# INFORMATION SHEET 12-11-2018 TRUSTEES' MEETING

To: Board of Trustees

From: Jim Bridges and Nancie Castro

Re: School Services CBO Search

## Overview

The district is beginning a search for our new CBO. The position has been posted for two weeks, and we currently have only one applicant. We would like to hire School Services to conduct a search to expand our pool of qualified applicants. School Services offers a full service search service which includes the initial recruitment and collection of applications and outreach to potential candidates based upon their knowledge of CBOs throughout the State. They develop a brochure for mass mailing and/or targeted recruitments, and work with CASBO and ACSA to advertise in their publications and any other areas where we prefer advertisements. Their process is proven to be successful and they've had very good feedback. Their interview procedures are comprehensive, providing the District with a good basis for assessing candidate skills. They then provide a 360 degree background check including verification of education and credentials, credit, and multiple references. They state that their reference checking process is second to none. All of their processes are legally compliant.

Our district is a partner in the process, providing input at every step to ensure they reflect our needs and desires in all of their materials and conversations. They lead the interviews, and share the background information at the second round during the decision making process.

The fee is $16,500 plus expenses which might be travel, CASBO, ACSA advertising and any additional printing (like including flyers in our binders at workshops).

**Recommended Action** Approve search for CBO.