

TO: Members, Board of Education

FROM: Sarah Pearson, Vice-President of the Board of Education  
Doug Ireland, Member of Board of Education

SUBJECT: **RATIFY CONTRACT WITH HAZARD, YOUNG, ATTEA & ASSOCIATES  
EXECUTIVE SEARCH FOR THE SUPERINTENDENT SEARCH -  
PRESENTATION OF TIMELINE FOR SUPERINTENDENT SEARCH PROCESS**

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**I. SUPPORT INFORMATION**

In anticipation of conducting the search for a Superintendent, the Board President and Vice President attended a workshop on the Board of Education's role and responsibility in the selection of the single employee of the district that we are charged with hiring. The workshop was sponsored by the professional organization, California School Board Association (CSBA), established as a resource for Boards of Education in the carrying out of their responsibilities to the students in the District. The workshop included review of various processes used and timelines available. Board members shared what worked in their districts and it was helpful to hear perspectives about what would fit best for Piedmont. CSBA also provided us with a list of search firms that specialize in Superintendent searches.

The Board is committed to an open and inclusive search process while also understanding the need for confidentiality on behalf of potential candidates. In the interest of attracting an optimum pool of candidates and having sufficient time for a smooth transition into 2015-16, the Board approved the following process at its meeting on November 12, 2014:

1. The establishment of a small subcommittee coordinated by Board Vice-President Sarah Pearson and Board Member Doug Ireland to gather and vet the proposals requested from the list of firms. The established committee included Katie Korotzer as representative from the parent community, Carol Cramer as representative of the staff, Ray Gadbois as representative of the community in the form of a former Board member, and Paul Benoit, the Piedmont City Manager.
2. The committee to agree on the firm to be selected and to enter into a contract that includes the firm's representatives presenting at the December Board meeting.

Attached is a summary of the process that took place on November 21, 2014 at a meeting that was open to the public.

Board Member Doug Ireland worked with the District Chief Business Official to finalize the contract with HYA that specifies that the District liaisons for the process are Bill Levinson and Barbara Young. Bill Levinson, former Superintendent of Tamalpais Union High School District and Barbara Young, former Superintendent of Mill Valley Unified School District have extensive experience in the Superintendent search process and will present an outline of the process with time lines this evening.

**II. RECOMMENDATION: REVIEW AND ACTION**

Ratify contract with Hazard, Young, Attea & Associates (HYA) to conduct search for Superintendent. Review process as outlined including dates and opportunities for input from staff, students, parents and the community at large



## **LETTER OF AGREEMENT**

### **Purpose**

The purpose of this Letter of Agreement (the “Agreement”) is to document the working arrangement between ECRA Group, Inc. and its Hazard, Young, Attea Executive Search Division (“HYA”), and Piedmont Unified School District (the “District”) and its Board of Education (the “Board”). HYA will provide to the District the services outlined in the *Proposal and Description of Services* previously provided to the Board and incorporated in this Agreement by reference herein.

### **HYA Responsibilities**

HYA shall provide the following services:

1. Based on the data from interviews with District and community representatives and other material made available to the consultants, HYA will provide the Board with a *Leadership Profile Report*, and will draft proposed criteria based on the *Report*.
2. At the Board’s request, HYA will make recommendations concerning the salary and fringe benefits to be offered to the candidates.
3. HYA will post three 5x4 advertisements in Ed Cal as included in the base fee. In addition, HYA will post the vacancy nationally in Education Week (cost varies based on size of ad), the AASA Leadership News.
4. The search will open and close according to a schedule determined by the Board. Initial screening and consultant interviews will be conducted shortly after the search closes and the consultants will present a select slate of candidates on a date agreeable to the Board. The number of candidates to be slated will be determined by the Board with a recommendation from HYA.
5. Throughout the search process the consultants will be available to counsel with the Board about the search. The consultants will assist the Board until the Board determines it has found the appropriate candidate for the position.
6. At the close of the search and the appointment of the new superintendent, HYA will assist the Board in communicating with all unsuccessful candidates. HYA also will advise the Board in effecting a smooth transition of leadership, if necessary.

HYA-ES

HYA Executive Search Division, ECRA Group, Inc.  
5600 N. River Rd., #180, Rosemont, IL 60018  
847-318-0072 • FEIN 27-0092348  
www.ecragroup.com

## District/Board Responsibilities

The Board will conduct its interviews and site visit shortly after a slate is presented. The consultants will not be present at the Board interviews but will assist the Board in its preparation for the interviews. When presenting the slate, HYA will provide interview guidelines and protocols including suggested questions to ensure informative, effective interviews.

## Guarantees

The superintendent appointed with HYA's assistance will not be presented to another Board as a candidate if it would result in the Superintendent leaving the District within five (5) years of employment unless the Board provides written authorization to HYA that they may do so.

If the Superintendent departs from the position during the first year under any circumstances or within two (2) years if majority of the Board is still in place, HYA will conduct a new search for the Board at no additional cost barring expenses.

## Fees and Payment Schedule

In consideration for Services, the District will pay to ECRA Group, Inc.:

- \$21,500 for the consulting fee for the search. This fee is due in three installments:
  - 50% due at contract signing
  - 25% due when *Leadership Profile Report* is presented
  - 25% due when slate is presented

(The fee above includes travel expenses for the consultants and three (3) 5x4 postings in ACSA's EdCal.)

- Reimbursement for national advertising in EdWeek and AASA (estimated at \$780-\$1160) and will be billed when *Leadership Profile Report* is presented. The cost for these advertisements will be dependent upon variables such as type, size, layout and frequency of postings and will be determined by the Board.
- Reimbursement for travel expenses of candidates invited for interview by the consultants or by the Board, will be billed after the slate is presented and/or at conclusion of the search.
- Reimbursement for the costs of Baker-Eubanks background checks selected by the Board, which range between \$850 and \$1,500 per candidate.
- Should the Board choose to end the search before a superintendent is selected, the Board is responsible for the search fee and all expenses incurred prior to their decision – advertisements, candidate travel expenses, and consultant travel expenses.

