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February 9, 2018

To: CCEE Stakeholder Engagement Groups and Individuals

From: Sally Frazier, Jim Brown, Sandy Thorstenson, Consultants

Reference: CCEE Executive Director Search / Engagement Groups

The California Collaborative for Educational Excellence Board is conducting a confidential search for its next Executive Director. The CCEE Board has contracted with Leadership Associates to assist them with this search.

An important initial step in the search process is to ensure that the position description is appropriately designed to inform potential applicants of the roles and responsibilities expected to serve as the next Executive Director. The CCEE Board seeks engagement from groups or individuals who may have an interest in providing input that could be used in the development of the position description. You are invited to participate in this process.

Leadership Associates consultants will be available on **Wednesday, February 21**, from **9:00 AM to 3:30 PM** at the **California Department of Education, 1430 N Street, Sacramento, in Rm. #2408, (2nd floor)**, to receive input from you or your group. Below is a schedule showing available times for these sessions. To request a preferred time, please send an email to sfrazier@leadershipassociates.org and indicate your **top three choices in order of preference** from the times listed below. **Please also include the names of all participants anticipated** in your group, as CDE security will require that all names be added to a security list. Times will be scheduled on a first come first serve basis. Depending on size of group and requests for input sessions, groups may be combined. **The deadline to respond with name(s) and time preferences will be February 19.**

Sessions are scheduled as follows:

9:00 - 9:40 AM	10:30 - 11:10 AM	12:30 - 1:10 PM	3:00 - 3:30 PM
9:45 - 10:25 AM	11:15 - 11:55 AM	1:15 - 2:55 PM	

If this presents a conflict and you are unable to attend, there are two options available to you.

1. You may submit your written input via email to: bbanning@leadershipassociates.org, or
2. You may request to schedule a phone conference with a consultant by calling:
 - a. Jim Brown - (818) 515-4089
 - b. Sally Frazier - (559) 232-5476

Your comments will be combined with the input gathered at these sessions.

We have attached a draft of the position description for your reference. Please review this in advance.

We look forward to hearing from you.