



Meeting Packet

Special Governing Board Agenda

ON THIS AGENDA

Public Participation at Board Meetings

The Board of Education encourages your participation in its deliberations. If you wish to address the Board on an agenda item, please fill out a speaker card located on the agenda table at the back of the room and present it to the Administrative Assistant seated to the immediate left of the Superintendent prior to the item being called. Any additional materials you choose to present will be copied and presented to all Board members following the meeting. The Board President will randomly call on persons submitting cards. The general order of discussion on any particular agenda item during the course of a meeting is: 1) Staff presentation on item, 2) Public comment, and 3) Board deliberation and action, if so warranted. If you wish to address the Board on a matter that is not on the agenda, you may speak during the "Comments from the Public" portion of the meeting that is held near the beginning of the meeting following the same general procedures noted above. Board members are legally prohibited from discussing non-agenda items and, therefore, cannot respond to items presented at this time. Open session is audio and/or video recorded.

Board agendas are often long and time is limited. For that reason, the Board reserves the right to limit the time allocated to each speaker (three minutes) as well as the cumulative time allocated to multiple speakers who are addressing the same topic (twenty minutes). The presiding officer may rule out of order persons who unduly interrupt or otherwise interfere with the orderly conduct of business, or who use defamatory, abusive, or profane language. Irrelevant or redundant presentations may likewise be ruled out of order. In the unlikely event that the behavior of an individual is such that the Board is unable to continue to conduct its business in an orderly manner, the Board President may direct the offending individual(s) to vacate the meeting room. Finally, a citizen may place an item on the Board Agenda by submitting a written request and supporting information to the Superintendent's Office.

The Superintendent, in consultation with the Board President, will determine at which upcoming regular Board meeting the item will be scheduled. The person who requested the item will be allowed three minutes at the meeting to present the information to the Board. Following this presentation the Board may address the issue, put the issue on a future agenda for more discussion and action, refer the issue to the administration for follow-up, or take no action. In compliance with the Americans with Disabilities Act, those individuals requiring assistance and/or accommodations or *Spanish language translation in order to participate in this meeting are asked to contact the Superintendent's Office in advance at (650) 712-7112. (*Si usted necesita traducción al español para participar en esta reunión se pide que se ponga en contacto con la oficina del Superintendente antes de esta fecha al (650) 712-7112.)

9. DISCUSSION ITEMS

- a. Discussion of Search for Superintendent

[09.a Board Memo Discussion of Search for Superintendent.pdf \(p. 5\)](#)

10. CONSENT ITEMS

- a. Approve Certificated Personnel Report

[10.a Personnel Report.pdf \(p. 6\)](#)

11. ACTION ITEMS

- a. Ratify Service Agreement Contract with Leadership Associates to Conduct a Superintendent Search

[11.a Board Memo Contract with Leadership Associates.pdf \(p. 7\)](#)

12. RETURN TO CLOSED SESSION (IF NECESSARY)

13. ADJOURNMENT OF THE MEETING

Meeting Curfew

Board Bylaw 9323 stipulates that the meeting of the Board shall conclude no later than 10:00 pm. The Board, at its discretion, may extend the meeting for a defined time to finish the business at hand.

CABRILLO UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM

BOARD MEETING DATE: March 6, 2016

☐ ACTION
☐ CONSENT
☒ DISCUSSION
☐ INFORMATION

BOARD AGENDA NUMBER: 9.a

BOARD AGENDA ITEM: Discussion of Search for Superintendent

DEPARTMENT: Governing Board

CONTACT PERSON: Sophia Layne, Board President

BACKGROUND INFORMATION:

The current superintendent has submitted her retirement effective June 30, 2019. Governing Board Members Sophia Layne and Kimberly Hines contacted Leadership Associates to provide a proposal to lead the search process for the new Superintendent.

REPORT/PROPOSAL:

The two consultants from Leadership Associates, who will work directly with this search process, Ms. Peggy Lynch and Mr. Fred Van Leuven, will be in attendance at this meeting and have requested time to present an overview of the search process pending Board approval of an Agreement.

Items to be discussed:

1. Overview of search process
2. Board / search firm protocols during the search
3. Timeline for the search
4. Board input regarding desired qualities and characteristics of new superintendent
5. Board recommendation regarding community and staff groups to participate in input sessions with Leadership Associates consults
6. Discussion of online survey

FINANCIAL IMPACT:

There is no negative financial impact to the general fund.

RECOMMENDATION:

Discussion of Search for Superintendent.

CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

BOARD MEETING DATE: March 6, 2019

☐ ACTION
☒ CONSENT
☐ DISCUSSION
☐ INFORMATION

BOARD AGENDA NUMBER: 10.a

BOARD AGENDA ITEM: Approve Certificated Personnel Report

DEPARTMENT: Personnel

CONTACT PERSON: Holly Wade Ph.D., Assistant Superintendent,
Educational Support Services
Jason Owens, Director of Personnel and Pupil Services

BACKGROUND INFORMATION:

The following personnel items are submitted for your ratification/approval.

