



# City of San Antonio

## Agenda Memorandum

**File Number:** 16-2506

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**Agenda Item Number:** 6.

**Agenda Date:** 4/5/2016

**In Control:** Early Childhood Education Municipal Development Corporation Board of Directors

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**DEPARTMENT:** Pre-K 4 SA

**DEPARTMENT HEAD:** Kathy Bruck, CEO

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

CEO Recruitment/hiring

**SUMMARY:**

This item includes a briefing on the CEO recruitment/hiring process.

**BACKGROUND INFORMATION:**

Following the announcement of current Chief Executive Officer Kathy Bruck's retirement from Pre-K 4 SA, the program engaged executive recruiter Denise Smith LLC to conduct a nationwide search for a Chief Executive Officer for the program.

**ISSUE:**

This item is a briefing on the progress of the CEO recruitment process. The contract requires that the consultant will work with the Board, the Deputy City Manager and designees to perform any and all related tasks required to fulfill the contract as drafted.

Key accomplishments for payment are as follows with 1/3 of the total contract value (\$20,000.00) plus any reasonable expenses due at the completion of each activity:

- Completion of initial strategy meetings with Pre-K 4 SA and City staff and acceptance by Pre-K 4 SA of recruitment strategy

- Completion of evaluation of all candidates and identification of the most promising candidates for interviews for the CEO position
- Issuance and acceptance of an offer letter by the final candidate for the CEO position by the Corporation, so long as Pre-K 4 SA hires the candidate within one year of the original recommendation by the Consultant.

A timeline of key milestones is as follows:

- March 7 - 23: Establish profile and vision for role and define selection process
- March 29 - April 22: Build candidate pool (post job profile, source candidates, and conduct initial screening)
- April 25 - May 20: Select and evaluate top candidates
- May 23 - June 17: Final selection and hiring