The Board has the option of additional workshops and services described in the proposal. If and when selected, the workshop(s) costs will be added as addendum to this agreement.

If the Board wishes to secure additional services beyond those described in the proposal or to design customized workshops and services, these services can be discussed and defined with the consultants and added to the contract as an addendum.

**Business Relationship**

The District and HYA agree that HYA does not have the status of employee, shall not be entitled to any employee fringe benefits, and shall function as an independent contractor.

The District agrees that any and all Intellectual Property and technology designed, made or conceived by HYA (solely or jointly with others) arising from HYA’s work for the District, is the sole property of HYA, without royalty or other consideration to the District.

All information, notes, interview sheets, lists, and other documents developed by HYA consultants shall remain the property of HYA until such time as specific information is given to the Board.

The District and the Board understands that it is unlawful for it to either disclose to any person outside of the District’s employment or make any unauthorized use of HYA trade secrets or confidential information unless it can be shown that such information has become public knowledge through no act of the District.

**Term and Termination**

This Agreement shall become effective on the date the Agreement is signed by the District and will continue in effect until the search is completed and mutually terminated by both parties.

**ECRA Group, Inc.:**  
**HYA Executive Search Division**

**Piedmont Unified School District:**

Hank Gmitro  
Signature

\_\_\_\_\_  
Signature

Hank Gmitro  
Name

\_\_\_\_\_  
Name

President  
Title

\_\_\_\_\_  
Title

11/25/14  
Date

\_\_\_\_\_  
Date

**PIEDMONT UNIFIED SCHOOL DISTRICT**  
**From the Board of Education**  
**760 Magnolia Avenue, Piedmont, CA 94611**  
**510-594-2614**

## **PRESS RELEASE**

November 24, 2014

**-For Immediate Release-**

### **School Board Selects Search Firm Hazard, Young, Attea & Associates to Recruit New Superintendent**

On November 21, 2014, the Board of Education's search committee met to interview firms specializing in recruitment of school superintendents. The Board will be filling the position when Superintendent Constance Hubbard leaves the post at the end of this school year after fifteen years of distinguished service to the community.

Earlier this month, the Board nominated members Sarah Pearson and Doug Ireland to lead the process for selecting the search firm. In addition to Pearson and Ireland, the committee assisting with the selection included Paul Benoit, City Administrator; Ray Gadbois, former member of the Board of Education; Katie Korotzer, President of the Associated Parent Clubs of Piedmont; and Carol Cramer, Principal of Wildwood Elementary School.

In advance of the meeting, the committee received recommendations about search firms from the California School Board Association and other school districts that recently conducted superintendent searches. Pearson and Ireland reviewed the qualifications and experience of each firm and requested that the five best-qualified firms submit written proposals. Based on the written proposals, the committee invited four firms to interview.

During the November 21 meeting, which was open to the public, the committee interviewed the four firms: Hazard, Young, Attea & Associates (HYA), Leadership Associates, McPherson-Jacobson Executive Recruiting, and Ray & Associates. Each firm was given 30 minutes to present their qualifications and experience and answer questions. Each firm expressed its commitment to a comprehensive public process, with meetings and online surveys to solicit input from all stakeholders and interested members of the community. This public process will help define the profile and criteria for selection of the next superintendent. Also, each firm expressed its commitment to conduct a national search with aggressive recruitment to maximize the pool of qualified candidates.

Community member John Casey praised the high caliber of the four search firms, and expressed his appreciation to the committee for conducting the interviews in a public meeting. A former teacher and assistant superintendent for human resources in the San Leandro School District, Casey has three grandsons in the Piedmont schools. Casey said, "It looks like you have four great firms, and I appreciate the opportunity to be here."

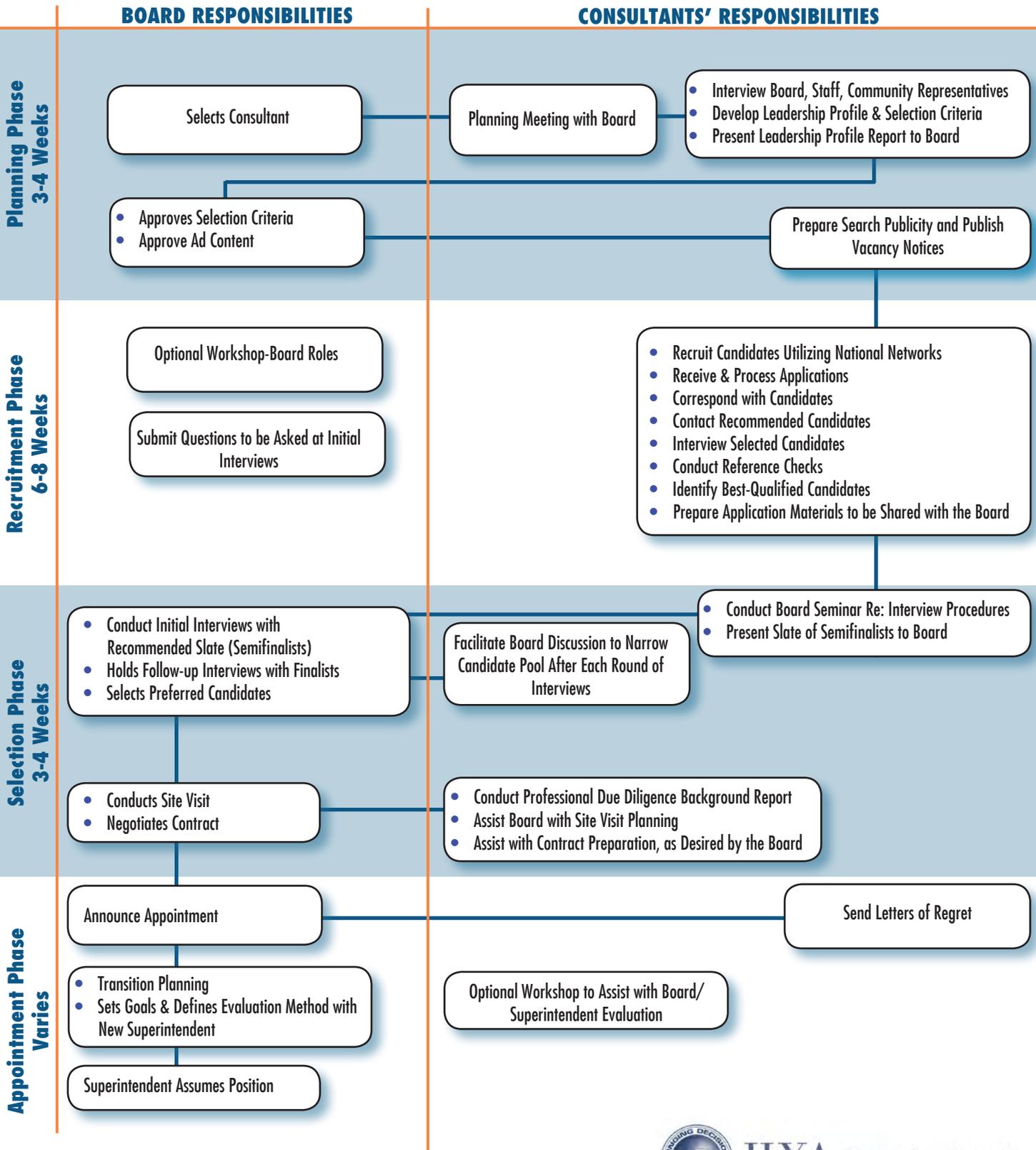
Following the public meeting, the committee then met in closed session to develop their recommendation to the Board. The committee was unanimous in recommending Barbara Young and Bill Levinson of HYA, the nation's largest educational executive search firm.

