



TO: Board Members  
Superintendent

FROM: Scott J. Lempe, Deputy Superintendent *SJL*

DATE: September 29, 2016

SUBJECT: October 4, 2016 Work Session—Superintendent Search

At your October 4, 2016 Work Session we'd like to continue our conversations related to finding and hiring the next Superintendent of Schools. As you know, with the help of our community we have reduced our candidate pool from 49 to now three. Interviews for those three are scheduled for October 12 & 13, 2016 with a community reception the evening of October 13, 2016. The Board is then schedule to identify the next Superintendent and approve entering into contract negotiations at your regularly scheduled meeting on October 18, 2016.

At this Work Session we'd like to discuss three things: 1) the candidate pool; 2) the interviews themselves and any logistics questions you may have; and 3) the process you'd like to use on the afternoon of October 18, 2016 to identify the next Superintendent. To aid those discussions we've provided the following documents:

Tab 1—Superintendent Search Board Finalists Scoring Matrix. As you know, one of the four candidates you elected to move to the finalist stage has withdrawn. Should the Board elect to add another semi-finalist to the finalist pool we've provided this matrix as a reminder of your original scores. At this point staff would like to hear from the Board how you'd like to move forward. Are you comfortable with three finalists or would you like to add to the interview pool? If you'd like to add to the pool, which candidate would we bring forward?

Tab 2—Finalist Interview Schedule. We've included two versions of the interview schedule—one for three finalists and one for four. Which applies depends on how you answer the questions above. Here we'd like to talk with the Board, at least in part, about the logistics of the two-day interview process. Do you have any particular expectations? We'll review the schedules and discuss things like room set-up and the content of your interview packet.

Tab 3—Agenda and Format for Selection of the Superintendent. This tab is essentially a draft script for the Chair to follow on the afternoon of October 18, 2016. The script, as written, recaps the process to date, reviews some of the next steps in the process, and lays out a format for the selection itself. Here we'd like your thoughts on how you'd like to see the selection process executed.

Tab 4—Superintendent Search Timeline. This is simply an updated version of the timeline you've seen several times in the past. We've added the October 4, 2016 Work Session and made several cosmetic updates to activities that occur on or after September 20, 2016.

We look forward to a lively and candid discussion with you. Please let me know if you have any questions or concerns.

Tab

1



**SARASOTA**  
County Schools

**Superintendent Search  
Board Finalists**

Florida School



Boards Association

|                 |   | 6                    | 23            | 27    | 34 | 37 | 42 | 47 | 49 |
|-----------------|---|----------------------|---------------|-------|----|----|----|----|----|
|                 |   | <b>BOARD MEMBERS</b> | Shirley Brown | 1     |    | 1  | 1  | 1  | 1  |
| Caroline Zucker | 1 |                      |               |       | 1  | 1  |    |    |    |
| Jane Goodwin    | 1 |                      |               | 1a    |    | 1  |    |    |    |
| Frank Kovach    | 1 |                      |               | 1a    | 1  | 1  |    |    |    |
| Bridget Ziegler | 1 |                      |               | 1a    |    | 1  | 1  |    |    |
|                 |   | 6                    | 23            | 27    | 34 | 37 | 42 | 47 | 49 |
| <b>TOTALS</b>   |   | 5                    | 0             | 1, 4a | 3  | 5  | 2  | 0  | 0  |

