

## **Plumas Unified School District (PUSD)**

### **Outline of Recruitment and Vetting Process**

**August 28, 2025**

- For the recruitment and vetting of candidates for the position of county administrator, the Fiscal Crisis and Management Assistance Team (FCMAT) is guided by Education Code Section 41326(c):
  - FCMAT... “when selecting the pool of candidates for administrator, shall consider candidates’ expertise in management and finance, previous experience mitigating fiscal distress in school districts, and ability to engage meaningfully with the community...”
- On June 17, 25 and 27, 2025, two representatives from the FCMAT held a series of in-person and virtual listening meetings with partners of the Plumas Unified School District (Plumas / district). The purpose of these meetings was to solicit public input on the qualities and characteristics the partners desired in the county administrator to be assigned to Plumas as part of its efforts to recover from state receivership. Those qualities and characteristics were [documented](#) and used to 1) inform questions and topics that FCMAT asked applicants to respond to in their required letter of interest to FCMAT to serve in the county administrator role, 2) help develop the evaluation rubric used by FCMAT to vet the applicants, and 3) inform questions and topics that the county superintendent and other parties will use in the final selection process.
- Approximately 40 partners participated in a series of one-on-one and small group conversations. These partners included board members (two of four participated), employee association leaders, parents, principals, executive team members, other managers, district staff, school site council members, and community members.
- Seven themes emerged from the input received during the listening meetings and the input was organized around these themes. The seven questions applicants are asked to address in their letters of interest as part of the application process were derived from the themes. An eighth, miscellaneous, category was created to capture all other input. The items in the miscellaneous category were important to consider; they were simply brought up with less frequency than other input that influenced the seven themes. Some themes were addressed in multiple questions.

- A professional [recruitment flyer](#) was developed and distributed on July 10, 2025 to over one thousand parties. The distribution included:
  - All county superintendent of schools and all sitting district superintendents (based on the latest version of the California Department of Education's directory).
  - Parties that had contacted FCMAT expressing an interest and finalists from a recent recruitment for superintendent at the district.
  - Sitting chief business officials registered on the FCMAT listserv.
  - Statewide management associations, the California Association of African American Superintendents and Administrators, California Association of Latino Superintendents and Administrators and the California County Superintendents steering committees.
- The opening was posted on EdJoin under both FCMAT and Plumas.
- A total of 20 applications were received by the deadline of August 6, 2025.
- Three FCMAT leaders independently reviewed each application and used a scoring rubric to place applicants in one of four tiers representing the results of the vetting process. The main determinant of what tier applicants were placed in was the result of a scoring matrix used with a scale of 0-3 across 11 factors. The first group of seven factors was rated based on applicants' response to each of seven questions / topics drawn from the partner input sessions. The second group of four factors was rated on applicants' educational attainment, and experience in bands of years as 1) superintendent, 2) fiscal, and 3) relevant experience to the conditions in Plumas. The three resulting scores were compared and discrepancies discussed.
- FCMAT recommended that the five applicants in tier 1 and 2 be interviewed in-person by a PCOE-established interview panel.
- First round interviews for the five highest ranked applicants were conducted in Plumas on August 25, 2025. A panel of representatives from the district and FCMAT participated and asked each applicant nine questions. The result was to narrow down the five applicants to three finalists.
- Second round interviews for the three finalists were conducted on August 27, 2025. The county superintendent and a representative of FCMAT participated in the second round which was designed to focus on fit, commitment to a process to address the deficiencies and the timeline.
- The result of the second round of interviews was to recommend one candidate for concurrence by the county superintendent, the State Superintendent of Public Instruction, and president of the state board of education or designee.