The Board, which will oversee the search process and interview and select the new superintendent, will ratify the selection of HYA at the Board meeting on December 10. Also at the December 10 meeting, HYA will make a formal presentation to the community about the process and timeline for the superintendent search.

Pearson noted that, although all four of the firms were well qualified to assist with this search, the committee recommended HYA because both the HYA team and the HYA process are a good fit for Piedmont. The HYA team demonstrated a clear understanding of Piedmont, and articulated a well-defined and thorough search process that involves all stakeholders. Also, the HYA team has successfully placed superintendents in a number of similar local districts, and those superintendents have remained in these positions for many years. Pearson added, "The committee has confidence that the HYA team will work well with the board and with the various stakeholder groups in the district and the community."

# # #

# Superintendent Search Flow Chart



**HYA** Executive Search  
 Hazard, Young, Attea & Associates

847.318.0072 | www.ecragroup.com | hya@ecragroup.com

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TO: Board of Education

FROM: Constance Hubbard, Superintendent  
Randall Booker, Assistant Superintendent, Educational Services

SUBJECT: **APPROVE SECONDARY SINGLE PLANS FOR STUDENT ACHIEVEMENT**

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I. **SUPPORT INFORMATION**

The PUSD Site Councils serve as a forum where school staff, parents, and students can discuss a variety of issues that affect student performance in Piedmont schools and develop site-based goals to improve student learning. Site Councils discuss topics such as curriculum, communication, and school climate in an effort to educate stakeholders and provide long-range guidance and insight.

The California Education Code requires the school site council to develop a *Single Plan for Student Achievement*. The purpose of the Single Plan for Student Achievement (SPSA) is to create a cycle of continuous improvement of student performance, and to ensure that all students succeed in reaching academic standards set by the State Board of Education.

The Single Plan for Student Achievement is developed with the input of all Site Council stakeholders and reflects the current educational needs of students.

**Organizing the School Site Council**

Composition of the school site council is specified in the California Education Code as follows:

- The school site council shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of students attending the school selected by such parents; and, in secondary schools, students selected by students attending the school.
- **At the secondary level**, the school site council shall be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) equal numbers of parents or other community members selected by parents, and students.
- **At both the elementary and secondary levels**, classroom teachers shall comprise the majority of persons represented under subdivision (a) of this section.

The means of selecting school site council members are not specified in law, except that members must be chosen by peers. No additional membership qualifications may be required. Beyond the composition requirements stated above, no seat on the school site council may be reserved for any group or individual.

II. **RECOMMENDATION: APPROVE**

The Board is requested to approve the Millennium High School, Piedmont High School, and Piedmont Middle School Single Plans for Student Achievement.

To: Board Members

From: Constance Hubbard, Superintendent  
Michael Brady, Assistant Superintendent  
Song Chin-Bendib, Chief Business Official  
Michelle Nguyen, Director of Fiscal Services

Subject: **REVIEW 2014-15 FIRST INTERIM FINANCIAL REPORT; APPROVE *POSITIVE* CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET FINANCIAL OBLIGATIONS FOR CURRENT AND SUBSEQUENT TWO FISCAL YEARS; AND AUTHORIZE APPROPRIATE BUDGET TRANSFERS OF FUNDS**

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I. **SUPPORT INFORMATION**

The Piedmont Unified School District, like all California public schools, is in its second year of funding under Local Control Funding Formula (LCFF). The District budget is made up of 53% LCFF, 29% of School Parcel Tax, and the balance of 18% from Federal funds, State lottery money, parent, community, and support group donations, and other miscellaneous revenues.

Governing Boards are required to certify the financial condition of each school district at two intervals during the school year, though the Board routinely reviews the budget more often.

Per the requirements of AB 1200, the District declares its ability to meet its financial obligations through one of three self-certifications:

- *Positive* Certification means that the District believes it can meet its financial obligations for the remainder of the current fiscal year and subsequent two fiscal years;
- *Qualified* Certification indicates a district may not be able to meet its financial obligations in the current and two subsequent fiscal years;
- *Negative* Certification is used when a district will not be able to meet its financial obligations for the remainder of the current year nor for the subsequent two fiscal years

*Qualified* or *Negative* Certifications serve as an "early warning device" and are transmitted to the County Office, the California Department of Education, and the State Controller for possible intervention by these agencies.