Tab

2

**Sarasota County Public Schools  
Superintendent Search - Finalists Interview Schedule**

**Candidate A - Todd Bowden**  
with  
Community Ambassador  
Taylor Collins

**Candidate B - Mark Porter**  
with  
Community Ambassador  
Cathi Bell

**Candidate C - Brennan Asplen**  
with  
Community Ambassador  
Jim Tollerton

| <b>Tuesday<br/>October 11, 2016</b>   | <b>Wednesday<br/>October 12, 2016</b>                                 | <b>Thursday<br/>October 13, 2016</b>   |
|---|---|--|
| Out of Area<br>Finalists Arrive in<br>Sarasota County                                       | Finalists Arrive at District Office<br>and Meets Community Ambassador | Finalists Arrive at District Office<br>and Meets District Staff  |
|   | Board<br>Interview<br>(Board Room)                                    | Bd Member Bd Member Bd Member Bd Member<br>Brown Goodwin Kovach Ziegler Zucker<br>Room 324 Room 307 Room 318 Room 104 Room 100 |
| 8:30 to 10:00 AM  | A   | A B C  |
| 10:30 to 12:00 Noon   | B   | A B C  |
| 12:00 Noon to 1:00 PM Lunch with Community Ambassador*                                      | A   | A B C  |
| 1:15 to 2:45 PM   | C   | A B C  |
| 3:15 to 4:45 PM   | B   | A B C  |
| * Lunch with Community Ambassador<br>(Candidate A - Collins)<br>(Candidate C - Tollerton)   | (Candidate B - Bell)  | Lunch On Site at District Office<br>A B<br>C   |
| 6:30 PM - Dinner with Host(s)<br>(Candidate A - Host(s) TBD)<br>(Candidate C - Host(s) TBD) | (Candidate B - Host(s) TBD)   | 6:00 to 7:30 PM - Community Reception -<br>Riverview High School Cafeteria<br>Meets Community Ambassador                       |

**NOTE: Spouse will accompany finalist on Community/School Tours (If Desired)**

**Sarasota County Public Schools  
Superintendent Search - Finalists Interview Schedule**

**Candidate A - Todd Bowden**  
with  
Community Ambassador  
*Taylor Collins*

**Candidate B - To Be Determined**  
with  
Community Ambassador  
*Jackie Woods*

**Candidate C - Mark Porter**  
with  
Community Ambassador  
*Cathi Bell*

**Candidate D - Brennan Asplen**  
with  
Community Ambassador  
*Jim Tollerton*

| <b>Tuesday<br/>October 11, 2016</b>   | <b>Wednesday<br/>October 12, 2016</b>   | <b>Thursday<br/>October 13, 2016</b>   |
|---|---|--|
| Out of Area<br>Finalists Arrive in<br>Sarasota County                                       | 8:00 AM Finalists Arrive at District Office<br>and Meets Community Ambassador | 8:00 AM Finalists Arrive at District Office<br>and Meets District Staff  |
| 8:30 to 10:00 AM  | Board<br>Interview<br>(Board Room)<br>A<br>D                                  | One on One<br>Bd Member Bd Member Bd Member Bd Member<br><b>Brown Goodwin Kovach Ziegler Zucker</b><br>Room 324 Room 307 Room 154 Room 130 |
| 10:30 to 12:00 Noon   | Community Tour<br>B<br>A  | 8:15 to 9:15 A B C D   |
| 12:00 Noon to 1:00 PM Lunch with Community Ambassador*                                      | School Tour<br>C<br>B   | 9:30 to 10:30 A B C D  |
| 1:15 to 2:45 PM   | Community Tour<br>C<br>D  | 10:45 to 11:45 D A B C   |
| 3:15 to 4:45 PM   | Community Tour<br>B<br>A  | 12:00 to 1:00 Lunch On Site at District Office   |
| * Lunch with Community Ambassador<br>(Candidate A - Collins)<br>(Candidate C - Bell)        | Community Tour<br>(Candidate B - Woods)<br>(Candidate D - Tollerton)          | 1:15 to 2:15 C D A B   |
| 6:30 PM - Dinner with Host(s)<br>(Candidate A - Host(s) TBD)<br>(Candidate C - Host(s) TBD) | Community Tour<br>(Candidate B - Woods)<br>(Candidate D - Tollerton)          | 2:30 to 3:30 B C D A   |
| Finalists<br>(Dinner on Their Own)  | Community Tour<br>(Candidate B - Host(s) TBD)<br>(Candidate D - Host(s) TBD)  | 6:00 to 7:30 PM - Community Reception -<br>Riverview High School Cafeteria<br>Meets Community Ambassador                                   |

**NOTE: Spouse will accompany finalist on Community/School Tours (if Desired)**

# Tab

# 3

## Agenda and Format for Selection of Superintendent

*Three finalists*

Welcome.

