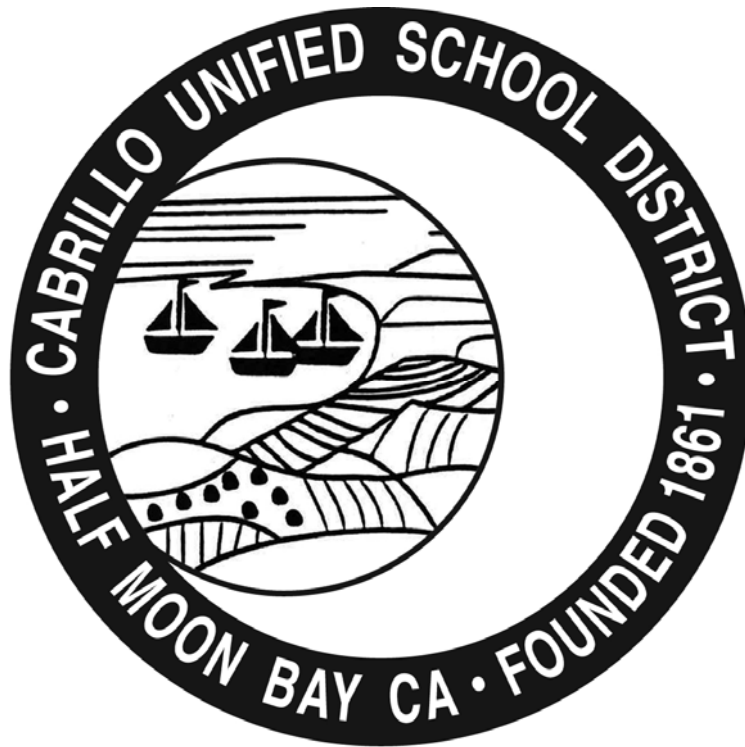


# CABRILLO UNIFIED SCHOOL DISTRICT



## **Governing Board Agenda**

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**February 9, 2012**

District Office

498 Kelly Avenue, Half Moon Bay CA 94019

7:00 p.m. (Closed Session at 6:00 p.m.)



## **CABRILLO UNIFIED SCHOOL DISTRICT**

498 Kelly Avenue, Half Moon Bay, CA 94019

### **A G E N D A – Thursday, February 9, 2012 Governing Board Meeting - District Office**

#### **1. CALL TO ORDER- 6:00 P.M.**

#### **2. ROLL CALL/QUORUM ESTABLISHED**

- \_\_\_ Dr. Kirk Riemer, President
- \_\_\_ Ms. Freya McCamant, Vice President
- \_\_\_ Mr. Rob Pappalardo, Clerk to the Board
- \_\_\_ Mr. John Moseley, Member
- \_\_\_ Mr. Mario Vazquez, Member

#### **3. COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA**

#### **4. RECESS TO CLOSED SESSION**

- a. Conference with Legal Counsel - Anticipated Litigation (Government Code 54956.9). Conference regarding anticipated litigation pursuant to Subdivision (b) of Section 54956.9.
- b. Public Employee Discipline/Dismissal/Release (Government Code 54954.5, 54957). Number of potential cases: two.
- c. Pupil Personnel/Student Matters (Education Code 35146).  
The Board may hear expulsion cases and consider the requests from students for re-admittance following expulsion. Also, the Board may review student disciplinary reports, exemption requests, and other student related matters that are regarded to be confidential according to Education Code. The Education Code requires closed session in these cases to prevent disclosure of confidential student record information. The Board will be asked to consider action on two interdistrict transfer requests.

#### **5. CALL REGULAR SESSION TO ORDER – 7:00 P.M.**

Report action from Closed Session, if applicable.

## **6. PLEDGE OF ALLEGIANCE**

## **7. ADOPTION OF AGENDA AS PRESENTED/AMENDED**

## **8. STUDENT/STAFF/COMMUNITY RECOGNITION**

Recognize Web Consultant Betsy Gallagher for her behind-the-scenes work on District and school web sites, electronic parent newsletters and School Accountability Report Cards (SARC) and Farallone View Elementary School fifth grader Angelo Molossi for winning a local Do a Good Deed contest.

## **9. COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT 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 in order to participate in this meeting are asked to contact the Superintendent's Office in advance at (650) 712-7112.

## **10. REPRESENTATIVE REPORTS**

- a. Association Representatives
- b. Student Representative

## **11. REPORTS/INFORMATION/PRESENTATIONS**

- a. Receive State Budget Overview
- b. Receive Curriculum Update

## **12. CONSENT ITEMS**

### **The Consent Agenda**

Consent items are those items judged by staff to be routine in nature, consistent with policy, and reflective of established practice. As a time-saving measure, such items are typically grouped together on what is called the "Consent Agenda" for Board consideration of action. The Consent Agenda requires a motion and a second and must be approved by a roll call vote of the Governing Board. Any Board member may direct that one or more of these items be removed from the Consent Agenda for the purpose of discussion and consideration of action.

- a. Approve Certificated Personnel Report
- b. Approve Classified Personnel Report
- c. Approve Donations to the District
- d. Accept Enrollment Report: Fifth Month 2011-2012 School Year
- e. Approve Minutes of the January 12, 2012, Regular Governing Board Meeting
- f. Ratify Superintendent Action to Extend Contract with County Counsel John Beiers
- g. Ratify Decision to Approve Field Trip for High School Ski Club to Kirkwood, California, February 3-5
- h. Approve Field Trip for High School Junior Statesmen of America to Sacramento, California, February 11- 12, 2012
- i. Approve Field Trip for High School Future Farmers of America to Chico, California, February 16 – 17, 2012
- j. Approve Field Trip for High School Future Farmers of America to Fresno, California, April 19-24, 2012
- k.

### **13. DISCUSSION ITEMS**

- a. Discuss Strategies for Addressing the District's Structural Budget Deficit
- b.

### **14. ACTION ITEMS**

- a. Adopt Resolution 01-12 Revising Board Bylaw 9150 in a Manner that Grants the Student Board Representative Preferential Voting Status and the Ability to Make Motions
- b. Adopt Resolution 01-13 Approving a Proposed Revision to the San Mateo County SELPA Local Plan That Will Add the San Carlos Charter Learning Center to Its Membership
- c. Approve Proposal to Install Fourth Security Camera at HMBHS
- d. Appoint an Ad Hoc Capital Assets Committee to Review Marketability of District-Owned Property and Determine Whether One of More Parcels Can Be Deemed Surplus
- e. Ratify Superintendent Action to Enter into Contract with the Firm of Leadership Associates and Begin Discussion of Search for Superintendent

### **15. COMMUNICATIONS**

- a. Board Members
- b. Superintendent

### **16. FUTURE BOARD AGENDA ITEMS**

- a. Review and Certify Second Interim Report, March 8
- b. Consider Action on Preliminary Action on Certificated Lay-off Notifications, March 8
- c. Sunshine Initial District and CUTA Bargaining Proposals, March 8
- d. Consider Action on Classified Lay-off Notifications, April 12

**17. FUTURE EVENTS/DATES/REQUESTS**

- a. February 16, Chamber of Commerce Network at Night Highlighting Honoring Coastside Teachers
- b. February 20-24, Presidents Week Recess
- c. March 8, Next Board Meeting

**18. COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE SECOND CLOSED SESSION AGENDA**

**19. RETURN TO CLOSED SESSION**

- a. Discussion of Search for Superintendent (Pursuant to Government Code 54957). Identification of potential candidates and discussion of contractual terms.
- b.

**20. RECONVENE OPEN SESSION**

Report action from Closed Session, if applicable.

**21. ADJOURNMENT OF THE MEETING**

**Meeting Curfew**

Board Bylaw 9323 stipulates that the meeting of the Board shall conclude no later than 10:00 p.m. 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:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 11.b

**BOARD AGENDA ITEM:** Curriculum Update

**DEPARTMENT:** Curriculum and Instruction

**CONTACT PERSON:** Elizabeth Schuck, Ed.D., Assistant Superintendent

## **BACKGROUND INFORMATION:**

Historically, Cabrillo Unified School District, following a timeline established by the California Department of Education and a protocol adopted by the Governing Board, annually reviews curriculum and instruction, as well as instructional materials, in the content areas taught in our schools.

Assembly Bill X4 2 (Chapter 2, Statutes of 2009-10 Fourth Extraordinary Session) signed on July 28, 2009, suspended the process and procedures for adopting instructional materials, including framework revisions, until the 2013-14 school year. Senate Bill 70 (Chapter 7 of the Statutes of 2011) extended that suspension until the 2015-16 school year.

The District, however, continues to review curriculum and instruction in a variety of ways, both formal and informal, at both the site and district level.

Much of the current focus in California schools is on maintaining financial solvency, yet the educational programs provided in a district are critical components, and continue to evolve. As a means of keeping the focus on students, staff would like to report some of the strategies being implemented and utilized throughout the district to support academic success.

## **REPORT/PROPOSAL:**

A bulleted list of curriculum and instructional strategies being implemented throughout the district will be presented to the Governing Board.

## **FINANCIAL IMPACT:**

Curriculum and Instruction activities are funded by previously approved budgets for each department or school site.

## **RECOMMENDATION:**

Staff requests that the Governing Board accept the curriculum update.

**Cabrillo Unified School District**  
**Curriculum Update**  
**February 9, 2012**

**District wide**

- Increased implementation of benchmark testing to monitor student progress
- Quarterly/Trimester Benchmark Assessments utilized to track student progress/monitor achievement of district goals
- Technology enhancements including 13 SmartBoards installed for use at the elementary schools
- Triennial Data Review process to share strategies that will lead to student achievement
- English Language Arts Committee addressing the question: “Why are our Hispanic students, here with us since Kindergarten, not passing the 10<sup>th</sup> grade CAHSEE?”
- Mathematics Committee addressing the question: “Why are students who have been with us since kindergarten not passing Algebra by the end of 9<sup>th</sup> grade?”
- Site administration and site staff training in general education intervention processes such as the Student Success Teams Process and the 504 Intervention Process. The goal is to have consistency of practice between sites and continuity of focus on student progress across the district to support overall student success.
- SPED site level and district wide collaboration meetings to monitor student progress and share intervention strategies supporting student success
- Regular job alike meetings to support best practices and connection between specialized programs and general education curriculum

**El Granada**

- Data Conferences/Grade level teams examine student assessments and identify trends in student learning together in a collaborative setting/Determine which strategies and practices will most impact student learning and lead to increased student achievement.
- LEXIA Reading Intervention after school for 2-5th grade target students. Lunch club interventions for 4th & 5th grade students.
- After school educational support for students through ASES.
- School wide action plan based on 6 Key Strategies for Supporting ELL's.
- SmartBoards in 5 upper grade classrooms.