In compliance with Education Code EC 42131(a)(1) requirements, Assembly Bill (AB) AB 1200, and AB 2756, the Piedmont USD is certifying a positive certification for its 2014-2015 First Interim Report. The First Interim Report as presented reflects relevant information to budgets for 2014-15 through 2016-17 based on conditions as of October 31, 2014. Per guidelines established by the Alameda County Office of Education (ACOE), the First Interim report uses the

Fiscal Crisis and Management Assistance Team (FCMAT) LCFF calculator for determining multi-year projections. The FCMAT/LCFF calculator assumes Cost of Living Adjustments (COLA) provided by the California State Department of Finance (DOF) as follows:

- 0.85% for 2014-15
- 2.19% for 2015-16
- 2.14% for 2016-17.

The 2014-15 year shows a projected positive ending fund balance of \$2,276,266 (including a 4% reserve for economic uncertainty, plus an additional \$834,247 for use in 2015-16). It should be noted that revenue projections reflect a 2% increase in the school support parcel tax and are incorporated into the current fiscal year and two subsequent fiscal years' budgets. The District will conduct the Public Hearing in April prior to the fiscal year to determine the actual levy of the Parcel Tax.

The budget documents presented in this First Interim report continue to serve as a reflection of the District's goals and philosophy of providing a depth and breadth of student programs. They reflect the tremendous support of the community as expressed in revenues from the School Support Parcel Tax; annual support from the Piedmont Educational Foundation Endowment; the funding of personnel and direct per-student contributions from parent clubs, including direct contributions of \$300 per student; numerous donations and grants from service organizations, youth sports clubs, and other support clubs like PRAISE, CHIME, and PAINTS; and philanthropic efforts from individuals and foundations. Finally, the First Interim report continues to incorporate budget development recommendations made at the February 12, 2014, Board meeting in the following areas: reserve for economic uncertainty; supplemental and concentration grant funding; instructional materials funding; adult education; deferred maintenance; and capital facilities.

First Interim (as of October 31, 2014) from the Approved Budget as of 9/10/14 – Revenue: +\$912,528

Below are the major contributing factors:

LCFF Revenues: Increase of 30 (2574 to 2604) ADA from Adopted Budget to CBEDs census on October 2, 2014, which resulted in an increase of LCFF income of \$202k;

State Revenues: Mandated cost reimbursement increased by \$78k; Local Revenues: Piedmont Education Foundation \$122k, FallFest \$42k, Parents clubs \$246k, support clubs \$146k, principal resource accounts of \$167k, summer school (\$79k) – charges belong to other budget codes

First Interim (as of October 31, 2014) – Expenditures: +824,601

Classified Salaries: adjustments to salary calculations in October and reflect adjustments in personnel for specialized programs; Employee Benefits: reflect actual benefits encumbrances and transfer of some personnel benefits costs between operating funds; Books & Supplies/Services & Operating expenses: booked against revenues received

First Interim (as of October 31, 2014) – Ending Fund Balance: \$2,276,266

The total ending balance on October 31, 2014, is projected to be \$2,276,266 which represents 6.43% of total expenditures. The District continues to maintain reserves through cost saving measures, including roll-over of ending fund balances where authorized, and the preservation of General Fund money through use of restricted, one-time funding (Federal, Parent Club emergency funding, etc.). AB 1200 requires each district to maintain a 3% reserve for economic uncertainty. An Ending Fund Balance of \$834,247 (plus \$25,000 set aside for Revolving Cash operations) is what remains after the 4% reserve goal set forth by the Board has been met.

Long-term Budget Challenges: The Unfunded CalSTRS liability, CalPERS contributions, and the effects of Proposition 2 (Rainy Day Fund)

CalSTRS liability:

Assembly Bill 1469 increased the contribution rates that employers, employees and the state pay to support the State Teachers Retirement System (STRS). Employer rates will continue to increase until 2020-21 and are expected to bring the retirement system to full funding in about 31 years. AB 1469 requires that the CalSTRS Board take action, beginning with the 2021-22 fiscal year, to increase or decrease the contribution rates for employers to reflect the contribution required to eliminate the current unfunded actuarial obligation by June 30, 2046.

This rate adjustment shall not increase by more than 1% of creditable compensation from one year to the next. The employer rates are capped at 20.25% of member creditable compensation.

What follows is a chart outlining the breakdown of increased STRS rates for the employer, employee, and the state:

<b>CalSTRS Employer and Employee Contribution Rates per Education Code Sections 22901.7 and 22950.5</b>							
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
<b>Employer</b>	8.88%	10.73%	12.58%	14.43%	16.28%	18.13%	19.1%
<b>Member - classic (2% at 60)</b>	8.15%	9.20%	10.25%	10.25%	10.25%	10.25%	10.25%
<b>Member - new (2% at 62)</b>	8.15%	8.56%	9.205%	9.205%	9.205%	9.205%	9.205%

State CalSTRS Contribution Rates:

2014-2015	3.454%
2016-2017	6.328%

(Note: 2015-16 state contribution rates were not available)

The increase in CalSTRS Employer contribution rates will impact the District's budget by approximately \$735,000 in increased costs over three years.

CalPERS Contributions

The CalPERS Board adopted changes to the actuarial assumptions to be effective June 30, 2015. The changes result in a projected increase to the employer contribution rates for 2015-16 and for the next five years.

<b>CalPERS Actual and Projected Rates</b>						
<b>2014-15 Actual</b>	<i>2015-16 Projected</i>	<i>2016-17 Projected</i>	<i>2017-18 Projected</i>	<i>2018-19 Projected</i>	<i>2019-20 Projected</i>	<i>2020-21 Projected</i>
<b>11.771%</b>	12.6%	15.0%	16.6%	18.2%	19.9%	20.4%

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A CalPERS contribution rate for employers of 13.02% was built into the LCFF base grant. There is no increase in state funding for employer contribution rates in excess of 13.02%.