As we address the selection of our next superintendent, this board will make a decision of great magnitude. Our decision this evening will have a direct impact on the direction and continued success of the Sarasota County school district.

We have an elected duty to represent the public. More importantly, our decision will impact the lives and education of over 42,000 young people.

With that in mind, our discussions should be open, candid, and guided by what is best for the students and tax payers that we all serve.

To start today's meeting, I will go over four things.

1. a review of our selection process
2. tonight's agenda
3. an overview of next steps after our selection is made, and
4. the format we will follow during our deliberations.

### First, a review of the selection process.

- The board's formal discussions began on April 19, 2016 with a board workshop and pre-search conversation with Superintendent Lori White.
- Community Forums were held at North Port, Booker, Venice, and Riverview High Schools between April 26 and May 26, 2016.
- All forums were open to any community member and district employee and were designed to gather input.
- Additionally, a survey questionnaire was administered from April 18 thru May 30, 2016.
- Advertisements ran from June 9, 2016 to August 12, 2016, on multiple state and national platforms.
- A community advisory committee comprised of 15 members convened on three occasions; August 18, August 25, and September 1, 2016.



- At the school board meeting on September 6, 2016, the Community Advisory Committee forwarded a list of eight names that the committee thought should be further considered by the board. Those names had unanimous support from the committee.
- The School Board accepted the Committee's list as their semi-finalists on September 6, 2016. They were asked to respond to written questions by the deadline of September 14, 2016.
- At the board meeting on September 20, 2016, four finalists were invited to come to our county for face-to-face interviews. One of those finalists subsequently withdrew for personal reasons, leaving three for interviews. These interviews were held on October 12, 2016.

That brings us up to today's meeting.

Second, tonight's agenda:

- We will open with comments from the public related to the selection of the next superintendent.
- This will be followed by individual board member comments.
- We will follow a specific format to select our top choice for the next superintendent of Sarasota County Schools. That format will be explained momentarily.

Third, the next steps in the process:

- Once the board has identified a majority vote for one of our finalists, contract negotiations may begin. It is within this contract that a starting date and final compensation package will be agreed upon.
- Once a contract has been tentatively agreed upon, it will come before the board for official/final approval.
- Transition plans will be made for working with Superintendent White and for conversations regarding board/superintendent roles and responsibilities.

Fourth, the format for the selection of our next superintendent (board members should each have a copy of this on their desk):

1. As mentioned above, we'll begin with an opportunity for public comment.
2. Once we conclude public comment I'll ask for individual Board member comments.
3. Once each Board member comments, I'll ask if there are any additional Board comments. We'll let this process run until there are no further comments
4. Once comments are concluded, I will entertain a motion. The motion could read, "I move that the Board offer the position of Superintendent of Schools to (fill in the blank) and authorize the Chair and Counsel to begin contract negotiations."
5. With a motion and a second, I'll ask again for individual Board member comments.
6. I'll then call for a vote.
  - a. If the vote passes, we will have identified our next Superintendent, pending contract negotiations.
  - b. If the vote fails, I'll ask for another motion.
  - c. We'll continue until a vote passes and we've identified the next Superintendent.

Are there any questions from the board before we proceed with the public input section of tonight's agenda?

