

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**Initial Meeting of the Berkeley Unified Board of Education and Leadership Associates**  
**Tuesday, February 5, 2019: 6:00 – 7:30 p.m.**

**Open session items**

1. Discussion/Action and Review of Search Process
  - a. Designate Board's liaison and spokesperson for the Board
    - i. Communication contact information for Directors: boardofed@berkeley.net
  - b. Discuss the use of input from board/staff/community groups in development of position profile
    - i. Board identifies stakeholder groups
    - ii. Board to update prior position profile flyer prior to posting on district website and Leadership Associates website
    - iii. Position flyer includes descriptions of "community" and "district"
  - c. Online survey including designation of open and close dates and languages requested
  - d. Establish and adopt the final timeline: **ACTION [See Revised Suggested Timeline]**
    - i. ACSA advertisement publication dates: **February 25 and March 4, 2019 with March 15, 2019, 5:00 p.m. deadline for submission of application**
    - ii. Set February dates for stakeholder input sessions
    - iii. **April 7**, date for closed session meeting for selection of candidates to interview [10:30am-1pm]
    - iv. **April 13-14** dates for closed session interviews with finalists [April 13: 8:00 a.m.-11:30am; April 14: 8:00 a.m.-8:00 p.m.]
    - v. Validation visit, Board discretion
    - vi. **May 8** targeted regular Board meeting date for offer of employment and action on superintendent contract
  - e. Candidate Recruitment
  - f. Worksheet of Contract Parameters and Salary Review [sample]
  - g. Confirm Jessica Lopez and/or Lyz Chairez have received packet of Administrative Assistant information from Becky Banning of Leadership Associates
  - h. Consideration of location for interviews
  - i. Board questions/points for clarification
2. Board Members' Input on **Superintendent: Desired Qualities/Characteristics/Experiential Background**
3. Board Members' Input on **Berkeley Unified School District's Strengths and Challenges**
4. Questions Regarding Process/Procedures

**Closed Session Item**

5. **Closed session to discuss/review names of specific potential candidates**