Increases in rates for 2015-16 and 2016-17 are projected to cost the District \$182,000.

Proposition 2:

Proposition 2 was approved by the voters on November 4, 2014. As an amendment to the California Constitution, Proposition 2 creates two distinct reserves – the state Budget Stabilization Account (BSA) and the K-14 “Public School System Stabilization Account” (PSSSA) which will impact school districts like Piedmont USD. For a contribution to the PSSSA reserve to occur, all of the following must be true:

1. The state must have repaid to schools the past Proposition 98 Maintenance Factor (\$6.6 billion as of 2013-14).
2. Capital gains taxes must be greater than 8% of state general fund revenue (capital gains taxes have exceeded 8% seven times in the past 16 years).
3. Proposition 98 must be calculated using Test 1 (since passage of Prop. 98 in 1988, Test 1 has been used only three times - in 1988-89, 2011-12, and 2012-13). Test 1 establishes a set percentage of state general fund revenues and serves as the minimum guarantee or funding floor for Proposition 98.
4. Proposition 98 must not be suspended (Proposition 98 has been suspended twice: in 2004-05 and 2010-11).

When the above listed conditions are met and revenues are deposited into the PSSSA, school district reserves will be capped in the following fiscal year. According to Senate Bill 858 (Chapter 32/2014), in the fiscal year after a transfer is made into the PSSSA, school districts would not be able to have a “combined assigned and unassigned ending fund balances” of more than twice the minimum recommended reserve for economic uncertainties required by state regulations. County offices of education (COEs) could provide an exemption under “extraordinary fiscal circumstances,” but only for up to two consecutive fiscal years within a three-year period; in the third year, a COE would not be able to grant a waiver and a district would be required to spend down its reserves to the capped level or be out of compliance with the law.

#### Multi-year Projections (as of October 31, 2014) – 2015-16 Assumptions:

##### Revenue:

- FCMAT/LCFF calculator used to define base/grade level grants plus LCFF scheduled Economic Recovery Growth Target (year three) based on ADA of 2604. The ADA is the same as 2014-15, based on October 2, 2014, CBEDs census data of 2,700 students.
- As part of the LCFF formula, the District is projected to receive \$113,468 in Supplemental & Concentration grants; it is not additional funding but is part of the base grant
- Federal funding remains at the 2014-15 level
- State funding remains at the 2014-15 level but with an increase of cost of living adjustment (COLA of 2.19%)
- An increase of 2% on School Support Parcel Tax over 2014-15 level
- Piedmont Educational Foundation Endowment contribution of \$250k
- Parent Club contributions of approximately \$1.74 million (direct District-funded support and parent club funded personnel with benefits costs)

##### Expenditures:

- 0% increase in salary schedules for all employees
- “Step & Column” and “Longevity” salary increases of 1.5% for certificated/classified (\$253k/\$84k).
- Adult Education apportionment (based on 2007-08 ADA) of \$285,463 transferred from the General Fund to Adult Education Fund
- \$50,000 transfer to Capital Facilities Fund for Witter Field sinking fund
- \$190,000 transfer to Deferred Maintenance Fund per historical categorical funding levels
- An increase of 1.85% of CalSTRS funding rate from 8.88% to 10.73%

## Multi-year Projections (as of October 31, 2014) – 2016-17 Assumptions

### Revenue:

- FCMAT/LCFF calculator used to define base/grade level grants plus LCFF scheduled Economic Recovery Growth Target (year four) based on ADA of 2,634. This is a projected increase of 30 ADA from 2015-16.
- As part of the LCFF formula, the District is projected to receive \$115,862 in Supplemental & Concentration grant; it is not additional funding but part of the base grant
- Federal funding remains at the 2015-16 level
- State funding is based on the 2015-16 level with a slight increase of COLA at 2.14%
- Increase of 2.0% to School Support Parcel Tax over 2014-15 level
- Piedmont Educational Foundation Endowment contribution of \$250k
- Parent Club contributions of approximately \$1.77 million (direct District-funded support and parent club funded personnel with benefits costs less one-time contributions)

### Expenditures:

- 0% increase in salary schedules for all employees
- “Step & Column” and “Longevity” salary increases of 1.5% for certificated/classified (\$257k/\$85k).
- Adult Education apportionment (based on 2007-08 ADA) of \$285,463 transferred from the General Fund to Adult Education Fund pending new funding model
- \$50,000 transfer to Capital Facilities Fund for Witter Field sinking fund
- \$180,000 transfer to Deferred Maintenance Fund per historical categorical funding levels

## Status of Other Funds Operated by the District as of First Interim (10/31/14)

### *Adult Education*

The Adult Education Fund is balanced for the 2014-15 year. For the 2014-15 fiscal year, the district must “expend no less for the Adult Education program than the amount spent in the 2012-13 fiscal year.” The Adult Education program is solvent and has reserves sufficient to satisfy the “maintenance of effort” requirement.

### *Cafeteria Fund*

The Cafeteria Fund is a separate fund for which the District tracks all food services operations. Food services at the elementary sites are exclusively operated by parent volunteers. Food service at the High and Middle schools require at least 3 employees whose salaries are accounted for through this fund. This fund does not receive contributions from the District General Fund. Revenue is anticipated to increase by the cost of salary and benefits for

employees in the multi-year projections. Expenses include 0% increase in salaries for 2014-15 and 2015-16 and 1.5% in longevity increases only.

#### *Deferred Maintenance Fund*

The source of revenue to this fund is no longer designated as a combination of State funds which require matching District funds. All funds have been rolled into the LCFF which goes directly to the District General Fund, therefore all “revenue” for this fund is from a transfer from the District General Fund as designated by the Board at the February 12, 2014 Board meeting. The amount to be transferred is budgeted at \$190,000 and will continue through 2016-17. Expenditures for this fund are for needed roof repairs. Excess funds are reserved for emergencies.

