBO (if applicable)
County CBO
Local or neighboring district CBO
City Treasurer
City/County Finance Officer
Independent Auditor/CPA
Department personnel who will report to this CBO
Interim district CBO
Budget Advisory Committee Member
Director of Food Services
Director of Maintenance and Operations
Director of Facilities
Search Advisor

Sample First Round Interview Process (Including Setup and Panel Selection)

We recommend that the District use a two-panel interview process. These two panels are the Technical Interview Panel and the Community Interview Panel. We will need the District to arrange for no more than eight individuals to serve on the Community Interview Panel and no more than eight individuals to serve on the Technical Interview Panel. After you have contacted and confirmed the panel members' participation, please provide SSC's Search Assistant with a list of interview committee members as soon as possible. When you send the list, please include their name, title, company, email address, and phone number. One week prior to the initial interview, SSC's Search Assistant will be responsible for followup with the panel members confirming date, time, and location.

Prior to the interview date, SSC's Search Assistant will prepare first round interview materials. It is essential that the District Contact and the Search Assistant work closely to get all of the information necessary (i.e., panel member names and addresses, directions to the district, etc.) prior to the search closing date. The materials are tailored for the day of the interviews, personalized for each panel member, and include candidate information, interview questions, and rating forms inside of the booklet.

The Search Advisor will arrive the morning of the interviews to meet with the Superintendent and interview panel members.

The District will need to set up two meeting rooms, one for each panel. One of these rooms should be large enough for the briefing (to hold both panels) – this same room can be used for lunch and the debriefing.

The candidates will arrive two at a time—one will interview with the Technical Panel while the other meets with the Community Panel. When the candidates are finished with their first panel interview, they will switch rooms and meet with the other panel (see attached for sample interview schedule).

On the day of the interviews, we ask that the District bring in lunch for the panel members. Also, coffee, water, etc. will be needed throughout the day. In addition, ensure that there is a clock in each of the interview rooms.

A lunch break is usually scheduled at noon, depending on the number of candidates chosen for the interviews.

At the conclusion of the first round interviews, the Search Advisor will facilitate a half hour debriefing with both panels to go over each panel's ratings and thoughts regarding the candidates. The Superintendent or his or her designee is welcome to participate in the debriefing or can meet privately with the Search Advisor for a debriefing to determine which candidates will move forward to the second round interviews.

Background checks will then commence on the selected finalists, and the Search Advisor will contact finalists to schedule the second round interview.

SAMPLE INTERVIEW SCHEDULE

<i>Time</i>	<i>Community Panel</i>	<i>Technical Panel</i>
8:15a – 9:00a	Briefing	Briefing
9:00a – 9:45a	Candidate #1	Candidate #2
9:50a – 10:35a	Candidate #2	Candidate #1
10:40a – 11:25a	Candidate #3	Candidate #4
11:30a – 12:15p	Candidate #4	Candidate #3
12:15p – 1:00p	Lunch	Lunch
1:00p – 1:45p	Candidate #5	Candidate #6
1:50p – 2:35p	Candidate #6	Candidate #5
2:40p – 3:25p	Candidate #7	Candidate #8
3:30p – 4:15p	Candidate #8	Candidate #7
4:15p – 5:00p	Debriefing	Debriefing