1. RETIREMENT

Jane Yuster, Superintendent, Cabrillo Unified School District, effective June 30, 2019. Ms. Yuster was hired by the Governing Board to serve as Superintendent beginning July 1, 2015.

FINANCIAL IMPACT:

Financial impact is included in the budget.

RECOMMENDATION:

Approve the Certificated Personnel report.

CABRILLO UNIFIED SCHOOL DISTRICT

BOARD AGENDA ITEM

BOARD MEETING DATE: March 6, 2016

☒ **ACTION**
☐ **CONSENT**
☐ **DISCUSSION**
☐ **INFORMATION**

BOARD AGENDA NUMBER: 11.a

BOARD AGENDA ITEM: Ratify Service Agreement Contract with Leadership Associates to Conduct a Superintendent Search

DEPARTMENT: Governing Board

CONTACT PERSON: Sophia Layne, Board President

BACKGROUND INFORMATION:

The current superintendent has submitted her retirement effective June 30, 2019. Governing Board Members Sophia Layne and Kimberly Hines contacted Leadership Associates to provide a proposal to lead the search process for the new Superintendent.

REPORT/PROPOSAL:

The Trustees designated to contact Leadership Associates have negotiated a consultant services agreement with the firm to lead the search process for the next superintendent. Leadership Associates has extensive experience in the area and led the last superintendent search process for the district.

FINANCIAL IMPACT:

There is a cost of \$23,500 assigned to the general fund.

RECOMMENDATION:

Ratify service agreement contract with Leadership Associates to conduct a superintendent search.



LEADERSHIP ASSOCIATES SERVICES AGREEMENT

LEADERSHIP ASSOCIATES

www.leadershipassociates.org

3905 State Street #7-407

Santa Barbara, CA 93105

(805) 364-2775

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT is made this ____ **day of February 2019** between LEADERSHIP ASSOCIATES, hereinafter called the Contractor, and **CABRILLO UNIFIED SCHOOL DISTRICT**, hereinafter called the District.

The Contractor agrees to perform services for the District as follows:

The Contractor will conduct a Superintendent search, as delineated in the attached Summary of Services

The District agrees to pay the Contractor **TWENTY-THREE THOUSAND, FIVE HUNDRED DOLLARS (\$23,500)** for services provided. Payment is to take place in two increments: **(1) \$11,750** upon completion of stakeholder input, and **(2), \$11,750** upon selection of a finalist. The Contractor will submit invoices to the District for each of the payment increments. Payments are due within 30 days of receipt of invoice.

Remittance payable/forwarded to: Leadership Associates
Attn: Linda Hunt
50-855 Washington Street #C-205
La Quinta, CA 92253

The Contractor is to perform the above services beginning February____, 2019.

Contractor agrees to hold harmless and indemnify the District, its officers, agents, and employees with respect to all damages, costs, expenses or claims, in law or in equity, arising or asserted because of injuries to or death of person or damage to, destruction, loss, or theft of property arising out of faulty performance of the services to be performed by Contractor hereunder.

It is expressly understood and agreed to by both parties hereto that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District. Either party may terminate this agreement by providing the other party with ten (10) days written notice. Upon such termination, fees will be determined on a pro rata basis.

Leadership Associates does not participate in a California public pension system. Leadership Associates and the District understand that the work/services provided should not be considered creditable toward the STRS earnings limit as the work is not normally performed by employees of the District and requires less than 24 months (496 business days). REF. CA Education Code § 26135.7 (2014)

CONTRACTOR:
LEADERSHIP ASSOCIATES
Taxpayer ID#: 68-0383653

DISTRICT:
CABRILLO UNIFIED SCHOOL DISTRICT

By: _____

By: _____

Name: Peggy Lynch, Ed.D.

Name: _____

Title: Lead Consultant

Title: _____

Date: February 13, 2019

Date: _____



SUMMARY OF SERVICES

CABRILLO UNIFIED SCHOOL DISTRICT SUPERINTENDENT SEARCH 2019

TOTAL FEE TO CONDUCT SEARCH – All Inclusive: \$23,500

This fee includes:

- All expenses incurred by consultants
- All meetings with the Board
- Development and posting of the position description announcing the position
- Cost of advertising in EdCal (Two consecutive publications)
- Acceptance of applications and responding to all inquiries regarding the position
- Recruitment of candidates and extensive background checks
- Gathering of community and staff input and providing Board with a written report, including online survey
- Coordination of logistics of the search:
 - o scheduling appointments
 - o notification of unsuccessful candidates
 - o scheduling community visit
- Assisting in the development of interview questions and supporting the Board with the interview process
- Assisting the Board's administrative assistant throughout the process with templates, online posting updates and sample agenda language
- Acting as an advisor to the Board of Education
- Assisting the new superintendent and Board through transition and community verification visit, if conducted

GUARANTEE

Should the new superintendent leave within one year, Leadership Associates will conduct a new search at no cost except for travel and advertising expenses, provided the Board majority remains the same.