#### *Building Fund*

All funds have been expended on projects approved by the Board.

#### *State School Facilities Fund*

The Board has recommended setting aside \$100,000 for use in possibly developing a District Facilities Master Facility Plan.

#### *Capital Facilities Fund*

The Capital Facilities Fund is a fund for capital projects as identified by the Board of Education. Changes in the multi-year projections reflect ongoing transfers of \$50,000 from the General Fund for future field replacement needs and ongoing local donations of \$60,000. A likely use of the funds is the replacement of Witter Field turf when necessary.

#### *NODA Fund*

The NODA Fund was established by the Board of Education to use the proceeds from the sale of a mural by artist (and former PHS student) Benjamin Hideo Noda to establish a fund from which the interest earned is used for grants to support visual arts at the secondary level. The NODA account is fully funded, and there are no changes to report at the second interim and there are no significant changes in the multi-year projections.

#### Summary and Recommendation

The Budget Advisory Committee (BAC), which is a standing committee with representatives from all stakeholders in the District, is a vehicle for dissemination of information to as many parents, students, staff and community members as possible. Its purpose is to review the District’s budget, share the information with constituent groups and generate recommendations for Board consideration in the budget review process. It provides frequent opportunities for the Piedmont educational community to review the District’s budget and identify trends and

make recommendations for Board consideration. The Committee is advisory in nature and does not have decision-making responsibilities. After the BAC has reviewed the First Interim Report, results of its discussions for budget priorities and recommendations will be presented to the Board of Education as part of the 2014-15 First Interim approval process.

Staff will continue to outreach to all stakeholders in the District to understand the implications of the new State Local Control Funding Formula (LCFF) and the Local Control Accountability Plan (LCAP), which is now part of every budget development process. Although LCAP is not required to be part of the interim report filing, its priorities are manifested and covered in the First Interim Report.

It is recommended that the Board of Education review and approve the 2014-15 First Interim Report as presented and that they provide a Positive Certification as to the District's ability to meet its financial obligations for the current year and subsequent two fiscal years based on the District's reserve levels and its ability to increase revenue and reduce expenses as needed and in time to respond to economic uncertainty. This recommendation is based on information that is available as of October 31, 2014. It is anticipated that the Second Interim Report presented in March 2015 will address the shortfall in the required reserve for 2016-17

Piedmont is committed to the long-term tradition of solid fiscal responsibility in the management of the District's finances. The District Business Services staff continues to work closely with the Business Services Department at the Alameda County Office of Education and in consultation with School Services of California. The Alameda County Office of Education is dedicated to supporting Piedmont to assure all requirements of AB 1200 and the Daucher Bill are met.

## **II. RECOMMENDATION: APPROVE**

Upon review of the 2014-15 PUSD First Interim Report, approve a *Positive* certification of the District's ability to address and meet its financial obligations for the current year and subsequent two years and make all budget transfers as required.

PIEDMONT UNIFIED SCHOOL DISTRICT

Council Chambers, City Hall

120 Vista Avenue

Piedmont, California 94611

MINUTES OF

Regular Meeting of the Governing Board

November 12, 2014

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CALL TO ORDER	President Andrea Swenson called the meeting of the Board of Education to order at 6:00 p.m.
ESTABLISHMENT OF QUORUM	President Andrea Swenson, Vice President Sarah Pearson and Board Members Amal Smith, Doug Ireland and Rick Raushenbush were present.
Adjourn to Closed Session	The Board adjourned to Closed Session at 6:01 p.m. to discuss: Public Employee Performance Evaluation: Superintendent (Government Code Section 54957))
Others Present in Closed Session	Superintendent Hubbard joined the session at 6:25 p.m.
Reconvene to Regular Session	President Swenson called the Regular Session of the Board of Education to order at 7:02 p.m. and led the Board and audience in the Pledge of Allegiance.
Others Present at Regular Session	Superintendent Constance Hubbard Michael Brady, Assistant Superintendent, Business Services Randall Booker, Assistant Superintendent, Educational Services
Report of Action Taken in Closed Session	The Board met in closed session and no action was taken.
Agenda Adjustments	There were no adjustments to the agenda. There are minor changes to two items on the Consent Calendar: the minutes and a Field Trip request.
COMMUNICATIONS/ANNOUNCEMENTS	
Association of Piedmont Teachers (APT)	None
CSEA	None
Parent Clubs	Molly Ashford, Vice President of Funding for the PHS Parents Club, gave a report on their activities: <ul style="list-style-type: none"><li>• reviewed 14 faculty grant requests; fully or partially funded 12 for a total of \$5,000 and looking for other sources of funding for the remaining two proposals</li><li>• the Challenge Success Team (CST) will be working with the Parents Club and the Wellness Center to promote social-emotional learning and improvement of the school climate; they will publish results of the recent Challenge Success survey</li><li>• assisted with distribution of chromebooks to freshman and juniors, and looking for ways to fund additional professional development time for teachers to assist with chromebook implementation</li><li>• working with Mr. Mapes to refurbish teachers' lounge</li><li>• working on a survey of parents about the bell schedule and improving utilization of Infinite Campus</li><li>• the College and Career Center is interviewing parent reps as part of the hiring process for a new Coordinator</li></ul>

- the club recently approve a block grant funding formula for administrator and personnel expenses in order to increase efficiency and reduce voluntary staff time spent on accounting
- Notes from Beach Parent Organization President Nicole Taylor said the Math Night was a great success. Parents were polled on shade structures and 84 families responded. A task force is looking into options.
- Notes from PMS Parent Club President Hilary Cooper said the club recently distributed \$7,500 in grants, including a goggle sanitizer, instrumental sheet music, yearbook supplies, and a vinyl cutter for the Maker's class.
- APCP presidents met with Sara Lillevand, the new Recreation Department Director, to better coordinate programs and after-school enrichment programs. Principals have been hired for the Summer Enrichment classes and they expect to publish the class schedule by February 2015.

