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December 12, 2019

Governing Board
Willows Unified SD

Re: Superintendent Search



Dear Board Members,

Thank you for considering DMP Consulting in the selection of your new Superintendent. As you may know SSDA and I have provided many services to districts throughout the state for years and have worked closely with Districts to provide professional search services. We pride ourselves in developing long- term relationships with the districts in which we serve at the lowest possible cost.

First, let me commend you for your decision to start the superintendent search process early in the 19-20 school year. This decision will provide you a larger applicant pool from which to choose. What sets DMP apart from other search firms is that we work exclusively with the smaller school districts. Having been a Superintendent and Superintendent/Principal for 26 years, and have only served in small school districts, I understand the unique needs and skill set necessary to be successful. Additionally, I believe our success rate is a direct result of being able to place the right people in communities that understand the culture and intricacies of their school district. That, coupled with the ongoing support and mentoring (if needed) provided during and after the selection process, helps build successful Superintendents and Superintendent/Principals.

I understand the economics of smaller school districts, the proposed fee for your Superintendent Search is \$5,000.00, which includes all travel, search activities, contract development, and a year of mentoring for your new Superintendent. Included, is a draft proposed timeline for your search, which will be tailored and developed with the board, to best meet to the needs of your district. A proposed agreement for services is included with this letter for your review. Should the Board select DMP Consulting, please sign both contracts, keep one for the district and return one to me.

The selection of a new Superintendent is the most important decision that trustees will make and I would be honored to assist you through this process.