**Farallone View**

- Adopted school wide process to improve Academic Vocabulary for all students, especially English Language Learners
- Test Prep for targeted ELL students in grades 2-5
- Homework Club
- After School STEM classes
- Literacy coach playing larger role in K-1 classes by leading small groups in centers

- PTO purchasing five licenses for Math Tools, a program designed for Smart Technology which will give the kids (and teachers) a much more hands on, interactive experience in exploring geometry
- Literacy coach assisting teachers to meet the diverse needs of teachers in split ability level classes
- Book study on Marzano re: Vocabulary games in the classroom
- 2nd/3rd grade students building cultural knowledge and language skills through in-depth study and presentation of Shakespeare's "Twelfth Night"

### **Hatch**

- Adopted Fountas and Pinnell Guided Reading Intervention Program/70% success rate/Students improving 1-2 reading levels
- Adopted Guided Language Acquisition Design (G.L.A.D.) to increase achievement in literacy for all students, especially English Language Learners
- School wide effort to support English Language Arts strands in Reading Comprehension and Writing Strategies
- Upper grade small group math instruction, test preparation, and focused intervention

### **Kings Mountain**

- Intervention teacher in place
- Writing Support in place K-3
- PE Curriculum plans in progress
- Trip to Chabot College for Space Simulation Grades 4/5
- Week Long Science Fair in March for all KM students
- First School wide Spelling Bee Competition
- Social Emotional Learning "Forts Project" featured in the HMB Review

### **Cunha**

- Homework Club
- After school Tutorial and Enrichment Activities provided by Boys and Girls Club
- Refocus on teaching academic vocabulary at each grade level
- Increase the practice of checking for understanding in each classroom

### **HMBHS**

- English Language Arts Core and Supplemental Literature List approved by Governing Board
- Designed 8<sup>th</sup> grade math placement test and arranged administration with Cunha
- Adopted three new Match courses
- Media Center Technology Teacher created a virtual library and added link to school website
- Developed webquest activities for three Industrial Arts classes
- Completed campus wide technology inventory/examined areas of need

- Working with new Technology course teacher to examine ways of integrating Web Design in other content areas

**Pilarcitos**

- Now attending District wide Curriculum and Instruction Benchmark meetings
- Algebra Benchmarks in place
- HEAL now at PHS
- Now involved with HMBHS staff development
- Noon-Time Sports at Hatch

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.a.

**BOARD AGENDA ITEM:** Approve Certificated Personnel Report

**DEPARTMENT:** Personnel

**CONTACT PERSON:** John Corry, Assistant Superintendent, Personnel and Pupil Services

**BACKGROUND INFORMATION:**

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

**1. OFFERS OF EMPLOYMENT OF SUBSTITUTE TEACHERS**

<i>Employee</i>
Bostwick, James
Engler, Patrick
Fong, Tiffany
Gleichmann, Karin
Taylor, Ellen

**2. OFFERS OF TEMPORARY EMPLOYMENT FOR 2011-12**

<i>Employee</i>	<i>Assignment</i>	<i>FTE</i>	<i>Site</i>	<i>Date</i>
Mc Vey, Lynn	3/4 Support Teacher	.25	EG	01/17/12

**3. ADDITIONAL ASSIGNMENT 2011-2012**

Ian Perdikomatis, Swim Coach, Half Moon Bay High School.

**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:** February 9, 2012

- ACTION  
 CONSENT  
 DISCUSSION

**INFORMATION**

**BOARD AGENDA NUMBER:** 12.b.

**BOARD AGENDA ITEM:** Approve Classified Personnel Report

**DEPARTMENT:** Personnel

**CONTACT PERSON:** John Corry, Assistant Superintendent, Personnel and Pupil Services

**BACKGROUND INFORMATION:**

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

**1. OFFERS OF EMPLOYMENT**

<i>Employee</i>	<i>Position</i>	<i>Site</i>	<i>Date</i>	<i>Replace/New</i>
Altwer, Andrew	Homework Club Tutor	Cunha	01/19/12	Replace
Cilia, Kyle	Homework Club Tutor	Cunha	01/24/12	Replace
Gaytan, Deborah	Clerical Assistant II	Hatch	01/17/12	Replace
Guio, Christina	Registrar	Cunha	01/27/12	Replace
Gutierrez, Ivan	Workability Student	HMBHS	11/21/11	New
Rico, Andrea	Homework Club Tutor	Cunha	01/26/12	Replace

**2. RELEASE OF SHORT TERM CONTRACT EMPLOYEE, Effective January 9, 2012**

**3. APPROVE OFFER OF EMPLOYMENT OF COCURRICULAR POSITIONS FOR HALF MOON BAY HIGH SCHOOL FOR THE 2011-12 SEASON**

The cocurricular position below was posted and was not filled by the district's certificated staff. The following applicants are certified as outlined in Title 5, California Code of Regulations Section 5593 and in Board Policy 4127.

<i>Applicant</i>	<i>Cocurricular Position</i>	<i>Stipend</i>
Hillyard, William	Golf	\$2,970.

**FINANCIAL IMPACT:**

Financial impact is included in the budget.

**RECOMMENDATION:**

Approve the Classified Personnel Report.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.c.

**BOARD AGENDA ITEM:** Approve Donations to the District

**DEPARTMENT:** Business Department

**CONTACT PERSON:** Wael Saleh, Chief Business Official

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## **REPORT/PROPOSAL:**

Pursuant to the Governing Board Policy 3290, the Governing Board is to accept donations on behalf of the district or any school in the district.

## **FINANCIAL IMPACT:**

**HALF MOON BAY HIGH SCHOOL**

**\$18,063.44**

### **Associated Student Body**

Dr. Jeff Eaton, DDS

### **Athletic Donations**

Michael Abramson  
Joanne Acton  
Gina Brazil  
Matthew Cartright  
Café Classique  
John Fritz  
Rebecca Guerrero  
Joseph Hagarty  
Scott Howell  
T.A. Leonardos

Deanne Kelly Otr  
Lori Mattel  
Gabriel Navarrete  
Anthony Pulanco  
Paul Richardson  
Michael Riis  
Julie Rupert  
Stephen Terraszas  
Frederick Vaughn  
Tena Watts

### **Coastside Running Scholarship**

Lauren Allen  
Tracy Augustine  
Margaret Branick-Abilla  
Allan Brody  
Lawrence Boyle  
Jeffrey Centoni  
Margaret Rose Haight  
Tamara Jones

James Kelly  
Denise Philips  
Rachael Sage  
Martin Wayne Smith  
David Stephens  
Philip Wilkinson  
Lis Zong

**Half Moon Bay Brewing Co. Scholarship**

Lenny & Christine Medonca  
United Way of the Bay Area

**Helen Gammon Memorial Scholarship**

Douglas Tyler

**Sarah Bodinghouse Scholarship**

Orlin Wallace

**Staff & Student Recognition**

C.D. & J. T. Meador  
Michael Knox  
Lenny & Christine Mendonca  
United Way of the Bay Area  
Wells Fargo Foundation Educational  
Matching Gift Program

**Seth Koller Scholarship**

Douglas Kirkwood  
Sharon Williams

**EI GRANADA ELEMENTARY**

**\$ 483.95**

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Raymond Cook  
Mose & Yasmin East-Brat  
Electra Field  
Milligan Testing & Service, Inc.  
Gabriella Romani  
Jeffrey & Gizette Sperinde

**RECOMMENDATION:**

Approve donations to the district.

CABRILLO UNIFIED SCHOOL DISTRICT  
 2011-2012 SCHOOL YEAR  
 ENROLLMENT REPORT

School Month No.

5

Date:

1/27/2012

Grade	El Granada	Farallone View	Hatch	Kings Mountain	Cunha	Half Moon Bay High	Pilarcitos	Home & Independent Study	TOTALS
K	98	68	118	10				0	294
1	75	65	102	13				0	255
2	87	64	104	16				0	271
3	79	63	96	20				1	259
4	81	68	83	10				0	242
5	68	71	78	9				0	226
6					259			0	259
7					247			0	247
8					262			2	264
9						240	0	0	240
10						241	5	3	249
11						207	12	4	223
12						212	20	18	250
<b>Total Regular Enrollment</b>	488	399	581	78	768	900	37	28	3279
<b>SDC Student Enrollment</b>	26				8	12			46
<b>TOTAL ENROLLMENT</b>	514	399	581	78	776	912	37	28	3325
<b>Total Enrollment as of 01/29/2011</b>	494	397	586	86	771	925	36	34	3329
<b>Difference between 01/29/2011 Total Enrollment and 01/27/2012 Total Enrollment</b>	20	2	-5	-8	5	-13	1	-6	-4
<b>Total Enrollment as of 12/16/2011</b>	513	395	582	78	780	907	33	29	3317
<b>Difference between 01/27/2012 Total Enrollment and 12/16/2011 Total Enrollment</b>	1	4	-1	0	-4	5	4	-1	8

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.d.

**BOARD AGENDA ITEM:** Accept Enrollment Report:  
Fifth Month 2011-2012 School Year

**DEPARTMENT:** Business Department

**CONTACT PERSON:** Wael Saleh, Chief Business Official

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## **REPORT/PROPOSAL:**

The Enrollment Report for the fifth month of the 2011-2012 school year is being presented to the Governing Board for information.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.e.

**BOARD AGENDA ITEM:** Approve Minutes of January 12, 2012 Regular Governing Board Meeting

**DEPARTMENT:** Superintendent/Governing Board

**CONTACT PERSON:** Rob Gaskill, Superintendent

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## **BACKGROUND INFORMATION:**

The Governing Board routinely reviews and approves Minutes from all regular meetings and special sessions.

## **REPORT/PROPOSAL:**

The unadopted Minutes from the January 12, 2012 Governing Board meeting are included on this Board agenda for consideration of action

## **FINANCIAL IMPACT:**

There is no financial impact related to this proposed action.

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## **RECOMMENDATION:**

Approve Minutes of January 12, 2012 Regular Governing Board Meeting as presented.



## **CABRILLO UNIFIED SCHOOL DISTRICT**

498 Kelly Avenue, Half Moon Bay, CA 94019

### **MINUTES (Unadopted) – January 12, 2012 Special Study Session – 6:00 – 7:00 PM Regular Governing Board Meeting – 7:00 PM Half Moon Bay High School**

Board Members Present:                   Dr. Kirk Riemer, President  
  Ms. Freya McCamant, Vice President  
  Mr. Rob Pappalardo, Clerk to the Board  
  Mr. John Moseley, Member 6:03 p.m.  
  Mr. Mario Vazquez, Member

Administrators at the Table:             Robert Gaskill, Superintendent  
  John Corry, Assistant Superintendent, Personnel & Pupil Services  
  Elizabeth Schuck, Assistant Superintendent

Student Representative:                   Kathryn Nassar

#### **CALL TO ORDER/QUORUM ESTABLISHED**

President Reimer called the Special Study Session to order at 6:01 and declared that a quorum was present.

#### **SPECIAL STUDY SESSION TO RECEIVE COMMUNITY INPUT ON DISTRICT BUDGET**

Superintendent Gaskill provided the Governing Board and community members with a twenty-two minute PowerPoint presentation of the District's current financial status. Following the presentation and during the community input portion of the study session, eight community members advocated for programs and/or personnel they considered vital. Among these was a proposal for a new long term bond, keeping K-3 class size reduction at the current level, raising funds for students to participate in sports, and critical importance of: counselors, the HMBHS librarian, clerks, and administrators.

The Board will begin budget deficit discussion at the Special Board Study Session on Saturday, February 4, 2012 at the District Office. The Board will continue this discussion at the February 9, 2012 Regular Board Meeting.