Student Representative to Board

Sean Dickson, MHS student representative, reported the following:

- MHS held a successful clothing drive for One Closet, an organization started by an Alameda high school student. DBFL gave a huge donation.
- Homecoming was amazing: It was formal and was held at a new location - the student center and a white tent outside. It was great until the sprinkler went off in the tent. Mr. Savage threw a trash-can over it and the dance continued.
- The Football team is 10-0, having beaten Alameda in a tough game; on Friday they play the first round of NCS against Kennedy High from Richmond.
- The high schools held a mock election for State offices and State propositions; the turnout was 184 out of 800
- This weekend the Fall Drama festival will perform *The Foreigner* and *Shiko's Monsters*.

Persons Requesting to Speak on Items Not on the Agenda

Scott Ng, PHS senior, reported a drop in enrollment in Mandarin III from 30 students last year to less than 10 this year. He believes it is because we have only one Mandarin teacher, and for some student a lack of variety in teaching styles causes students to lose interest. He suggests having more teachers or more variety in teaching styles.

Superintendent Announcements

None

President Announcements

None.

EDUCATIONAL SERVICES REPORT:  
SPOTLIGHT ON STUDENT LEARNING  
Connected Learning Initiative Update

Stephanie Griffin, Director of Instructional Technology, described implementation of Piedmont's Connected Learning Initiative. An integral tool for 21<sup>st</sup> century education is 1:1 Mobile Learning. This year the District is piloting the use of Chromebooks in the classroom.

Ms. Griffin reported on the rollout of Chromebooks. MHS students received chromebooks on the first day of school and since then students in 6<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grades have received chromebooks for use each day. Currently chromebooks are being prepped for the elementary schools for grades 4 and 5. Students in grades 6, 9, and 11 will use their chromebook both at school and home, serving as a dedicated "learning-on-the-go" device.

Now that chromebooks are distributed to all 6th, 9th, and 11th grade students (as well as all Millennium High School Students), we are working with our parent, student, and teaching communities to develop feedback loops and institutionalize feedback as to how best to support teaching and learning. At the District Educational Technol-

ogy Advisory Committee (DETAC) meetings on February 5 and May 4, everyone is invited come and learn about the use of technology in education. We will survey the parents and students now, and again in March. The district website *Spotlight on Student Learning* includes much more information on the use of technology in the classroom.

## REVIEW AND ACTION ITEMS

### Approve Tri-School Single Plan for Student Achievement

California *Education Code* sections 41507, 41572, and 64001 and the Federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans into the Single Plan for Student Achievement. The purpose of this plan is to create a cycle of continuous improvement of student performance and to ensure that all students succeed in reaching academic standards set by the State Board of Education.

Site councils from the three elementary schools came together last year to develop a single plan for our elementary schools, establishing goals based on what we want 21<sup>st</sup> century learners to know and reflecting goals enumerated in the LCAP and Board-developed District goals.

The goals specified in the Single Plan are:

1. Parent Communication: To build parent awareness of the transition from the CA standards to the Common Core State Standards.
2. Common Core: Develop instructional strategies/practices and academic interventions to support the mastery of Common Core State Standards in literacy for all subject areas and in math for all students.
3. Technology Instruction: Students will demonstrate proficient use of technology as defined in the California Common Core State Standards by focusing on collaboration, communication, use of evidence, and evaluation of information.
4. Social/Emotional Curriculum: Implement Second Step Social/Emotional Curriculum during the 2013-14 School Year, with lessons delivered in each classroom in all grades K-5. Communicate with school community about core elements of the program.

Ms. Pearson moved to approve the Tri-School Single Plan for Student Achievement and Ms. Smith seconded the motion. The motion passed by a vote of 5-0.

### Adopt Resolution 08-2014-15 "Authorizing Self-Reporting Under the SEC Municipalities Continuing Disclosure Cooperation Initiative"

This resolution authorizes the District to file a self reporting form under the SEC Municipalities Continuing Disclosure Cooperation initiative. Our financial advisors, KNN, have performed a comprehensive review of all disclosure requirements in our bond notices going back 10 years. They developed a list of *possible* errors and omissions, which was reviewed by our bond attorney Jones Hall. Any corrections were immediately submitted and the documents verified to be in complete compliance. Although there were no errors or omissions viewed as material, we are filing the self report in the event a future review determines there is materiality. Self filing means that if a material deficiency is found, the District is held harmless. There is no downside to self reporting.

Ms. Smith moved to Adopt Resolution 08-2014-15 "Authorizing Self-Reporting Under the SEC Municipalities Continuing Disclosure Cooperation Initiative" and the motion was seconded by Mr. Ireland.

The motion passed as follows:

AYES: Swenson, Pearson, Smith, Ireland, Raushenbush  
NOES: None  
ABSENT: None  
ABSTAIN: None

Conduct Second Reading of Revised Board Policy 5141.33

Review Revised Administrative Regulation 5141.33

Current PUSD policies on Head Lice are in need of updating to reflect both current law and best practices. A revised Policy and Administrative Regulation was brought to the Board for review at the October 22, 2014 Board meeting. At that meeting the Board requested further revisions, and the proposed revised Policy on Head Lice with revised Administrative Regulations (AR) was presented for a second reading this evening. ARs do not require Board approval and were included for information purposes.

Mr. Raushenbush moved to Adopt Board Policy 5141.33 and Ms. Smith seconded. The motion passed by a vote of 5-0.

Review of District Facilities – Update of Special Meeting of October 21, 2014

The Board held a special meeting in October 2014 to review District facilities needs for the near and long term. The Board is committed to the review of facilities as to condition and functionality for education in the 21<sup>st</sup> Century.

The Board requested that staff bring back a plan to address facility priorities that includes a timeline and budget and allows for the possibility of bringing forward a Proposition 39 bond authorization at the next opportunity, which would be November of 2016. The Board expressed the desire to see a comprehensive list of priorities.