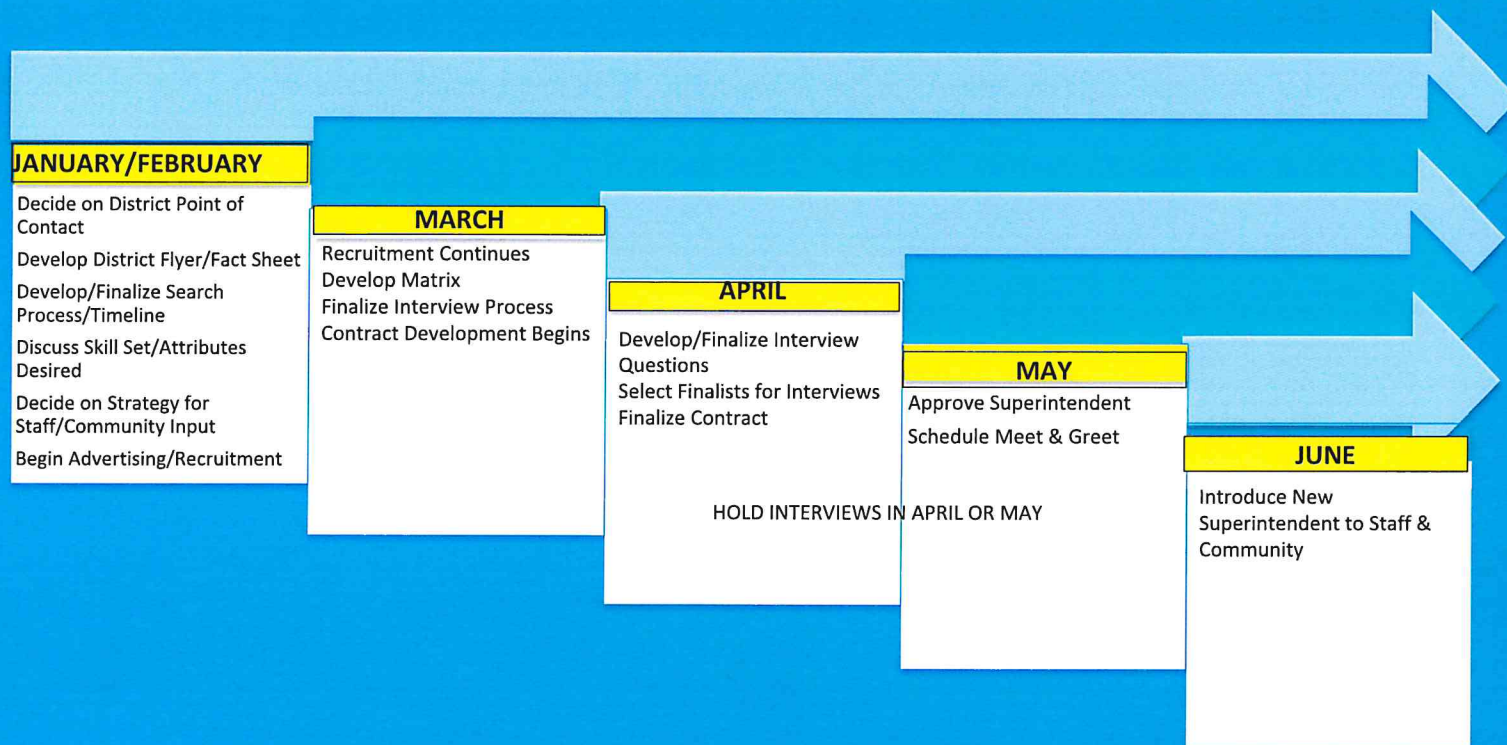
Respectfully,

A handwritten signature in blue ink that reads 'Debra M Pearson'.

Debra Pearson, DMP Consulting
Executive Director, Small School Districts' Association

DRAFT

Willows Unified School District



EXPERIENCE & QUALIFICATIONS OF CONSULTANTS

Debra Pearson



Debra Pearson served as the Executive Director for the Small School Districts Association (SSDA), for the past 10 years. She also served on SSDA's Executive Committee for 20+ years. Ms. Pearson has over 30 years in education as a secondary and middle school teacher, Title 1 Teacher, Principal, Superintendent/Principal, and Superintendent. Her administrative experience ranges from the primary grades through high school. Ms. Pearson is the past president of the California Association of Federally Impacted Schools, and also served on the state Implementation Committee for the Office of Public School Construction. Her awards and recognitions include Teacher of the Year, ACSA Region 2 Superintendent/Principal of the Year, and ACSA Region 2 Superintendent of the Year. She is a graduate of CSUC with a BA in Liberal Studies and an MA in Education Administration.

Dr. Justin Cunningham



With a forty-two-year education career in elementary through university levels as a coach, teacher, administrator, and adjunct professor, Dr. Justin Cunningham has served at the site, district, county, regional and state levels. Nineteen of those years were with San Diego County Office of Education providing small school districts services. He was Chair of the Writing Committee for the 1993 Health Framework for California Public Schools. In 1999 the California Department of Education designated him as a Distinguished Educator for his work in improving student learning in low performing schools. His awards also include the Small School District Association's Binderup Award for 2013 Outstanding Superintendent of the Year, and the Classroom of the Future Foundation's 2017 Innovative Superintendent of the Year.

Dr. Cunningham is a graduate of San Diego State University (BA), Cal State University Bakersfield (MA), and United States International University (EdD). In 2017 Dr. Cunningham retired after serving nine years as Superintendent of the Bonsall Unified School District. Currently an Executive Committee Member for the Small School District Association, he also serves as a coach for superintendents, superintendent searches, and board workshops.



SUPERINTENDENT SEARCH COST BREAKDOWN

Price Proposal for New Superintendent Search: \$5,00.00

Total fee for New Superintendent Search Covers the Following:

- **All expenses incurred by consultants (including travel and lodging)**
- All meetings with the Board
- Development of Brochure/Fact Sheet
- Develop the posting of the position description announcing the position
- Recruitment
- **All search logistics, including:**
 - Contract development
 - Interview question development
 - Applicant background checks
 - Collection of community/staff input
 - Summary of input collected from community/staff
- Assisting the new superintendent and Board through transition
- A year of mentoring for the new Superintendent

Agreement for Services

This Agreement is entered into by:
Willows Unified School District
and DMP Consulting (hereafter
"DMP")

DMP agrees to:

1. Assist *District* in the selection of a Superintendent including but not limited to: advertising, recruitment, background screening, interview process development and contract negotiations.
2. Provide mentor services for the Superintendent as needed during his/her first year.

District agrees to:

1. Fully cooperate and assist *DMP* in providing appropriate data for *District* with specific recruitment materials.
2. Hold *DMP* and their assigned consultants and staff harmless, indemnify and defend *DMP* from any and all liability arising from the Superintendent search and placement referred to herein unless such liability resulted from negligence or malfeasance by *DMP*.