Tab

4



# Florida School Boards Association

*The voice of education in Florida.*

## Sarasota County School Board Superintendent Search Timeline

|                               |   |
|-------------------------------|---|
| April 5, 2016                 | Board Meeting - Address Phase 1&2 Items, and Superintendent Search Advisory Committee membership, on-line survey, etc. (Time 6:30)  |
| Week of April 11, 2016        | District website "Superintendent Search" online portal goes live and Press Release announcing community forums, on-line survey and on-line portal   |
| April 18, 2016                | On-line survey goes live  |
| April 19, 2016                | Board Meeting - Pre-search conversation with Superintendent and update on Phase I and II items (9:00 a.m.)  |
| April 26, 2016                | Community Forum – <b>North Port High School, 7:00 PM– 9:00 PM</b> ( <i>Note: Community forums are open to any community members and district employees who wish to provide input with regard to the qualities and characteristics needed in the next superintendent</i> ) |
| May 12, 2016                  | Community Forum - <b>Booker High School, 7:00 PM– 9:00 PM</b>   |
| May 17, 2016                  | Board Work Session (10:00 a.m.) Superintendent Search Update<br>Community Forum - <b>Venice High School, 7:00 PM – 9:00 PM</b>  |
| May 26, 2016                  | Employee Forum – <b>Riverview High School, 7:00 PM– 9:00 PM</b>   |
| May 30, 2016                  | On-line survey closes   |
| June 3, 2016                  | Board receives on-line survey results   |
| June 7, 2016                  | Board Work Session - Discuss qualifications, qualities, characteristics, advertising, and brochure. Address Phase 2 / 3 items as needed (4:00 p.m.) <b>if needed</b>  |
| June 9, 2016<br>June 21, 2016 | Advertisements posted (Application period begins)<br>Board Work Session - Superintendent Search Update (10:00 a.m.)   |

|                     |   |
|---------------------|---|
| July 19, 2016       | Board Meeting – Address remaining items as needed (6:30 p.m.)   |
| August 12, 2016     | Advertisements close (Application deadline - midnight)  |
| August 16, 2016     | Board Work Session – Superintendent Search Update (10:00 a.m.)  |
| August 18, 2016     | Superintendent Search Community Advisory Committee Meeting (6:00 p.m.) ( <b>Landings Room 315</b> )   |
| August 25, 2016     | Superintendent Search Community Advisory Committee Meeting (6:00 p.m.) ( <b>Landings Room 315</b> )   |
| September 1, 2016   | Superintendent Search Community Advisory Committee Meeting (6:00 p.m.) ( <b>Landings Room 315</b> )   |
| September 6, 2016   | Board Work Session/Meeting - Identify semi-finalists - <u>No ranking</u> . Develop question(s) for semi-finalists' response if desired by the Board. (4:00 p.m. and 6:30 p.m.)  |
| September 20, 2016  | Board Work Session/Meeting - Select finalists for interview - <u>No ranking</u> . (10:00 a.m. and 3:00 p.m.)  |
| October 4, 2016     | Board Work Session/Meeting – Review candidates, interview and selection logistics (3:00 p.m. and 6:30 p.m.)   |
| October 11-14, 2016 | <b>Special Board Meeting - Finalist interviews.</b><br><u>NOTE:</u> Number of finalists will determine days needed. Finalists arrive on 11 <sup>th</sup> , full Board interviews and community tours (escorted by community ambassadors) on 12 <sup>th</sup> , individual Board conversations and a community Reception on the 13 <sup>th</sup> , finalists depart 14 <sup>th</sup> . |
| October 18, 2016    | Board Meeting - Select new superintendent with discussion regarding contract and Phase 4 items as needed (3:00 p.m.)  |
| October 19, 2016    | Begin contract development  |
| November 1, 2016    | Board Meeting - Approve contract with effective start date TBD (6:30 p.m.)  |
| December 5, 2017    | Transition preparation period begins  |
| TBD                 | Start date of next Superintendent   |
| February 28, 2017   | Superintendent White retires  |

Board Approved: \_\_\_\_\_  
Revised: \_\_\_\_\_