#### **ADJOURN SPECIAL STUDY SESSION**

President Riemer adjourned the Special Study Session at 7:07 p.m. He also declared a brief recess prior to the beginning of regular session.

## **CALL REGULAR SESSION TO ORDER**

President Riemer called regular meeting to order at 7:17

## **PLEDGE OF ALLEGIANCE**

Student Representative Kathryn Nassar led the Pledge of Allegiance.

## **ADOPTION OF AGENDA AS PRESENTED/AMENDED**

President Reimer requested that item 12.a. be pulled until the February 9, 2012 Board Meeting and that a new item 12.d. be added to consider a retirement request. Member Moseley made a motion; Member Pappalardo seconded.

Passed: 5-0 (M-1)

## **STUDENTS/STAFF/COMMUNITY RECOGNITION**

### **Community Recognition**

Principal Mary Streshly recognized the following members of the Half Moon Bay High School Bilingual Resource Team: Kira Gangsei, Vanessa Crawford, Yadira Acosta and Assistant Principal Allison Silvestri. The team received a Kent Award for their work with students last year. Principal Streshly also provided a brief summary of the program.

## **COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**

Rocky Raynor, Vice President of the Boys and Girls Club, expressed concerns regarding ongoing pool maintenance.

### **Association Representatives**

CSEA President Stig Lynne, provided a brief PowerPoint presentation on potential printing cost savings that could be derived by using Repo Depo for frequently as opposed to the use of individual site printers and/or copiers.

CUTA President Tom Cox welcomed Member Mario Vazquez and requested the Governing Board to take time regarding possible cuts for 2012-2013.

### **Student Representative**

Kathryn Nassar invited board members to spend one or more periods or lunchtime with her at the high school. Homework Hangout, funded by Parents Advisory Committee (PAC), is providing two (2) teachers to help students. Students may choose class selections for next year until the end of January. Basketball and soccer are underway. Winter Formal will be at the Mavericks Event Center on January 14, 2012.

## COMMUNICATIONS

### Board Members

Member Vazquez was impressed by the December Stepping Forward Assembly at Farallone View. He also congratulated the High School Art Department on their 2012 Calendar.

Member McCamant spoke about rising test scores; we're closing the achievement gap and class size.

Member Moseley suggested a complete review of how we're structured and funded. Look at models – how can we do business differently.

President Riemer used prerogative to move this item down the agenda for remaining 2012 meetings. Member Moseley made a motion to approve; Member McCamant seconded.

Passed 5–0 (M-2)

Roll Call: Kirk Riemer – yes  
Freya McCamant – yes  
Rob Pappalardo - yes  
John Moseley – yes  
Mario Vazquez - yes

### Superintendent

Superintendent Gaskill noted his appreciation to Principal Mary Streshly and her staff for accommodating this board meeting in such an exemplary manner.

All school and offices are closed this coming Monday, January 16 in commemoration of Martin Luther King, Jr. Day.

## CONSENT AGENDA

Member Moseley made a motion to approve Consent Agenda as presented; Member McCamant seconded.

- a. Approve Certificated Personnel Report
- b. Approve Classified Personnel Report
- c. Approve Donations to the District
- d. Accept Enrollment Report: Fourth Month 2011-2012 School Year
- e. Approve Quarterly Report on Williams Uniform Complaints
- f. Approve Minutes of the November 17, 2011, Regular Governing Board
- g. Approve Minutes of the December 8, 2011, Regular Governing Board

h. Approve Field Trip for Half Moon Bay High School Future Farmers of America to Seaside, California, January 27 – 28, 2012

Passed 5–0 (M-3)

Roll Call: Kirk Riemer – yes  
Freya McCamant – yes  
Rob Pappalardo - yes  
John Moseley – yes  
Mario Vazquez - yes

## **ACTION ITEMS**

### **12.b. Accept Audit Report for Year Ending June, 2011**

Member Pappalardo made a motion to approve; Member Vazquez seconded.

Passed 5-0 (M-4)

### **12.c. Award Contract to Successful Bidder for Cunha Intermediate Field Project DSA File #44-37 including base and alternate 1**

Member McCamant made a motion to approve; Member Pappalardo seconded.

Passed 5-0 (M-5)

### **12.d. Accept Retirement Request from Superintendent Robert Gaskill effective 07/31/12**

Member Moseley made a motion to approve; Member McCamant seconded.

Passed 5–0 (M-6)

## **DISCUSSION ITEMS**

### **13.a. Discuss District Practice Related to Assessing Facility Fees to After School Programs**

After much discussion, it was determined to maintain current practices.

### **13.b. Discuss Strategies for Addressing the District’s Structural Budget Deficit**

Member Pappalardo offered consideration of another parcel tax; investing in ourselves.

Member McCamant thanked the community for getting involved.

Member Vazquez thanked the community, as well. Decisions will not be easy; we’ll look at all options. Be creative, come together – keep an open mind.

Student Member Kathryn proposed proportional cuts.

President Riemer proposed looking at other districts that have passed larger parcel taxes; greater equality for all of our schools.

### **COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA**

No comments were offered.

### **RECESS TO CLOSED SESSION**

Vice President McCamant made the motion to move to closed session; President Riemer made the second.

Passed: 5-0 (M-6)

Moved to Principal's conference room at 9:13 p.m.

### **RECONVENE OPEN SESSION**

President Riemer called open session to order at 10:38 p.m. He reported that the board met in closed session from 9:13 p.m. to 10:35 p.m. and took the following actions:

1. The Board agreed by consent to extend this board meeting beyond the 10:00 p.m. curfew to finish business at hand.
2. Under Student Matters, the Governing Board voted 5 to 0 to expel a student from Cunha Intermediate School for the spring 2012 semester and the fall 2012 semester. The student will be eligible for admission to Half Moon Bay High School on the first day of school of the spring 2013 semester contingent on adherence to school rules, the rehabilitation plan, and a behavior contract.

### **ADJOURNMENT OF THE MEETING**

Member Moseley made a motion to adjourn the meeting; Member McCamant made the second.

Passed: 5-0 (M-7)

Minutes prepared by Maggie Van Horbek, Administrative Assistant IV  
Minutes presented by Rob Gaskill, Secretary to the Board

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Certified by the Clerk of the Board

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Date

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION**
- CONSENT**
- DISCUSSION**
- INFORMATION**

**BOARD AGENDA NUMBER:** 12.f.

**BOARD AGENDA ITEM:** Ratify Superintendent Action to Extend Contract with County Counsel John Beiers

**DEPARTMENT:** Superintendent

**CONTACT PERSON:** Rob Gaskill, Superintendent

---

## **BACKGROUND INFORMATION:**

For the past two years the District has relied on County Counsel John Beiers for legal advice pertaining to matters involving potential litigation. The Governing Board is asked to ratify the decision of the Superintendent to extend the existing Agreement for the Provision of Legal Services for one additional calendar year (January 1-December 31, 2012). There is no increase proposed in this contract extension.

## **REPORT/PROPOSAL:**

While both Education Code 17604 and *Board Policy 3312 Business and Noninstructional Operations: Contracts* delegate the Superintendent with the authority to enter into such agreements, the Board is asked to ratify his action as a matter of record. This is an opportunity for the Board to review and approve the proposed Agreement for the Provision of Legal Services as presented.

## **FINANCIAL IMPACT:**

The fiscal impact to the General Fund is unknown at this time but is thought to be limited and less than \$10,000 in total during this period of time.

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## **RECOMMENDATION:**

Ratify the Superintendent's action to extend the contract with County Counsel John Beiers for a period of one year as presented.

**AGREEMENT BETWEEN COUNTY COUNSEL AND  
CABRILLO UNIFIED SCHOOL DISTRICT  
FOR THE PROVISION OF LEGAL SERVICES**

---

**THIS AGREEMENT** entered into the 1<sup>st</sup> day of January 2012 by and between the **COUNTY COUNSEL OF THE COUNTY OF SAN MATEO**, hereinafter referred to as "County Counsel", and the **CABRILLO UNIFIED SCHOOL DISTRICT**, hereinafter referred to as "District";

**WITNESSETH:**

**WHEREAS**, the County Counsel has and continues to provide legal service and advice to the District; and

**WHEREAS**, it is reasonable and necessary to set forth the various obligations and responsibilities of the parties in light of the District's payment for legal services;

**NOW, THEREFORE**, in consideration of the mutual covenants, terms and conditions as hereinafter set forth, the parties hereto do hereby agree as follows:

1. County Counsel shall perform general legal services and legal representation including the handling of litigation, as may be requested by the District. Litigation services shall not include litigation for which the District has insurance coverage or is otherwise the obligation of the San Mateo County School Insurance Group.

2. The District shall pay for the term of this agreement an hourly rate for legal services under this agreement of \$192.00. Additionally, the District shall pay the actual costs of any out-of-pocket and extraordinary regular costs incurred by County Counsel in connection with the provision of its legal services, e.g., deposition costs, transcript costs, investigation fees, filing fees extraordinary mailing costs, etc.

3. County Counsel shall render such legal advice to the District as may be requested by the Board of Trustees, the District Superintendent, or his or her designated representative. Attendance at meetings of the Board of Trustees shall be upon request of the District.

4. County Counsel shall periodically update the Board of Trustees and the Superintendent on legal issues pertaining to school districts and shall be available to provide staff training as is mutually agreed upon.

5. This agreement is for a term of one (1) year commencing January 1, 2012. This agreement may be terminated by mutual agreement of the parties at any time and by the District annually as of June 30, provided that the District has previously given ninety (90) days' advance written notice of its intention to terminate the agreement.

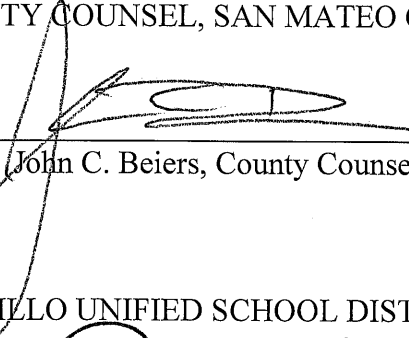
6. The District understands that the County of San Mateo is the County Counsel's primary client. Should there be a conflict between the District and the County in a matter, the District hereby consents to the County Counsel's withdrawal of representation of the District in order for the County Counsel to represent the County in any such matters, unless such waiver is inconsistent with state law.

7. County Counsel shall meet with the Board of Trustees, if requested by the District, to review the legal services provided under this agreement and shall consult with the District prior to the assignment of individual deputy county counsels to serve and represent the District.

8. **IN WITNESS WHEREOF**, the parties hereto have executed this agreement on the day and year first above written.

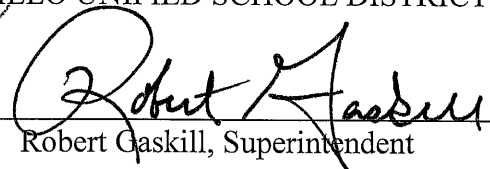
Dated: 1/11/12

COUNTY COUNSEL, SAN MATEO COUNTY

By:   
John C. Beiers, County Counsel

Dated: 1/12/12

CABRILLO UNIFIED SCHOOL DISTRICT

By:   
Robert Gaskill, Superintendent

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.g.