Consideration:

In consideration for the above services, *District* agrees to pay *DMP* as follows:

1. A total search/consulting fee of \$5,00.00
2. Payments shall be paid in two installments. The first installment shall be half to be paid within 30 days of signed contract. The final installment shall be made within 30 days of completion of the Superintendent search process.

Arbitration:

In the event of a dispute between the parties regarding the terms or performance of this Agreement, the parties agree to decide this dispute through binding arbitration conducted under the rules of the American Arbitration Association with both parties bearing their own costs and attorney's fees.

Complete Agreement:

The parties agree that this Agreement is the complete agreement between the parties superseding all prior written or oral agreements between the parties. The parties further agree that this Agreement can be altered or modified only through a writing signed and dated by both parties.

Willows Unified School District

DMP Consulting

Name/Title/Date

Name/Title/Date



REFERENCES

Below is a partial list of Superintendent, and Superintendent/Principal searches completed recently. Please feel free to contact them regarding their most recent Superintendent search experience with DMP Consulting (more references may be provided upon request):

District	Contact Name	Position	Phone/Email
Hamilton City Unified SD	Gabriel Leal	Board President	(916) 320-5661
Bishop Unified SD	Trina Ovrill	Board Member	(760)258-6168
Happy Valley Union SD	Carla Perry	Board President	CPerry@hvusd.net
Keyes Unified School District	Jeff Reed	Board President	(209) 602-3012
East Nicolaus High School District	Bruce Warner	Board President	(916) 302-6835
El Dorado High School District	Lori Veerkamp	Board President	Golffamily@sbcglobal.net
Marcum-Illinois Union ESD	Alan Menigoz	Board President	alan.menigoz@lennar.com
Klamath-Trinity Joint Unified SD	Kerry Watty	Board Member	(530) 625-5600
Pine Ridge ESD	Judy Statler	Retired Sup/ Board Member	jjstatler@yahoo.com



Educational Consulting

Hamilton High School

Chris Coseguera, Principal
coseguera@husdschools.org

Main Office: (530) 826-3261
Fax: (530) 826-0440



Home of the Braves

December 4, 2019

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation for Debbie Pearson. I have had the privilege of working with Mrs. Pearson twice in the span of the last eight years. We have been fortunate at our School District of hiring Ms. Pearson to assist with our Superintendent searches.

As the Executive Director of Small Schools District Association (SSDA), Debbie was able to help us navigate through the hiring process of our Superintendent on multiple times. She was able to ease the burden on the School Board by performing most of the heavy lifting during the search process. Through her work at SSDA she has established an extensive network that allows her to reach out to a wide array of people which allows her to perform extensive background checks on candidates.

Debbie is very dedicated to her work and quite good at it. Debbie puts in long hours and is continuously refining her work by adding or eliminating steps to improve the search process. We highly value her thoughts and insights and consider her to be an important asset when searching for a new Superintendent.

Please do not hesitate to contact me if you would like to discuss this recommendation further.

Sincerely,

Gabriel Leal
Board President
Hamilton Unified School District
916-320-5661

Highway 32 & Canal Street • P.O. Box 488 • Hamilton City, CA 95951 • www.husdschools.org



Happy Valley District Office
Helen Herd, Superintendent
16300 Cloverdale Rd.
Anderson, CA 96007
(530)357-2134

Happy Valley Primary School
Shelly Craig, Principal
16300 Cloverdale Rd.
Anderson, CA 96007
(530)357-2131 (530)357-2138 Fax

Happy Valley Elementary School
Chris Dell, Principal
17480 Palm Ave.
Anderson, CA 96007
(530)357-2111 (530)357-4193 Fax

Board of Trustees: Carla Perry, Cheryl Frazer, Tim Garman, Rusty Simmons, Stewart Helmer

December 4, 2019

It is with great pleasure that I write this letter of commendation/recommendation for Debra Pearson. We could not have been happier with the results of her efforts to find us a new superintendent. We were very fortunate to have Ms. Pearson who genuinely cared about the final outcome of the search and was looking for what was best for our district and students. Her high level of professionalism and integrity showed through in all aspects of this process.

