

CAPISTRANO UNIFIED SCHOOL DISTRICT
33122 Valle Road
San Juan Capistrano, CA 92675

BOARD OF TRUSTEES
Special Meeting

February 12, 2014

Open Session 5:00 p.m.

AGENDA

OPEN SESSION AT 5:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ADOPTION OF THE AGENDA – ROLL CALL

BOARD AND SUPERINTENDENT COMMENTS

DISCUSSION/ACTION

1. SELECTION OF SUPERINTENDENT SEARCH FIRM FOR DISTRICT SUPERINTENDENT: DISCUSSION/
ACTION

The upcoming retirement of Superintendent Joseph M. Farley necessitates the selection of another District superintendent. At the Board of Trustees' special meeting of January 15, 2014, the Board considered five proposals from executive search firms to facilitate the process of recruiting and selecting a superintendent, and selected three firms for additional screening. The selected firms were Hazard, Young, Attea & Associates; Proact Search; and Ray & Associates, Incorporated. Proact Search and Ray and Associates subsequently withdrew from consideration. The exhibit to this item includes a Letter of Agreement with Hazard, Young, Attea & Associates and the firm's previously submitted Proposal and Description of Services.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph M. Farley, Superintendent

Staff Recommendation

It is recommended the Board President recognize Superintendent Joseph M. Farley, to present information on this item and answer any questions Trustees may have.

Following discussion, it is recommended the Board approve the selection of Hazard, Young, Attea and Associates (HYA) to provide services related to the recruitment and selection of a new superintendent.

Motion by _____ Seconded by _____

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EXHIBIT 1

2. PRESENTATION BY REPRESENTATIVES OF HAZARD, YOUNG, ATTEA & ASSOCIATES CONCERNING THE SEARCH PROCESS FOR DISTRICT SUPERINTENDENT:

INFORMATION/
DISCUSSION
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EXHIBIT 2

Bill Attea and Carolyn McKennan, of Hazard, Young, Attea & Associates, will engage the Board in a planning session on the firm's superintendent selection process. The presentation will include information on the development of a leadership profile specific to the Capistrano Unified School District position, and other aspects of the search. This will be an interactive presentation between the search consultants and Trustees because a number of decisions need to be made by the Board before the selection process is implemented.

CUSD Strategic Plan Pillar 5: Effective Operations

Contact: Joseph M. Farley, Superintendent

Staff Recommendation

It is recommended the Board President introduce Bill Attea and Carolyn McKennan from Hazard, Young, Attea & Associates and interact with them throughout the presentation to provide input and direction for the superintendent search process.

ADJOURNMENT

Motion by _____ Seconded by _____

THE NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES IS WEDNESDAY, FEBRUARY 12, 2014, 7:30 P.M. AT THE CAPISTRANO UNIFIED SCHOOL DISTRICT OFFICE BOARD ROOM, 33122 VALLE ROAD, SAN JUAN CAPISTRANO, CALIFORNIA

For information regarding Capistrano Unified School District, please visit our website:

www.capousd.org

RECORDING OF SCHOOL BOARD MEETINGS

In accordance with Board Policy 9324, Board Minutes, all Regular School Board Meetings will be audio recorded

INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS PRESENT AT THIS MEETING

We are pleased you can be with us at this meeting, and we hope you will return often. Your visit assures us of continuing community interest in our schools.

The members of the Board of Trustees of this District are locally elected state officials, who serve four-year terms of office, and who are responsible for the educational program of our community from grades kindergarten through twelve. They are required to conduct programs of the schools in accordance with the State of California Constitution, the State Education Code, and other laws relating to schools enacted by the Legislature, and policies and procedures which this Board adopts.

The Board is a policy-making body whose actions are guided by the school district's Mission and Goals. Administration of the District is delegated to a professional administrative staff headed by the Superintendent.

The agenda and its extensive background material are studied by each member of the Board for at least two days preceding the meeting. Board Members can call the administrative staff for clarification on any item, and many of the items on the agenda were discussed by the Board during previous meetings. These procedures enable the Board to act more effectively on agenda items than would otherwise be possible.

WHAT TO DO IF YOU WISH TO ADDRESS THE BOARD OF TRUSTEES

ITEMS ON THE AGENDA. Any person may address the Board concerning any item on the agenda and may, at the discretion of the Board, be granted three (3) minutes to make a presentation to the Board at the time a specific item is under discussion. However, the time assigned for individual presentations could be fewer than three (3) minutes depending upon the total number of speakers who wish to address a specific agenda topic. Prior to the opening of the meeting, a Request to Address the Board card (located in the foyer) should be completed and submitted to the Secretary of the Board. The total time devoted to presentations to the Board shall not exceed twenty (20) minutes, unless additional time is granted by the Board. All presentations shall be heard by the Board prior to the formal discussion of the agenda topic under consideration. Once an agenda item has been opened for public comment, no additional "Request to Address the Board of Trustees" cards shall be accepted for that topic.

ORAL COMMUNICATIONS (Non-Agenda Items). Citizens may address the Board on any item not appearing on the agenda. Individual presentations are limited to three (3) minutes per individual, with twenty (20) minutes in total being devoted for this purpose, but could be less if there are a large number of Oral Communication speakers. Legally, the Board may not take action on items raised by speakers under Oral Communications. However, at its discretion, the Board may refer items to the administration for follow-up or place topics on a future Board agenda.

PUBLIC HEARINGS. Anytime the Board schedules a separate public hearing on any given topic, it shall not hear speakers on that topic before the public hearing, except as to the scheduling of the hearing, nor shall it hear speakers after the hearing, except as to changes in the policy or recommended actions which are directed at the time of the hearing.

CLOSED SESSION. In accordance with Education Code §35146 and Government Code §54957, the Board may recess to Closed Session to discuss personnel matters which they consider inadvisable to take up in a public meeting.

REASONABLE ACCOMMODATION

In order to help ensure participation in the meeting of disabled individuals, appropriate disability-related accommodations or modifications shall be provided by the Board, upon request, in accordance with the Americans with Disabilities Act (ADA). Persons with a disability who require a disability-related accommodation or modification, including auxiliary aids and services in order to participate in a Board meeting, shall contact the Superintendent or designee in writing by noon on the Friday before the scheduled meeting. Such notification shall provide school district personnel time to make reasonable arrangements to assure accessibility to the meeting.