**BOARD AGENDA ITEM:** Ratification of Field Trip for Half Moon Bay High School Ski Club to Kirkwood, California, February 3– 5, 2012

**DEPARTMENT:** Pupil Services

**CONTACT PERSON:** John Corry, Assistant Superintendent, Personnel and Pupil Services

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## **BACKGROUND INFORMATION:**

Board Policy 6153 allows the Governing Board to permit students to participate in field trips.

## **REPORT/PROPOSAL:**

At the November 17, 2011, Governing Board meeting, Kira Gangsei, Rob Lawrence and Jill Lusear, teachers/advisors of the Half Moon Bay High School Ski Club, received Governing Board approval for a field trip to Kirkwood, California, on February 13-16, 2012, for their annual ski trip. The dates originally presented to the Governing Board were incorrect as the teachers/advisors requested approval for January 13 – 16, 2012. Due to lack of snow, the Ski Club was unable to go on these dates; therefore, they have requested approval to reschedule the trip for February 3 – 5, 2012. There will be approximately 17 students, and they will be chaperoned by two certificated staff members and one additional adult. The students, teachers/advisors and chaperones will travel from Half Moon Bay to Kirkwood, California, by Delta Charter, P O Box 883384, San Francisco CA 94188, (415-992-0220). The travel party will be staying at the Rockstar Lodge, 33674 Loop Road, Kirkwood CA 95646, (530) 318-5046.

## **FINANCIAL IMPACT:**

There is no financial impact on the district for this trip. The trip is funded by the students.

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## **RECOMMENDATION:**

Ratify the field trip request from Kira Gangsei, Rob Lawrence and Jill Lusear to take the Half Moon Bay High School Ski Club to Kirkwood, California, February 3 - 5, 2012, to participate in their annual ski trip.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.h.

**BOARD AGENDA ITEM:** Approve Field Trip for High School Junior Statesmen of America to Sacramento, California, February 11- 12, 2012

**DEPARTMENT:** Pupil Services

**CONTACT PERSON:** John Corry, Assistant Superintendent,  
Personnel and Pupil Services

---

## **BACKGROUND INFORMATION:**

Board Policy 6153 allows the Governing Board to permit students to participate in field trips.

## **REPORT/PROPOSAL:**

Rafael Dubon, teacher/advisor of the Half Moon Bay High School Junior Statesmen of America program, is requesting that the Governing Board approve a field trip to Sacramento, California, on February 11 - 12, 2012. Students will participate in a mock national congress, writing, amending and voting on bills. There will be approximately 10 students and one certificated staff member attending. The students and teacher will travel from Half Moon Bay to Sacramento, California, by private transportation. The travel party will be staying at the Sacramento Sheraton Grand, 1230 J Street, Sacramento, CA 95814, (916) 447-1700.

## **FINANCIAL IMPACT:**

There is no financial impact on the district for this trip. The trip is funded by the students.

---

## **RECOMMENDATION:**

Approve the field trip request from Rafael Dubon to take Junior Statesmen of America students to Sacramento, California, February 11 - 12, 2012 to attend a convention.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.i.

**BOARD AGENDA ITEM:** Approve Field Trip for High School Future Farmers of America to Chico, California, February 16 – 17, 2012

**DEPARTMENT:** Pupil Services

**CONTACT PERSON:** John Corry, Assistant Superintendent,  
Personnel and Pupil Services

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## **BACKGROUND INFORMATION:**

Board Policy 6153 allows the Governing Board to permit students to participate in field trips.

## **REPORT/PROPOSAL:**

Javier Gutierrez, teacher/advisor of the Half Moon Bay High School Future Farmers of America program, is requesting that the Governing Board approve a field trip to Chico, California, on February 16 – 17, 2012. Students will participate in leadership development, public speaking, and parliamentary procedures events and competitions. There will be approximately 12 students, and they will be chaperoned by one certificated staff member and one additional adult. The students, teacher and chaperone will travel from Half Moon Bay to Chico, California, by private transportation. The travel party will be staying at the Quality Inn, 715 Main Street, Chico, CA 95923, (530 343-7911).

## **FINANCIAL IMPACT:**

There is no financial impact on the district for this trip. The fees for the competition and lodging will be paid by the Agriculture Grant.

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## **RECOMMENDATION:**

Approve the field trip request from Javier Gutierrez to take Future Farmers of America students to Chico, California, February 16 - 17, 2012 to participate in leadership events and competitions.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.j.

**BOARD AGENDA ITEM:** Approve Field Trip for High School Future Farmers of America to Fresno, California, April 19 – 24, 2012

**DEPARTMENT:** Pupil Services

**CONTACT PERSON:** John Corry, Assistant Superintendent,  
Personnel and Pupil Services

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## **BACKGROUND INFORMATION:**

Board Policy 6153 allows the Governing Board to permit students to participate in field trips.

## **REPORT/PROPOSAL:**

Javier Gutierrez, teacher/advisor of the Half Moon Bay High School Future Farmers of America program, is requesting that the Governing Board approve a field trip to Fresno, California, on April 19 – 24, 2012. Students departing April 19, 2012 have reached the State Finals and will participate in leadership development competitions. All students attending April 21 – 24, 2012 will participate in leadership workshops, a career show and expo, volunteer activities, educational tours and presentations. There will be 26 students, one certificated staff member and five additional adults attending the conference. The students, teacher and chaperones will travel from Half Moon Bay to Fresno, California, by private transportation. The travel party will be staying at the Radisson Hotel, 2233 Ventura Street, Fresno, CA 93721, (559) 268-1000.

## **FINANCIAL IMPACT:**

There is no financial impact on the district for this trip. The fees for the competition and lodging will be paid by the Agriculture Grant.

---

## **RECOMMENDATION:**

Approve the field trip request from Javier Gutierrez to take Future Farmers of America students to Fresno, California, April 19 - 24, 2012 to participate in State Finals, leadership workshops and educational presentations.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 13.a.

**BOARD AGENDA ITEM:** Discuss Strategies for Addressing the District's Structural Budget Deficit

**DEPARTMENT:** Superintendent/Governing Board

**CONTACT PERSON:** Rob Gaskill, District Superintendent

## BACKGROUND INFORMATION:

In response to the District's need to address a structural budget deficit that is now estimated to be approximately \$2 million, the Governing Board held three public hearings to provide members of the CUSD school community and the Coastside community-at-large to comment on potential program reductions and/or revenue enhancement strategies prior to final Board action: November 17 (El Granada Elementary School), December 8 (Farallone View Elementary School), and January 12 (Half Moon Bay High School).

Staff is prepared to present specific strategies for reducing program for the upcoming school year (2012-2013) during the course of this meeting.

## REPORT/PROPOSAL:

This is an opportunity for the Board to discuss potential strategies for addressing the structural deficit in advance of the statutory March 15 deadline for notifying certificated staff of potential lay-off.

## FINANCIAL IMPACT:

The financial impact to the District is wholly dependent on any and all modification(s) that are proposed and subsequently approved by the Governing Board.

## RECOMMENDATION:

Discuss strategies for addressing the District's structural budget deficit.

## Working Timeline for Budget Development and Staffing, 2012-13 Budget Adoption:

<b>DATE</b>	<b>ACTIVITY</b>	<b>REMARKS</b>
October, 2011	Leadership Team Meeting	Special Study Session on Budget
October-November, 2011	Principal-led Site Meetings on State of the Budget	
November 17, 2011	CUSD Special Study Session	6:00 p.m. Special Study Session with School Community on Budget prior to regular meeting @ El Granada
December 8, 2011	CUSD Board Meeting	6:00 p.m. Special Study Session with School Community on Budget prior to regular meeting @ Farallone View
December 8, 2011	CUSD Board Meeting	Board reviews and certifies First Interim Report; receives and discusses 3-year Multi-Year Projection
January 10, 2011	Governor releases proposed State Budget; possible action taken on “trigger language”	
January 12, 2012	CUSD Special Study Session	6:00 p.m. Special Study Session with School Community on Budget prior to regular meeting @ HMBHS
January 12, 2012	CUSD Board Meeting	Board receives and reviews annual audit report
January 17, 2012	School Services Workshop in Sacramento on proposed State Budget	
February 4, 2012	CUSD Special Session Board Meetings TBD	Dependent on outcome of proposed Jobs Act, state trigger language, negotiations
February 9, 2012	CUSD Board Meeting	Board receives report from Governor’s Budget Workshop and responds to Staff request for direction in preparing personnel and

		program recommendations for 2012-2013 school year
February	Preliminary “planning to plan negotiations” with represented groups	
March 8, 2012	CUSD Board Meeting	Board reviews and certifies Second Interim Report, takes preliminary action on staff reductions if applicable, receives “sunshine” bargaining proposals from both represented groups
March-June	Negotiations with represented groups	
<b>March 15, 2012</b>		<b>Deadline for taking preliminary action on staff reductions, notifying impacted staff</b>
April 12, 2012	CUSD Board Meeting	Board receives budget update
May 10, 2012	CUSD Board Meeting	Board receives budget update and report on Governor’s May Revise, considers action on final certificated lay-off and/or rescission notices as appropriate
<b>May 15, 2012</b>		<b>Deadline for taking final action on staff reductions, notifying impacted staff</b>
May 31, 2012	CUSD Board Meeting	Budget update including presentation of preliminary CUSD Budget for 2012-2013; staff presents plans for implementing reduced services if appropriate
June 7, 2012		Final day of school for students
June 28, 2012 (second meeting)	CUSD Board Meeting	Board considers action to adopt proposed 2012-2013 CUSD Budget

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 14.a.

**BOARD AGENDA ITEM:** Adopt Resolution #01-12 Revising Board Bylaw 9150 in a Manner that Grants the Student Board Representative Preferential Voting Status and the Ability to Make Motions

**DEPARTMENT:** Superintendent

**CONTACT PERSON:** Kathryn Nassar, Student Representative  
Rob Gaskill, Superintendent

## BACKGROUND INFORMATION:

Education Code dictates that school boards representing districts that maintain at least one high school may opt to include a student representative on the board. Many do. The Cabrillo Unified School District has included student representation for many years. The role of that student representative is defined by *Board Bylaw 9150*. Essentially, Boards may determine one of two roles for student representatives—a nonvoting, “reporter” role or a stronger, “preferential voting” role. The most significant difference is that in the latter role, the student representative may choose to cast a “preferential” vote prior to the official board vote that does not affect the numerical outcome of that vote but that is recorded in the official minutes. Governing boards may also determine to grant student representatives with the authority to make motions except on matters dealing with employer-employee relations. Current *Board Bylaw 9150* defines the role of the student representative as “nonvoting.” This matter was addressed by the Board on a “discussion only” basis on December 8, 2011.

## REPORT/PROPOSAL:

Student representative Kathryn Nassar has requested that the Board review and discuss *Board Bylaw 9150* and consider revising this policy to grant “preferential voting” status and the ability to make motions consistent with law to student board members. Proposed Resolution # 01-12 and suggested revisions to *Board Bylaw 9150* are included in this packet.

## FINANCIAL IMPACT:

There is no cost associated with this proposal.