The Happy Valley Union Elementary School Board found itself in a quandary near the end of the 2018-2019 school year. Our superintendent, who we shared with another district, informed us that he was retiring in June. As a Board, we thought that we would continue with a similar contract with the other district as we worked together to hire a new superintendent. Unfortunately for us, that district chose to contract with a district closer to them for those services

Ms. Pearson took on the challenge of fast tracking a superintendent search for us. Her extensive knowledge of how small school districts operate and the qualifications and skill set a superintendent needs to run a small school district were instrumental in the search and hiring for this position. She sat down with the Board on a Sunday afternoon and worked with us to develop a job description that she then posted to multiple job search locations.

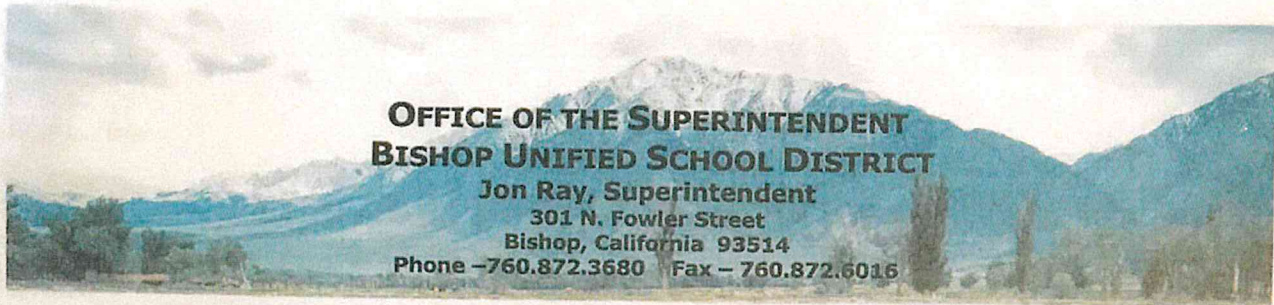
Ms. Pearson made every effort to ensure that prospective candidates were who they said they were. She did all of the paper screening for the position as well as completing extensive background and reference checks on each of the sixteen candidates who applied.

Ms. Pearson worked closely with the Board throughout the search and hiring process. No question was too big or too small for her to answer. She kept us informed of the process every step of the way. She sent out surveys to the community, parents, and staff to ensure that all stakeholders' voices were heard as she developed the interview questions. Ms. Pearson set up the interviews for the four selected candidates, gave us background information on each of the candidates before we interviewed them, and sat in on each interview. She even helped develop the contract that was offered to our new superintendent.

It is without hesitation that I would recommend Ms. Pearson to any district doing a superintendent search. The process was well orchestrated from the beginning to the end. I feel she went above and beyond our expectations. If I can be of any further assistance, please contact me at cperry@hvusd.net.

Carla Perry
Board President

Happy Valley Union Elementary School District



August 15th, 2019

To Fellow School Governance Boards-

We have recently completed an extensive superintendent search for our district and it is with pleasure that we give highest endorsement of Debra Pearson for her guidance through the search process. Ms. Pearson was exceptionally thorough, she was superb in her communication and she exercised a high level of professionalism in the process. Our board was grateful for her wisdom and foresight, and we benefited significantly from her years of experience in the educational leadership realm. We completed our search with confidence knowing that our deep applicant pool was high quality and that ultimately we found the best person to lead our district. Bishop Unified gives Debra Pearson the highest recommendation and wishes you well in your search process!

Sincerely,

Taylor Ludwick, President

Board of Trustees

Dr. Taylor Ludwick
Steve Elia

Trina Orrill
Virginia Figueroa

Dr. Claudia Tanner-Moya
www.bishopschools.org

ACCOLADES

Thursday, August 16, 2018

Hi Debbie,

I hope you're having a great week! I was working through approving our minutes for our board agenda and found the section that specified your work for the district. I thought you would like to hear some nice things and wanted to pass them along to you!

My sincere best and look forward to seeing you soon,

RECOGNITION OF SPECIAL CONTRIBUTIONS AND ACHIEVEMENTS

Mrs. Veerkamp shared that Ms. Debra Pearson was unable to attend the Board Meeting tonight, but on behalf of the Board, she wanted to thank Ms. Pearson for all of her work on the Superintendent Search. Mr. Brown shared that he wished that she were able to be here tonight because he wanted to thank her for a job well done. She exceeded his expectations and he really appreciated her work. Mr. Del Rio agreed. He shared that she did a great job making sure that everything was running smoothly in the District. He enjoyed her company and valued her input. Mr. White agreed with all of the comments presented. Mrs. Veerkamp stated that her whole process and her company far exceeded any of the Board Members' expectations. It was cost effective and the quality of applicants was impressive. Mrs. Veerkamp also wished that Ms. Pearson were here tonight as she really enjoyed working with her and she highly recommends her company. Superintendent Wehr shared that he has been in contact with Ms. Pearson and she apologized for not being here tonight. He shared with her that our District wished her well and thanked her for her support. She stated that it was a pleasure. She enjoyed working with the Board of Trustees.

Ron Carruth, Ed.D.
Superintendent
El Dorado Union High School District

Letter of recommendation

Wednesday, September 5, 2018

To whom it may concern,

During the spring of 2018 the East Nicolaus High School Board of Trustees used Debbie Pearson and her company to find our new superintendent. Our board selected Mrs. Pearson because of her extensive experience in the education field as a teacher and administrator. Mrs. Pearson has a reputation of being honest, thorough, and finding a superintendent that fits each individual school district she is assisting.

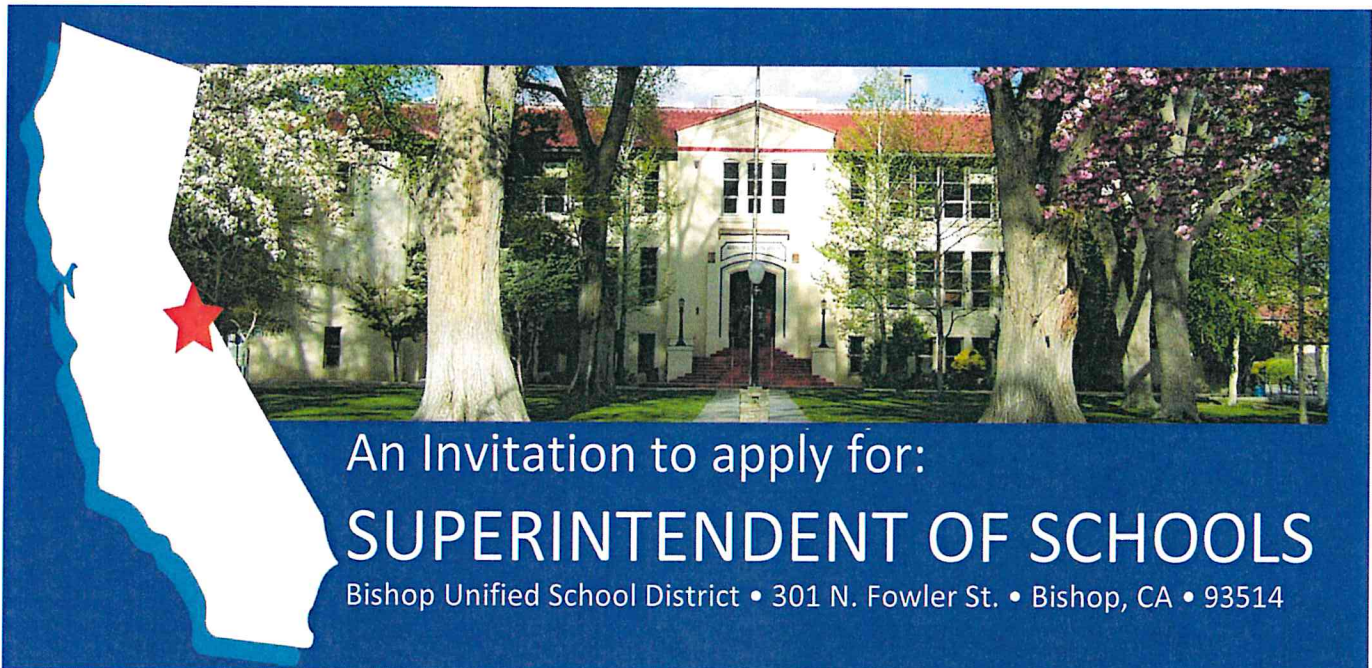
She gave us advice on how to conduct the search, created the flyer, created interview questions customized to our district, and a scoring formula. Debbie provided further assistance by prescreening applications with the board. Before our final interviews with potential candidates, she conducted extensive research on each of them. This proved invaluable as she discovered information on some potential candidates that would have later been a potential liability to our district. The board would have never known this without Debbie's hard work and thoroughness.