## RECOMMENDATION:

Adopt Resolution #01-12 revising Board Bylaw 9150 in a manner that grants the student board representative preferential voting status and the ability to make motions.

**RESOLUTION NO. 01-12  
OF THE CABRILLO UNIFIED SCHOOL DISTRICT  
REVISING BOARD BYLAW 9150 IN A MANNER  
THAT GRANTS THE STUDENT BOARD REPRESENTATIVE  
PREFERENTIAL VOTING STATUS AND THE ABILITY TO MAKE MOTIONS**

**WHEREAS**, the Cabrillo Unified School District (“District”) believes that engaging the student body and seeking its input and feedback regarding the district's educational programs and activities are vital to achieving its mission of educating district students;

**WHEREAS**, to enhance communication between the Board and the student body and to encourage student involvement in district affairs, the Board has included one student Board member from Half Moon Bay High School for many years;

**WHEREAS**, Education Code 35012 requires the Board to give student Board members preferential voting rights if the district's high school students petition for those rights or, in the absence of such a petition, the right to voluntarily grant preferential voting rights to such a member;

**WHEREAS**, Pursuant to Education Code 35012, the Board may adopt a resolution authorizing its student Board member(s) to make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations;

**WHEREAS**, the Governing Board is desirous of giving student leaders greater responsibility whenever feasible and appropriate;

**NOW, THEREFORE**, the Governing Board of the Cabrillo Unified School District hereby grants the student Board member both preferential voting rights and the authorization to make motions except on matters dealing with employer-employee relations from this day forward.

**APPROVED, PASSED AND ADOPTED** by the Governing Board of the Cabrillo Unified School District on this \_\_\_\_\_ day of \_\_\_\_\_, 2012, by the following vote:

AYES:

NOES:

ABSTENTIONS:

\_\_\_\_\_  
President of the Governing Board of the  
Cabrillo Unified School District

Attested to:

\_\_\_\_\_  
Clerk of the Governing Board of the  
Cabrillo Unified School District

# Cabrillo USD

## Board Bylaw

### Student Board Members

BB 9150

#### Board Bylaws

~~The Governing Board believes it is important to seek out and consider students' ideas, viewpoints and reactions to the educational program. In order to provide student input and involvement, that engaging the student body and seeking its input and feedback regarding the district's educational programs and activities are vital to achieving the district's mission of educating district students. To enhance communication between the Board and the student body and to encourage student involvement in district affairs, the Board shall include one student Board member from Half Moon Bay High School selected in accordance with procedures approved by the Board.~~

~~The term of student Board members shall be one calendar year, commencing on July 1 of each year. A Sstudent Board members shall have the right to attend all Board meetings except closed (executive) sessions. (Education Code 35012)~~

~~A Sstudent Board members shall be seated with regular other members of the Board members and be recognized at meetings as full members. They may participate in questioning witnesses and discussing issues and shall receive all materials presented to Board members except those related to closed sessions. (Education Code 35012) In addition, a student Board member shall be recognized at Board meetings as a full member, shall receive all materials presented to other Board members except those related to closed sessions, and may participate in questioning witnesses and discussing issues. (Education Code 35012)~~

~~A student Board member may cast preferential votes on all matters except those subject to closed session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the final numerical outcome of a vote. Preferential votes shall be recorded in the Board minutes. (Education Code 35012)~~

~~A student Board member may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)~~

~~Student Board members may be reimbursed for mileage but shall not receive compensation for attendance at Board meetings. (Education Code 35012)~~

~~A student Board member shall be entitled to be reimbursed for mileage to the same extent as other members of the Board but shall not receive compensation for attendance at Board meetings. (Education Code 35012)~~

~~Student Board members do not have the ability to vote on any matters. However, the student representative is encouraged to express his/her opinion on an issue prior to the Board voting.~~

As necessary, the Superintendent or designee shall, at district expense, provide learning opportunities to student Board members, through trainings, workshops, and conferences, to enhance their knowledge, understanding, and performance of their Board responsibilities.

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

Legal Reference:

EDUCATION CODE

33000.5 Appointment of student members to State Board of Education

35012 Board members; number, election and terms; pupil members

GOVERNMENT CODE

3540-3549.3 ~~Meeting and Negotiating in Public Educational Employment~~ Educational Employment Relations Act

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Association of Student Councils: <http://www.casc.net>

National School Boards Association: <http://www.nsba.org>

Bylaw CABRILLO UNIFIED SCHOOL DISTRICT

Adopted: December 11, 2008 Half Moon Bay, California

Revised: January 12, 2012

# **Cabrillo USD**

## **Board Bylaw**

### **Student Board Members**

BB 9150

#### **Board Bylaws**

The Governing Board believes that engaging the student body and seeking its input and feedback regarding the district's educational programs and activities are vital to achieving the district's mission of educating district students. To enhance communication between the Board and the student body and to encourage student involvement in district affairs, the Board shall include one student Board member from Half Moon Bay High School selected in accordance with procedures approved by the Board.

The term of student Board members shall be one calendar year, commencing on July 1 of each year. A student Board member shall have the right to attend all Board meetings except closed (executive) sessions. (Education Code 35012)

A student Board member shall be seated with other members of the Board. In addition, a student Board member shall be recognized at Board meetings as a full member, shall receive all materials presented to other Board members except those related to closed sessions, and may participate in questioning witnesses and discussing issues. (Education Code 35012)

A student Board member may cast preferential votes on all matters except those subject to closed session discussion. Preferential votes shall be cast prior to the official Board vote and shall not affect the final numerical outcome of a vote. Preferential votes shall be recorded in the Board minutes. (Education Code 35012)

A student Board member may make motions that may be acted upon by the Board, except on matters dealing with employer-employee relations pursuant to Government Code 3540-3549.3. (Education Code 35012)

A student Board member shall be entitled to be reimbursed for mileage to the same extent as other members of the Board but shall not receive compensation for attendance at Board meetings. (Education Code 35012)

As necessary, the Superintendent or designee shall, at district expense, provide learning opportunities to student Board members, through trainings, workshops, and conferences, to enhance their knowledge, understanding, and performance of their Board responsibilities.

The Superintendent or designee may periodically provide an orientation for student Board member candidates to give them an understanding of the responsibilities and expectations of Board service.

Legal Reference:

EDUCATION CODE

33000.5 Appointment of student members to State Board of Education

35012 Board members; number, election and terms; pupil members

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

Management Resources:

WEB SITES

CSBA: <http://www.csba.org>

California Association of Student Councils: <http://www.casc.net>

National School Boards Association: <http://www.nsba.org>

Bylaw CABRILLO UNIFIED SCHOOL DISTRICT

Adopted: December 11, 2008                      Half Moon Bay, California

Revised: January 12, 2012

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 14.b.

**BOARD AGENDA ITEM:** Adopt Resolution 01-13 Approving a Proposed Revision to the San Mateo County SELPA Local Plan That Will Add the San Carlos Charter Learning Center to Its Membership

**DEPARTMENT:** Superintendent

**CONTACT PERSON:** Rob Gaskill, Superintendent

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## **BACKGROUND INFORMATION:**

The Cabrillo Unified School District is a member of the San Mateo County Special Education Local Plan Area (SELPA). Operational procedures for the SELPA are clearly delineated in its Local Plan that has been approved by all member districts, including the specific procedures that must be followed in order for a Local Education Agency to apply for membership in the San Mateo County SELPA. The San Carlos Charter Learning Center has fulfilled all of the requirements for membership as stipulated in the Local Plan and subsequently received the approval of the SELPA Governing Board on January 10, 2012. That approval is contingent upon the subsequent adoption of a resolution by all of the member districts' governing boards by no later than April 27, 2012. If so approved by one hundred percent of all of the governing boards, the San Carlos Charter Learning Center will become a member of the San Mateo County SELPA on July 1, 2012.

## **REPORT/PROPOSAL:**

This is an opportunity for the Board to consider action on this proposed revision to the Local Plan.

## **FINANCIAL IMPACT:**

There is no direct impact to the General Fund by this proposed action.

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## **RECOMMENDATION:**

Adopt Resolution 01-13 approving a proposed revision to the San Mateo County SELPA Local Plan that will add the San Carlos Charter Learning Center to its membership.

**CABRILLO UNIFIED SCHOOL DISTRICT**

**RESOLUTION NO. 01-13**

**Matter of Approving Proposed Revision to the San Mateo County SELPA Local Plan That Will Add the San Carlos Charter Learning Center to Its Membership**

**WHEREAS**, the Cabrillo Unified School District is a member of the San Mateo County Special Education Local Plan Area (SELPA);

**WHEREAS**, the operational procedures for the SELPA are clearly delineated in its Local Plan that has been approved by all member districts;

**WHEREAS**, the Local Plan includes specific procedures that must be followed in order for a Local Education Agency to apply for membership in the San Mateo County SELPA;

**WHEREAS**, the San Carlos Charter Learning Center has fulfilled all of the requirements for membership as stipulated in the Local Plan and subsequently received the approval of the SELPA Governing Board on January 10, 2012;

**WHEREAS**, the San Carlos Charter Learning Center will be eligible to receive a portion of the special education funding but thereby agrees to assume responsibility for providing service to all students with disabilities enrolled in its educational program; and

**WHEREAS**, such approval is contingent upon the subsequent adoption of a resolution by all of the member districts' governing boards;

**NOW THEREFORE, BE IT RESOLVED** that the Cabrillo Unified School District Board of Education hereby approves the proposed revision to the Local Plan to add the San Carlos Charter Learning Center as an LEA member of the San Mateo County SELPA.

**ADOPTED** by the Board of Education of the Cabrillo Unified School District on February 9, 2012 by the following votes:

AYES in Favor of Said Resolution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOES Against Said Resolution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ABSENT:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature, Clerk of the Governing Board

\_\_\_\_\_  
Date

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION**
- CONSENT**
- DISCUSSION**
- INFORMATION**

**BOARD AGENDA NUMBER:** 14.c.

**BOARD AGENDA ITEM:** Approve Proposal to Install Fourth Security Camera at HMBHS

**DEPARTMENT:** Pupil Services/HMBHS Administration

**CONTACT PERSON:** John Corry/Mary Streshly/Jarrett Dooley

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## **BACKGROUND INFORMATION:**

On Thursday, June 24, 2010, the CUSD Governing Board approved the trial installation of three security cameras at Half Moon Bay High School (HMBHS) with the understanding that the Governing Board and HMBHS administration would revisit the topic at the end of the 2010-2011 school year. On Thursday, June 2, 2011, the Governing Board received a status report on the use of these devices and ultimately approved the continued usage of security cameras at HMBHS.

The Governing Board also directed District administration to revise *Board Policy 3515: Business and Noninstructional Operations Campus Security*. The Board specifically requested that the revised policy address issues related to the communication of the usage and any possible expansion of security cameras with students, parents, and staff. A revised *Board Policy 3515* was subsequently reviewed and approved on August 11, 2011.

## **REPORT/PROPOSAL:**

In alignment with the updated *Board Policy 3515*, the Half Moon Bay High School Administration is requesting Board approval to install a fourth security camera on the campus. In analyzing the needs of the surveillance system, it has been recognized that the area north of the quad is not within the range of the current camera coverage area. To address this issue, the D-building (360-degree view) camera will be moved to the B-building and the stationary camera will be installed on the D-building.