After our superintendent was selected, Debbie assisted our board with contract language, negotiated with him, and she was able deliver a signed contract to the board. The board, administration, teachers, parents and the community have been extremely happy with our choice for superintendent. This would have never happened without the assistance of Debbie Pearson. I cannot give her a high enough recommendation.

Debbie is a brutally honest good person, who cares about the kids and education system. She is a straight talker who will advise you on what is good about your district, and the areas of improvement. Debbie has phoned me numerous times conducting follow up to make sure the new superintendent is doing well. She has never billed our district for any additional monies, even though she has provided additional services. Debbie is an extremely valuable resource to any district who chooses to retain her services. If you have any questions please call me and I will be happy to speak with you.

Bruce Wanner
East Nicolaus High School Board President

SERGEANT BRUCE WANNER # 212
Sacramento County Sheriff's Department
Court Security Division Facilities Supervisor
(916) 874-8310; Cell (916) 302-6835
bwanner@sacsheriff.com



An Invitation to apply for:
SUPERINTENDENT OF SCHOOLS
 Bishop Unified School District • 301 N. Fowler St. • Bishop, CA • 93514

District Profile:

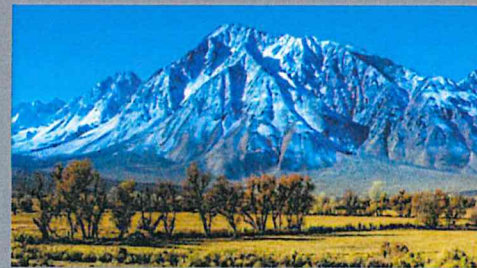
Bishop Unified School District includes:

- Bishop Union High School (grades 9-12, ADA 548)
- Palisade Glacier High School (grades 9-12, ADA 25)
- Keith Bright Juvenile Court School (ADA 3)
- Home Street Middle School (grades 6-8, ADA 457)
- Bishop Elementary Schools: Elm Street (K-2, ADA 424) and Pine Street (3-5, ADA 396)
- Bishop Community Day Schools

The District serves over 1950 students with 100 certified and 125 classified staff and seven administrators.

- Bishop Union High School was granted an accreditation through June 2019 from the Western Association of Schools and Colleges (WASC).
- Palisade Glacier High School was also granted an accreditation through June of 2018.

Bishop Unified School District prides itself on being dedicated to learning and exemplifying citizenship. The demographics of our culturally diverse district is 1% Asian, 20% American Indian, 42% Caucasian, 34% Hispanic and 3% other population.



Community Profile:

Bishop's main industry is tourism and offers a gateway to adventure for persons traveling to a weekend of skiing at Mammoth Mountain, rock climbing in the Eastern Sierra, fishing on Crowley Lake or June Lake, or rafting down the Owens River. A tourist's delight, Bishop is located 250 miles north of Los Angeles, California, and 200 miles south of Reno, Nevada.

A start date of January 2019 is strongly desired. However, this date may be negotiated with the successful candidate.

Salary & Contract:

The Board of Trustees is prepared to offer up to a three-year contract (225 days per year), a competitive salary of \$155,000 (negotiable), depending on experience, plus a benefits package.

BUSD Board of Trustees

-
- Trina Orrill - President (2010-2020)
 Joshua Nicholson - Vice President (2014-2018) • Kathy Zack - Clerk (2007-2018)
 Dr. Taylor Ludwick - Trustee (2014-2018) • Steve Elia - Trustee (2016-2020)

Please note: Timeline on flyer has changed for spring interview date



Key Responsibilities:

The key responsibilities of the superintendent include but are not limited to the following:

- Implement the BUSD Mission
- Provide leadership in policy, finance, budget, curriculum, data analysis, professional development, evaluations, transportation, special education, staffing, facilities, and other duties.
- Assist the Board of Trustees in setting priorities for the District.
- Establish and maintain effective communication and collaboration throughout the District and within the community.
- Implement the School District's Continuous Improvement Plan.
- Provide and continually improve campus safety.
- Supervision, human relations, and team building capacity.
- Commitment to college readiness and District-wide AVID program.

Qualifications:

- Master's degree or higher.
- Valid California Administrative credential
- Superintendent, building principal, central office, or state leadership experience
- Experience in federal programs and special education
- Experience in budgeting and finance
- Successful experience in leadership roles
- Knowledgeable in curriculum and instruction
- Knowledgeable in pertinent federal and state laws
- Technologically competent
- Strong communication and public relation skills

Application & Selection Process

Information and materials may be obtained by contacting: Debra Pearson at debra@ssda.org or 530-415-1152 or 916-662-7212

Interested applicants must submit all of the following documents on or before:

**Wednesday, October 3, 2018
5:00 p.m.**

- Completed application form
- Personal letter of application
- Resume including record of professional education and experience
- Letters from five professional references (three of which must be current)
- Copies of Administrative Services Credential and advance degrees
- Masters degree or higher

During the process reference checks will be made to those individuals having knowledge of the candidates' professional performance.

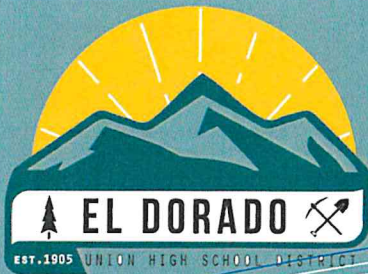
Interviews will be held November 10, 2018.

Any candidate who attempts to influence the selection process will be automatically disqualified from further consideration.

Send completed application and related information to: debra@ssda.org. The BUSD is an equal opportunity employer.

Mission Statement

The Bishop Unified School Governance Team, as representatives of our community, is committed to providing the best education to all students ensuring they reach their full potential.



El Dorado Union High School District Seeks An Outstanding Leader

*Superintendent Stephen Wehr is retiring in June 2018
after providing 14 years of exemplary service.*

The District

The El Dorado Union High School District (EDUHSD) is comprised of four high schools, a virtual academy with a blended learning program and one continuation school. The District operates a \$69 million budget with an enrollment of 6,668 of which 20% qualify for free and reduced meals. The 300 certificated and 230 classified staff provide exemplary educational opportunities through comprehensive programs with a career/vocational and college-bound focus. Each of the schools were awarded a **6-year WASC accreditation** and the EDUHSD graduation rates are **one of the highest in the state**. The student population comes from the 13 surrounding elementary feeder school districts. The EDUHSD enjoys a **stellar reputation** for proactive governance, leadership and overall quality of education.

The Community

The EDUHSD is geographically located in the highly desirable foothills between Sacramento and Lake Tahoe, and only a short drive to the Sacramento International Airport, UC Davis, and the San Francisco Bay Area. It is situated amidst the historic Gold Rush region. An abundance of year-round recreations is unsurpassed. Activities include both water and snow skiing, hiking, hunting, biking, fishing, camping, sailing, mountaineering, gold panning, rafting and kayaking. For the wildlife activist and avid bird watcher, the ecosystem of the area includes a diversity of both flora and fauna. From gold panning to apple picking, wine tasting to country living, and breathtaking vistas, El Dorado County offer an experience like no other.

Mission Statement

The El Dorado Union High School District is committed to educating all students in a safe, supportive environment that will challenge students to pursue appropriate, rigorous paths for academic and career development and achievement that lead to lifelong learning and a productive adulthood.