Further, HMBHS administration has engaged in discussions with students (Leadership Class), parents, and staff to solicit their input on this matter. None of the stakeholders have voiced opposition to the above proposal. Member of the District Technology Department (Anne Bailey, Director, and Stig Lynne, Computer Technician) has also been consulted to ensure no adverse impacts will be realized on site/district bandwidth.

## **FINANCIAL IMPACT:**

There is no impact to the District General Fund.  
Security Camera at HMBHS

02-09-12

Board Packet 42



**RECOMMENDATION:**

Approve proposal to install a fourth security camera at HMBHS.

# Cabrillo USD

## Board Policy

### Campus Security

BP 3515

#### **Business and Noninstructional Operations**

The Governing Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce all Board policies related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

- (cf. 3515.2 - Disruptions)
- (cf. 3515.21 - Acts and/or Threats of Violence in the Workplace)
- (cf. 3516 - Emergencies and Disaster Preparedness Plan)
- (cf. 4158/4258/4358 - Employee Security)
- (cf. 5119 - Students Expelled from Other Districts)
- (cf. 5131 - Student Conduct)
- (cf. 5131.4 - Campus Disturbances)
- (cf. 5131.5 - Vandalism)
- (cf. 5131.6 - Alcohol and Other Drugs)
- (cf. 5131.7 - Weapons and Dangerous Instruments)
- (cf. 5136 - Gangs)
- (cf. 5141.4 - Child Abuse Prevention and Reporting)
- (cf. 5142 - Student Safety)
- (cf. 5144 - Discipline)
- (cf. 5144.1 - Suspension and Expulsion/Due Process)

The Superintendent or designee shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during nonbusiness hours. The Superintendent or designee also shall investigate ways that school grounds can be made more secure.

The principal of each school shall ensure that his/her school has a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises. The Board encourages principals to solicit the participation of local law enforcement agencies, staff, parents/guardians and students in the development of these plans.

For purposes of school safety and security, the principal or designee may design a visible means of identification for staff members on school premises.

#### Surveillance Systems

The Board believes that reasonable and limited use of surveillance cameras at school sites will help the district achieve its goals for campus security. Security cameras shall be utilized to

promote a safe and secure campus for students, staff, and community members. The intent of surveillance cameras at school sites or on district property is to serve as deterrence to inappropriate student behavior and vandalism of school and district property. While security cameras are not actively monitored by school or district personnel, cameras shall be accessed after inappropriate student behavior or vandalism has been reported to site or district administration. Cameras are not intended to monitor school personnel or to be used in any disciplinary capacity.

In consultation with district and site safety committees, relevant CUSD staff, and local police/sheriff authorities and the review of district and site safety plans, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Security cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Thus, cameras should not be located in areas such as bathrooms, locker rooms, or private offices. Locations in which cameras may be generally used include hallways, stairwells, parking lots, and cafeterias. Any audio capacity on the district's security cameras shall be disabled so that sounds are not recorded. A camera may or may not be operational at any specific time.

(cf. 5131.1- Bus Conduct)

(cf. 5145.12 - Search and Seizure)

Prior to the operation of security cameras, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that the campus is protected by video surveillance and that security equipment is in use to aid in the prosecution of any crimes committed against the facility. Posted signs at sites shall disclose that cameras are not actively monitored in "real time" and that immediate assistance from administration or local authorities is not available. The Superintendent or designee shall also provide written notice to students and families (via the Annual Notification to Parents) about district surveillance systems including the locations where surveillance may occur, explaining that recordings may be used in disciplinary proceedings and that matters captured by the camera may be referred to local law enforcement, as appropriate.

In addition to informing students, families, and staff via the Annual Notification, security camera notifications will be included in student handbooks, administrative classroom visitations at the beginning of the school year, new student orientations, Parent Teacher Organization (PTO) meetings, staff meetings, and within district/site websites. Administration will be available as well to meet with groups of students and parents in open forums to discuss the usage of cameras, as appropriate.

Site and/or district office administration shall engage in discussions with students, parents, and/or staff to solicit (and consolidate) their input before bringing a recommendation to install or add additional surveillance systems at a school or other district location to the Board for consideration of approval. Site Leadership classes at the secondary level would be a preferred mechanism to solicit input and identify/implement additional means to communicate to all students the purpose and objectives of new and/or additional surveillance cameras.

Administration shall also involve the District Technology Department to ensure no adverse impacts to site/district bandwidth.

To the extent that any images from the district's surveillance systems create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

Legal Reference:

EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

38000-38005 Security patrols

49050-49051 Searches by school employees

49060-49079 Student records

PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building

626-626.10 Disruption of schools

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

COURT DECISIONS

New Jersey v. T.L.O. (1985) 469 U.S. 325

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

Policy CABRILLO UNIFIED SCHOOL DISTRICT  
adopted: December 11, 2008 Half Moon Bay, California  
revised: August 11, 2011

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 14.d.

**BOARD AGENDA ITEM:** Appoint an Ad Hoc Capital Assets Committee to Review Marketability of District-Owned Property and Determine Whether One of More Parcels Can Be Deemed Surplus

**DEPARTMENT:** Superintendent

**CONTACT PERSON:** Rob Gaskill, Superintendent

## **BACKGROUND INFORMATION:**

During the April 12, 2007 meeting, the Board directed then-Superintendent John Bayless to develop and implement an Ad-Hoc Advisory Capital Assets Committee. The central purpose of this strategy was to establish a community “think tank” that would focus on how the District could best utilize its capital assets to sustain a high-quality education program. The specific scope of the Assets Committee was to 1) complete an inventory of District-held capital assets, 2) determine a valuation for those assets, 3) suggest alternative uses, 4) suggest possible timelines or schedules for disposing of these assets, and 5) detail the potential impact to the District relating to utilization or disposition of these assets.

The Ad-Hoc Advisory Capital Assets Committee consisted of the following seven members: Mark Battey (Chairman), Lenny Mendonca, Chad Hooker, Dave Worden, Barbara Christiansen, Jolanda Schreurs, and John Moseley. The eighth seat on the Committee was filled by the District Superintendent. The original goal was for the Committee to complete its work and report to the Board in June, 2008. The Committee requested an extension of this timeline and subsequently presented a summative report that was discussed and accepted by the Board on September 17, 2009. No further action was taken at that time.

Given the present and on-going budget crisis, the Board has expressed renewed interest in determining the value of District-owned property. The District currently owns two vacant parcels of property, both in the El Granada area. The larger of these two sites is sometimes referred to as the “Coral Reef” property that consists of approximately 115 separate lots that were created by subdivision in 1909. The second site, sometimes referred to as the “Foothill” property located just to the east of Clipper Ridge consists of one large parcel of approximately 10.354 acres. A third vacant parcel, consisting of approximately 4.8 acres of property in the Tunitas Creek/Lobitos Cutoff area that was granted to the District on a conditional basis many years ago, is held by the District with the restriction that the property can only be used for “educational purposes” or the deed will revert back to the Grantor. Additional improved sites could also be considered for sale or lease if so-declared “surplus” by the Governing Board.

The District has been advised by legal counsel that there are at least two issues that must be addressed before any such action can be taken: 1) the original Advisory Committee was not configured in a manner that met the technical requirements of Education Code 17389 that stipulates that such a committee must have between seven and eleven members and include teacher, administrator, and parent representation. And, 2) staff can't find evidence that the original Advisory Committee was formally appointed by the Board, held posted and open meetings, and conducted a required public hearing on those properties found to qualify as "surplus" prior to presenting its final summative report to the Board.

### **REPORT/PROPOSAL:**

This is an opportunity for the Board to consider formally appointing a “new” Ad Hoc Capital Assets Committee configured in such a manner as to address the legal issues noted above and to clear the way for the Board to formally declare one or more District-owned properties as surplus. As a formally-appointed Ad Hoc Committee, this body would need to hold posted, public meetings that adhere to all Brown Act requirements. It is assumed that the original summative report could be considered a good starting point for Committee work potentially leading to an expedited review-and-recommendation timeline. Prior to returning to the Governing Board with a final recommendation to declare specific parcels of property as “surplus,” the Committee would be required to hold a public hearing. Once the report and recommended actions are submitted to the Governing Board, the Board will be asked to formally accept the report and declare those recommended properties as surplus.

The following nine community members have agreed to serve in this capacity if so appointed by the Board (an \* indicates that the individual also served on the original Advisory Committee):

- Joel Altamirano
- Mark Battey\*
- Barbara Christensen\*
- Chad Hooker\*
- Maria King
- Lenny Mendonca\*
- John Moseley\*
- Elizabeth Schuck
- Dave Worden\*

### **FINANCIAL IMPACT:**

A decision to market one or more of the District-owned surplus properties could result in new, one-time dollars for the General Fund.

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### **RECOMMENDATION:**

Appoint an Ad Hoc Capital Assets Committee consisting of the community members noted above to review the marketability of District-owned property to determine whether one or more of the parcels can be deemed surplus.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** February 9, 2012

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 14.e.

**BOARD AGENDA ITEM:** Ratify Superintendent Action to Enter into Contract with the Firm of Leadership Associates and Begin Discussion of Search for Superintendent

**DEPARTMENT:** Superintendent

**CONTACT PERSON:** Rob Gaskill, Superintendent

## **BACKGROUND INFORMATION:**

The current superintendent has announced his retirement effective July 31, 2012. It is common practice for school boards to employ search firms to assist in the recruitment and hiring of successor superintendents. In closed session, under "Evaluation of the Superintendent," the Board established a subcommittee consisting of Board President Kirk Riemer and Board Clerk Rob Pappalardo to research existing firms, request proposals, and generate a final recommendation for board consideration. That recommendation was to employ the firm of Leadership Associates for this work. During the course of a subsequent closed session held on January 12, again under "Evaluation of the Superintendent," Board members directed the current superintendent to enter into a contract with Leadership Associates in a timely manner so that this firm could begin the recruitment process at the annual Superintendents' Symposium held in Monterey on January 25-27.

## **REPORT/PROPOSAL:**

While both Education Code 17604 and *Board Policy 3312 Business and Noninstructional Operations: Contracts* delegate the Superintendent with the authority to enter into such agreements, the Board is asked to ratify this action as a matter of record. This is an opportunity for the Board to review and approve the Agreement for Consultant Services with Leadership Associates as presented. The two consultants who will work directly with this search process, Dr. Michael Escalante and Don Iglesias, will be in attendance at this meeting and they have requested time to present an overview of the search process pending Board ratification of this Agreement.

## **FINANCIAL IMPACT:**

The \$23,900 all-inclusive fee for these services will be paid for out of a restricted account #01-9532-0-0000-7110-5800-710 that was established many years ago when the District Office received "immediate use funds" from the Cabrillo Education Foundation. The long-standing

balance of that account currently is \$27,988.73. No unrestricted General Fund monies will be used in this work.

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**RECOMMENDATION:**

Ratify the Superintendent's action to enter into a contract with Leadership Associates.