Desired Characteristics of the New Superintendent

- ⇒ Has a track record of improving academic achievement and is committed to learning for students.
- ⇒ Demonstrates integrity, honesty, transparency and openness in dealing with all students, staff and stakeholders of the District.
- ⇒ Maintains a high degree of visibility and involvement in the schools and the community.
- ⇒ Has a strong background in current technology and the ability to move the District forward to directly and positively impact student learning by utilizing technological resources available in today's world.
- ⇒ Practices a leadership style that builds positive relationships with students, staff and parents.
- ⇒ Knowledge of facilities planning
- ⇒ Experience with collective bargaining
- ⇒ High school experience strongly preferred

Board of Trustees

Lori M. Veerkamp - President
David Del Rio - Clerk
Kevin Brown - Trustee
Tim Cary - Trustee
Todd White - Trustee

Application and Selection Process

Information and materials may be obtained by contacting: Debra Pearson at debra@ssda.org or 530-415-1152 or 916-662-7212

Interested applicants must submit all of the following documents on or before:

**Friday, March 23, 2018
5:00 p.m.**

- ✓ Completed application form
- ✓ Personal letter of application
- ✓ Resume including record of professional education and experience
- ✓ Letters from five professional references (three of which must be current)
- ✓ Administrative Services Credential and advance degrees
- ✓ Masters and/or PhD *desired*

During the process reference checks will be made to those individuals having knowledge of the candidates' professional performance.

Interviews will be held at the El Dorado Union High School District on **Saturday, April 14, 2018**. Any candidate who attempts to influence the selection process will be automatically disqualified from further consideration.

Send completed application and related information to:
debra@ssda.org.

The EDUHSD is an equal opportunity employer.



EAST NICOLAUS
HIGH SCHOOL



PLEASE NOTE SHORT APPLICATION PERIOD

East Nicolaus Joint Union High School District Seeks A Strong Leader

The District

East Nicolaus Joint Union High School District (ENJUHSD) is a single school district with one comprehensive high school. The District operates a \$3.2 million budget with an enrollment of 307, of which 34 percent qualify for free and reduced meals. The student population comes from the three surrounding elementary feeder school districts. ENJUHSD also attracts a number of interdistrict students from nine different surrounding school districts.

The 18 certificated and 12 classified staff provide the educational opportunities through comprehensive programs with both career/vocational and a college-bound focus. ENJUHSD has a 97 percent graduation rate and was awarded a 6-year WASC, which takes the district through 2024.

The Community

ENJUHSD was established in 1924, and the present campus was built in 1974. The district is rural in character and the economy is agricultural with three major rivers bordering and crossing it. It is comprised of approximately 150 square miles in south Sutter County and is located approximately 20 miles north of Sacramento and 20 miles south of Yuba City, east of Highways 99 and 70.

Mission/Vision Statement

ENJUHSD is committed to promoting positive self-esteem, strong work ethics, and an education that enables all students to reach their highest levels of achievement to become exemplary citizens with life-long respect for learning, democratic values, and an understanding of world-wide diversity in order to meet future challenges.

Desired Characteristics of the New Superintendent

- ⇒ Has a skilled, working knowledge of school finance/budget and understands the relationship to the LCAP to maintain a focus on District priorities.
- ⇒ Has a track record of improving academic achievement and is committed to learning for students.
- ⇒ Demonstrates integrity, honesty, transparency and openness in dealing with all students, staff and stakeholders of the District.
- ⇒ Maintains a high degree of visibility and involvement in the schools and the community.
- ⇒ Practices a leadership style that builds positive relationships with students, staff and parents.
- ⇒ Knowledge of facilities planning
- ⇒ High school experience strongly preferred

Board of Trustees

Bruce Wanner - President
Ed Henderson - Clerk
David Adams - Trustee
Tyson Earhart - Trustee
Jeff Tudor - Trustee

Application and Selection Process

Information and materials may be obtained by contacting: Debra Pearson at debra@ssda.org or 530-415-1152 or 916-662-7212

Interested applicants must submit all of the following documents on or before:

Friday, June 1, 2018
5:00 p.m.

- ✓ Completed application form
- ✓ Personal letter of application
- ✓ Resume including record of professional education and experience
- ✓ Letters from five professional references (three of which must be current)
- ✓ Copies of Administrative Services Credential and advance degrees
- ✓ Masters *desired*

During the process reference checks will be made to those individuals having knowledge of the candidates' professional performance.

Interviews will be held at ENJUHSD **the week of June 6-9, 2018**. Any candidate who attempts to influence the selection process will be automatically disqualified from further consideration.

Send completed application and related information to:
debra@ssda.org.

The ENJUHSD is an equal opportunity employer.