**LEADERSHIP ASSOCIATES**

PMB 455  
23051-H Alicia Parkway  
Mission Viejo, CA 92692  
Phone/Fax: (949) 461-9119

**AGREEMENT FOR CONSULTANT SERVICES**

THIS AGREEMENT is made this 13<sup>TH</sup> day of FEBRUARY, 2012,  
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.**

The District agrees to pay the Contractor TWENTY-three THOUSAND, NINE HUNDRED DOLLARS (\$23,900) for services provided. Payment is to take place in two increments: (1) \$11,950 upon the close of applications, and (2) \$11,950 upon completion of the search. The Contractor will submit invoices to the District for each of the payment increments. Payments are due within 30 days of receipt of invoice.

The Contractor is to perform the above services beginning FEBRUARY 13, 2012.

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.

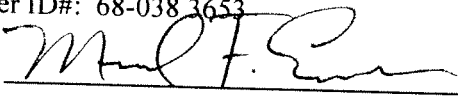
It is expressly understood and agreed to by both parties hereto that the Contractor, while engaged in carrying out and complying with any of the terms and conditions of this contract, is an independent contractor and is not an officer, agent, or employee of the aforesaid District. Either party may terminate 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.

In accordance with Education Code Section 39656, this contract is not valid or an enforceable obligation against the District until approved or ratified by motion of the governing board duly passed and adopted.

**CONTRACTOR:**

LEADERSHIP ASSOCIATES

Taxpayer ID#: 68-038 3653

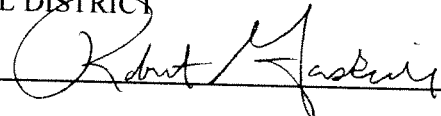
By 

Name MICHAEL F. ESCALANTE

Date FEBRUARY 13, 2012

**DISTRICT:**

CABRILLO UNIFIED  
SCHOOL DISTRICT

By 

Name Robert Gaskill

Date January 12, 2012



**LEADERSHIP  
ASSOCIATES**  
*California's Premiere Executive  
Search Firm*

Larry Aceves  
James R. (Jim) Brown  
Michael Caston  
Michael F. Escalante  
Gwen E. Gross  
Don Iglesias  
Peggy Lynch  
Rich Thome  
Rene Townsend

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## **CABRILLO UNIFIED SCHOOL DISTRICT**

### **PROPOSAL TO CONDUCT A SUPERINTENDENT SEARCH**

**December 2011**



December 16, 2011

Cabrillo Unified School District  
Board Members  
Attn: Robert Gaskill, Superintendent  
498 Kelly Avenue  
Half Moon Bay, CA 94019

Dear Board Members:

Our firm, *Leadership Associates*, is pleased to submit a proposal to conduct the search for the new Superintendent of the Cabrillo Unified School District.

*Leadership Associates* has conducted over 220 superintendent searches in California since 1996. If our firm is selected, Michael Escalante, former Superintendent of Glendale Unified School District and Fullerton Joint Union High School District, and Don Iglesias, former Superintendent of San José Unified School District will work directly with the Board throughout every stage of the process. Biographical information is included in the backup material. All other partners in the firm will actively support their recruitment and processing efforts to benefit your district.

As you know, selecting a superintendent is one of the most important responsibilities of a Board of Trustees and should be undertaken with great care. We have a strong record of success working with a wide variety of school districts throughout California. In addition, we have the contacts and expertise that enable us to guide the Board through the entire process and present an excellent slate of candidates who match the district's unique needs.

Our firm believes we perform four major tasks for the Board of the Cabrillo Unified School District:

- Assist the Board of Trustees in developing a personal and professional profile for the new superintendent that includes input from staff, parents, the business community and local government leaders. We believe that involvement of these groups is critical and we have a record of success in involving them in the search process.
- Recruit candidates who closely match the locally developed profile. Often the top candidates are successful leaders who are not contemplating a move. These people must be personally contacted and encouraged to apply. Our consultants know and have the network of contacts that enable us to recruit top candidates throughout the state and nation.

- Conduct in-depth reference checks on the applicants. We use our vast network of contacts and also use databases to make certain that reliable and in-depth information is gathered on each candidate.
- Work closely with the Board throughout the entire professional search process. We keep the Board informed while maintaining the confidentiality of the candidates. Many successful superintendents and others will not apply if they feel their confidentiality is prematurely breached.

We are proud of our work and our commitment to serving our clients well, and believe our references confirm we are highly qualified to conduct the Cabrillo Unified School District search. We look forward to an opportunity to meet with the Board Members.

Included in the backup materials are the following:

- A cost analysis to conduct the search. **Please note Leadership Associates includes all expenses in its cost.**
- A suggested timeline which includes the tasks to be performed.
- An Overview of the Superintendent Search Process.
- A list of districts where we have conducted searches.
- Board Member Recommendations.
- Selected letters of reference. (Please feel free to contact anyone.)
- Leadership Associates' Profile.
- Consultant biographical information.

We have recently concluded successful searches in the Los Angeles County Office of Education, Lennox Elementary, Menlo Park City, Santa Cruz City, Mammoth, Glendora, Santa Monica-Malibu, Scotts Valley and San Francisco Unified School Districts, Galt Joint Union, Los Gatos-Sararoga and Santa Maria Joint Union High School Districts. Please do not hesitate to contact me at (818) 802-4769, if you have questions or require additional information. I look forward to hearing from you.

Sincerely,

Michael F. Escalante



## **LEADERSHIP ASSOCIATES**

### **COST ANALYSIS**

#### **Cabrillo Unified School District Superintendent Search**

**TOTAL FEE FOR SEARCH** **\$ 23,900**

**This fee includes:**

- **All expenses incurred by consultants.**
- **All meetings with the Board.**
- **Development of a “Position Description” for website posting.**
- **Cost of advertising in EdCal.**
- **Accept applications and respond to all inquiries regarding the position.  
We assume all clerical expenses.**
- **Recruit candidates and do extensive background checks.**
- **Gather community and staff input and provide Board with a written report.**
- **Coordinate the logistics of the search:**
  - **scheduling appointments**
  - **notification of unsuccessful candidates**
  - **scheduling community visit**
- **Assist in the development of interview questions.**
- **Act as an advisor to the Board of Education.**

## CABRILLO UNIFIED SCHOOL DISTRICT

### Suggested Timeline for Superintendent Search

<u>DATE</u>	<u>EVENT</u>
Late December 2011	Board requests proposal.
Early January 2012	Board publicly announces timeline and procedures for the selection of a superintendent and approves consultant agreement.
Early January 2012	Board meets with consultants.
Mid/Late January 2012	Consultants meet with staff and community designated by Board to receive input.
January 2012	Consultants begin identifying candidates. Development of the position description.
January 2012	Advertising and active recruitment. Ad appears in <u>EdCal</u> – <u>January 23 and 30, 2012</u>
February 15 2012 5:00 p.m.	Deadline for applications.
February 2012	Consultants complete comprehensive reference and background checks on applicants.
First Week of March 2012	Board meets with consultants. Board selects finalists to be interviewed.
Second Week of March 2012	Board interviews finalists.
ASAP following interviews	Board visits community of leading candidate. Board offers contract.
On or about April 2012	New Superintendent begins.

## **LEADERSHIP ASSOCIATES**

### **Overview of Superintendent Search Process for Board of Trustees**

The following is a brief description of each of the key steps of the search process. We provide this outline to give you an overview, but also for your reference so you know what we are doing on your behalf throughout the search and particularly in the periods of time between our meetings with you. Our meetings with you are *italicized* and marked with an asterisk\*.

#### **\*Initial Meeting with the Board**

This is our first meeting with you once we have been selected to represent your district. At this meeting we will discuss the following with you: the characteristics you are looking for in your next superintendent; district strengths and challenges for the future, the process for engaging groups and individuals in the district and community in the search process; the final timeline and your commitment to meeting dates; Board protocols during the search; possible contract parameters for the new superintendent; potential internal candidates; the Board's liaison with Leadership Associates and spokesperson for the Board; and, other matters the Board may wish to discuss.

#### **Community and Staff Input**

We meet with the individuals and groups per your request. We share the search process, timeline, answer questions and then solicit input regarding the desired qualities, characteristics, background and experiences of the new superintendent, as well as the key characteristics of the district's culture, district strengths, and future challenges and issues. We spend the time necessary to ensure full input. Opportunities are provided for people to contact us via email, fax or telephone if they were unable to attend the meetings, would like to provide additional information, or prefer to submit their ideas in this manner.

We prepare a thorough report containing the comments from each group, and send it to Board members at your homes approximately one week after the input. We follow up with you after you receive the report to review any questions you have.

#### **Position Description**

The position description is prepared reflecting the input we receive on qualities and characteristics desired, a description of the district and community, and key search dates. The Board reviews the draft and makes changes before the description is finalized. The description is then posted on our website and distributed widely and can be posted on the district's website.

#### **Advertising, Recruitment, Reference Checking**

After our meetings with the Board, staff and community, we advertise, actively recruit and conduct reference and data base checks on all potential candidates. These are very critical activities when we work very hard to find the candidates that best match the district's desires and needs. We verify degrees, credentials and professional experiences. We keep the Board posted on a regular basis about the progress of the search.

### **\*Selection of Finalists**

This meeting takes 3 - 4 hours. In addition to discussing the candidates we recommend you interview, we will review all applicants explaining our rationale for recommending some and not others. The Board, however, makes the final decision on those to be interviewed, determines the interview schedule and location. We offer sample interview questions and assist the Board in finalizing them. In addition to making the interview arrangements with the candidates, we provide all the materials the Board needs for the interview, and make logistical arrangements in coordination with the superintendent's assistant.

### **\*Final Interviews**

The board conducts the interviews with the consultants observing and handling all the logistics. We facilitate discussions assisting the Board as needed to assist you in making your selection of the final candidate. We also assist with various follow up steps that need to be completed and inform all candidates of the outcome.

### **Visit to the Finalist's District and Contract**

The purpose of the visit is to validate the Board's choice prior to the official contract offer. The board will determine who will go on the visit; the consultants will not participate in the visit. We work with the Board and the finalist as needed to develop final parameters for an agreement on the superintendent's contract.

### **Public Approval of the New Superintendent**

Following the validation visit, the Board takes public action to employ the new superintendent.

### **After the New Superintendent is Signed**

We provide and review with the new superintendent the Board and community input. We are available to provide additional follow up services as desired.

*Throughout the process Leadership Associates will be available to answer any questions you may have.*

# LEADERSHIP ASSOCIATES

## Partial Listing of Search Projects

District	County	ADA
Elk Grove USD	Sacramento	56,000
Sacramento City USD	Sacramento	52,757
Capistrano USD	Orange	50,000
Corona-Norco USD	Riverside	50,000
Moreno Valley USD	Riverside	38,000
Clovis USD	Fresno	38,000
Saddleback Valley USD	Orange	35,500
Poway USD	San Diego	32,189
Orange USD	Orange	30,221
Glendale USD	Los Angeles	30,000
Sacramento COE	Sacramento	30,000
Placentia-Yorba Linda USD	Orange	27,000
Bakersfield City	Kern	26,600
San Ramon Valley USD	Contra Costa	26,000
Lodi USD	San Joaquin	25,800
Irvine USD	Orange	25,000
Torrance USD	Los Angeles	24,055
Fairfield-Suisun USD	Solano	24,000
Hayward USD	Alameda	23,500
Conejo Valley USD	Ventura	22,400
Downey USD	Los Angeles	22,000
Oceanside USD	San Diego	21,075
Pasadena USD	Los Angeles	21,000
Anaheim City SD	Orange	20,000
Alhambra City SD	Los Angeles	19,800
Pajaro Valley USD	Santa Cruz	19,000
Escondido Union SD	San Diego	18,700
Folsom Cordova USD	Sacramento	18,500
Modesto City Schools	Stanislaus	18,000
Rowland USD	Los Angeles	18,000
Hemet USD	Riverside	17,544
Napa Valley USD	Napa	16,354
Huntington Beach Union HSD	Orange	14,800
Panama Buena Vista USD	Kern	14,700
Pleasanton USD	Alameda	14,106
Fullerton SD	Orange	13,890
Tracy Joint USD	San Joaquin	13,529
Covina Valley USD	Los Angeles	13,400
Upland USD	San Bernardino	12,600
San Dieguito Union HSD	San Diego	12,000
San Lorenzo USD	Alameda	11,528
Merced City	Merced	11,500
Lompoc USD	Santa Barbara	11,000
Lucia Mar USD	San Luis Obispo	10,900
Monterey Peninsula USD	Monterey	10,800
Alameda USD	Alameda	10,700
South Bay Union SD	San Diego	10,200
West Covina USD	Los Angeles	10,089
Carlsbad USD	San Diego	10,000
Palo Alto USD	Santa Clara	10,000
Franklin-McKinley Elementary SD	Santa Clara	9,900
Berkeley USD	Alameda	9,700
Ceres USD	Stanislaus	9,200
South San Francisco USD	San Mateo	9,000
San Leandro USD	Alameda	8,700
San Mateo Union HSD	San Mateo	8,626
Los Banos USD	Merced	8,500
Murrieta Valley USD	Riverside	8,300
Novato USD	Marin	7,900

## Search Projects (continued)

Santa Cruz City ESD	Santa Cruz	7,000
Brentwood Union SD	Contra Costa	7,800
Santa Maria Joint Union HSD	Santa Barbara	7,800
Alta Loma ESD	San Bernardino	7,500
Glendora USD	Los Angeles	7,500
San Luis Coastal USD	San Luis Obispo	7,500
Campbell Union SD	Santa Clara	7,400
Sylvan Union EISD	Stanislaus	7,400
Newark USD	Alameda	7,100
Claremont USD	Los Angeles	6,900
Whittier City ESD	Los Angeles	6,784
Charter Oak USD	Los Angeles	6,600
Selma USD	Fresno	6,500
Roseville Joint Union HSD	Placer	6,400
Santee SD	San Diego	6,324
Buena Park ESD	Orange	6,096
El Dorado Union HSD	El Dorado	6,000
Jefferson ESD/Daly City	San Mateo	6,000
Dinuba USD	Tulare	5,800
Sunnyvale ESD	Santa Clara	5,730
Encinitas Union ESD	San Diego	5,600
Temple City USD	Los Angeles	5,588
Los Banos USD	Merced	5,520
Selma USD	Fresno	5,500
Benicia USD	Solano	5,400
Beverly Hills USD	Los Angeles	5,300
Culver City USD	Los Angeles	5,300
Sonoma Valley USD	Sonoma	5,000
Orcutt Union ESD	Santa Barbara	4,961
Acalanes Union HSD	Contra Costa	4,800
Duarte USD	Los Angeles	4,700
Placer Union HSD	Placer	4,700
Eureka City USD	Humboldt	4,562
Mt. View-Whisman ESD	Santa Clara	4,500
Buckeye Union ESD	El Dorado	4,500
Valley Center-Pauma USD	San Diego	4,500
Coalinga-Huron Joint USD	Fresno	4,416
Moreland ESD	Santa Clara	4,300
Cypress ESD	Orange	4,200
South Pasadena USD	Los Angeles	4,200
Tamalpais Union HSD	Marin	3,850
Goleta Union SD	Santa Barbara	3,800
Mt. View-Los Altos UHS	Santa Clara	3,600
Oak Park USD	Ventura	3,600
Lowell-Joint ESD	Los Angeles	3,300
San Marino USD	Los Angeles	3,300
Los Gatos Union ESD	Santa Clara	3,200
Corcoran Joint USD	Kings	3,201
Cambrian ESD	Santa Clara	3,100
Ojai USD	Ventura	3,100
San Benito HSD	San Benito	3,000
Los Gatos-Saratoga Joint UHS	Santa Clara	3,023
San Bruno Park ESD	San Mateo	2,900
El Segundo USD	Los Angeles	2,900
Laguna Beach USD	Orange	2,860
Mountain View-Los Altos Union HSD	Santa Clara	2,800
San Benito HSD	San Benito	2,700
Rincon Valley Union ESD	Sonoma	2,700
Solana Beach ESD	San Diego	2,700
San Carlos SD	San Mateo	2,680
Dos Palos-Oro Loma Joint USD	Merced	2,600
Orinda Union SD	Contra Costa	2,379

**Search Projects (continued)**

Carmel USD	Monterey	2,200
Fowler USD	Fresno	2,200
Mill Valley ESD	Marin	2,200
Kelseyville USD	Lake	2,000
Golden Valley USD	Madera	1,928
Winters Joint USD	Yolo	1,800
Chowchilla ESD	Madera	1,900
Ross Valley ESD	Marin	1,800
Sonora Union HSD	Tuolumne	1,700
Lammersville ESD	San Joaquin	1,570
Mark West Union SD	Sonoma	1,500
Del Mar Union SD	San Diego	1,500
Santa Ynez Valley Union HSD	Santa Barbara	1,200
Edison ESD	Kern	1,139
Kentfield ESD	Marin	1,000
Mark Twain ESD	Calaveras	1,000
Reed Union SD	Marin	1,000
Hermosa Beach City SD	Los Angeles	900
Larkspur ESD	Marin	875
Calistoga Joint USD	Napa	830
Coast USD	San Luis Obispo	810
Montecito SD	Santa Barbara	410

**Other:**

Santa Clara COE (Superintendent)	Santa Clara	
Santa Monica-Malibu (Interim Superintendent)	Los Angeles	
Green Dot Public Schools (Chief Academic Officer)	Los Angeles	2,500
City Heights Educational (Exec. Director.)	San Diego	5,000
Tri-Cities ROP	Los Angeles	
East San Gabriel SELPA	Los Angeles	
Pasadena USD (Asst. Superintendent)	Los Angeles	
Claremont USD (Special Ed Director)	Los Angeles	
Reed Union ESD, M.S Principal	Marin	
Ross ESD, M.S. Principal	Marin	

## From Board Members

The following are excerpted from letters of recommendation written by boards who selected Leadership Associates as their search consultants:

“Leadership Associates solicited and recruited applications throughout California and the nation. They then completed in-depth reference checks on all of the people who applied and presented us with an outstanding list of candidates to interview. “Sacramento County Office of Education

“Leadership Associates has years of experience in working with districts throughout California and their expertise was clearly evident when they provided us with an outstanding field of candidates. Their networking resources are unparalleled.” Encinitas Union School District

“With an unprecedented number of superintendent vacancies across the state, we were impressed with Leadership Associates’ ability to attract highly qualified candidates, due in no small part to their excellent reputation and exceptional attention to confidentiality.” Irvine USD

“Your team was responsive to questions raised during the process. The background checks on our candidates were thorough and there were no surprises.” San Ramon Valley USD

“Something we particularly appreciated about their selection process is that they engaged the board and our final candidate in a dialogue about the major elements of the employment agreement. The partners of Leadership Associates are experts in the art of governance.” Claremont USD

“Your diligence, patience, professionalism, and the confidential manner in which you conducted the search were exemplary. Indeed, one would be hard pressed to find a team to match the level of expertise and recognition within the professional learning community which you so ably employed on our behalf.” Placentia-Yorba Linda USD

“Not only do (Leadership Associates) bring an incredible wealth of experience and competence to the task, they also are so personally engaging and professional that it makes the process most pleasant.” Palo Alto USD

“Their work with our administrative staff, our teachers, classified staff, and our community groups was excellent. They received praise for this work throughout our community. Our principals and central office staff were treated with utmost respect, and they were very complimentary of the professionalism of this search firm.” Oceanside USD

“One of the first things they did was to help us find an Interim Superintendent... They began the process of finding a permanent superintendent by laying out several detailed timelines and allowing us to select one that best suited our needs.” Sacramento City USD

“We are extremely pleased with our choice, but feel that the other candidates we interviewed would have been excellent as well. You actually made our lives more difficult by providing such great candidates from which to choose.” Santa Ynez Valley UHSD

“Not only are they consummate professional, but their process in conducting the search was impeccable – from soliciting input from the Board and community members to developing personal and professional profiles, to screening the applicants to recommending the final candidates, to helping the Board finalize the main firing points for our new superintendent.” Walnut Valley USD

"Before we engaged Leadership Associates, we conducted extensive due diligence with respect to other firms. Beginning with my first conversation on this subject with a School Board member in another district, who told me Leadership Associates was 'head and shoulders' above the other firms his district had interviewed, and continuing with discussions with other education leaders in California we had high expectations. (They) did not disappoint." San Marino USD

"You (Leadership Associates) listened to all stakeholders and certainly did bring to us an excellent pool of candidates.... we appreciate your confidentiality and professionalism." Corona Norco USD

"(Leadership Associates) had regular communications with the board and dependably delivered on each step in our timeline. Trust in the process was a result of (Leadership Associates) extensive experience and in the actions and care....while respecting the role of trustees as the decision makers of the district." Standard School District

"Our Board was especially appreciative of the professional manner in which (Leadership Associates) reached out in a meaningful way to the educational community and listened to the direction of the Board of Trustees. I highly recommend (Leadership Associates) to any board seeking to conduct a thorough and in-depth superintendent recruitment and selection process." Fullerton School District

"(Leadership Associates' process) ensured the school and community that the Board valued their input and wanted them to fully participate in the process. Leadership Associates was very accessible to our needs and calls. We are extremely pleased with the support we received ...and would rehire them again without question." Whittier City School District

"...our heartfelt appreciation for the professional manner you conducted our recent superintendent search. We are truly delighted with our choice, and know that your hard work certainly led us to our anticipated success." Santa Clara COE

"We appreciated their organizational skills, leadership, expertise, and sense of humor during this very intense process. Their commendable reputation and integrity were invaluable in leading us to making an important decision. They were careful to remain objective, yet gave us all the information we needed." Elk Grove USD

"(Leadership Associates) persevered and actively recruited candidates suitable for our unique location. Their combined knowledge and experience were invaluable. It had been 13 years since our district's last superintendent search and they supported our board throughout the entire process." Eureka City Schools

"They received applications from California as well as other states in the country. They performed in-depth reference checks that resulted in a list of outstanding candidates to interview. Without their services as recruiters, we would not have had the rich field of candidates from which we eventually selected our new superintendent." Folsom-Cordova USD