Starting with the November 2016 election and working back, the staff developed a budget and timeline for Board consideration. To enable understanding of the facilities needs of the District, an update of the Master Plan must be completed. Because the 2006 Master Plan addressed the seismic needs of all buildings in the District and because all structural and non- structural life-safety hazards have been addressed, it is anticipated that a budget to update the information we already have would be in the \$100,000 range. The staff recommendation is that funds be set aside from the Modernization Fund for the purpose of updating the Master Plan for the District.

The Board reviewed the proposed process, timeline and budget, which are summarized below:

- Preparation to enable the community to consider a bond authorization to address facility priorities as soon as November 2016
- Identify/define facilities priorities with budgets by June 2016
- Planning with staff to begin in January 2015
- Planning with community stakeholders in the Fall of 2015
- Synthesis of information and designation of priorities with preliminary budgets available for consideration by March 2016
- Community input to the Board as to the need for consideration of a bond authorization in May 2016
- Decision to call an election made by the Board in June 2016
- Budget allocation requires a minimum of \$100,000 – suggested source is the Modernization funds set aside – December 2014

There was no public comment.

Ms. Pearson moved that the Board allocate up to \$100k to proceed with the proposed process, timeline and budget. The motion was seconded by Ms. Smith and approved by a vote of 5-0.

The Board requested a review of the District's current *Facilities Use Handbook*. The reasons for this review are to explore some expansion of facility hours of operation, to clarify the District's permit process and insurance requirements in an effort to better define facility use agreements, and to examine the current schedule of fees in light of revisions to the Civic Center Act expanding the definition of direct costs that school districts may charge for use of its school facilities or grounds.

Draft amendments to the *Facilities Use Handbook* were presented this evening. The draft is intended as a starting point for Board discussions and an opportunity for public input.

### **Expansion of Facility Hours**

Current demand for facilities use greatly exceeds the District's capacity, and the District is committed to looking for ways to augment access of facilities to the general public. Although there is the potential of expansion of hours made available to the general public, increasing District facilities availability beyond what is outlined in the draft would likely require hiring additional staff.

### **Public Use, Priority Use, Permits, and Insurance**

When not in use by the District or reserved pursuant to a permit, the District's athletic facilities are available for general public use during the times set forth next to each facility. For-profit use is prohibited; any person or organization wishing to offer coaching or other programs at District facilities must obtain a permit. Similarly, organized groups that intend to use a portion of any athletic facility in a way that excludes others from using that portion of a facility must obtain a permit.

The draft as presented does not alter or otherwise affect the facility use agreements with the City of Piedmont except as they might be impacted by changes in hours of operation. Priorities for facilities use remain largely unchanged, except for the recognition of Piedmont-based sports organizations and their priority use of District athletic facilities. The groups identified have entered into one or more Memorandums of Understanding (MOUs) with the District and have also agreed to make ongoing donations to the District for future expenses at the District's athletic facilities.

### **Determining "Fair Fees"**

The Civic Center Act (as amended) expands the definition of what constitutes direct costs that a school district may charge to include "the share of the costs for maintenance, repair, restoration, and refurbishment" of facilities proportional to an entity's use. Using information gathered from PUSD budget reports in 2013-14 and the "School Facilities Cost Calculator," District staff compared the results with the current fee schedule. This cost calculator, a tool designed to assist school districts to determine the costs of owning and operating their facilities, offers an example of a *method* for determining facilities fees; the results are not intended to serve as a fee schedule recommendation.

Mr. Raushenbush appreciates that the revised handbook is clearer regarding our expectations of renting organizations. He concurs that the Alan Harvey Theater should not be rented to outside organizations, and questions if the District should rent facilities if no staff are present. He would like to see Sunday use of Witter Field continued. He would like to have a new facilities use agreement with the City and outlined the priority of outside use as follows: City and civic organizations, support groups which have an MOU with the District,

and sport and Piedmont-focused groups without an MOU.

The board was asked to provide direction to staff and seek public input on a number of areas regarding policies and procedures for use of school facilities. These areas include hours of operation, inclusion or exclusion of locations (elementary classrooms, Alan Harvey Theater), availability of staffing, priority of use, and the applicability of the *Facilities Use Handbook* guidelines to all user groups, including organizations identified under the District's existing Memorandum of Coverage for property and liability insurance. Board Members Raushenbush and Smith agreed to work with Mr. Brady on these issues.

The Board was asked to approve a revised fee schedule and to determine a date for its implementation. The fee schedule will incorporate changes as provided under the revised Civic Center Act.

Proposed Process - Superintendent Search

President Swenson described the timeline and process for searching for a Superintendent. The Board is committed to an open and inclusive process that takes into consideration the need for confidentiality of potential candidates. The timeline includes establishment of a subcommittee to review, interview and recommend a search firm to the Board at the December 10, 2014 meeting. This subcommittee would consist of six members: two Board members – Sarah Pearson and Doug Ireland; the Piedmont City Manager; and representatives from the parent community, the staff and the community in the form of a former Board member.

It is anticipated that the selected search firm will make a presentation at the December 10 meeting that includes a review of the search process and a list of dates for information gathering from all stakeholders. The goal is to conduct interviews in March 2015 and finalize a contract with the new Superintendent by early April 2015.

PUBLIC COMMENT

Hari Titan, Piedmont resident, was concerned about the selection process and suggested that the criteria for candidates be released to the public. He would like a spreadsheet naming all candidates and rating them on the agreed-upon attributes be released to the public.

BOARD ACTION

Ms. Swenson suggested Ms. Pearson and Mr. Ireland to lead the subcommittee to select the search firm. Ms. Hubbard noted that the Board needs to give them the authorization to work with Ms. Chin-Bendib to negotiate a contract with the chosen search firm.

Ms. Smith moved to accept the nomination of Ms. Pearson and Mr. Ireland to head the subcommittee for the selection of a search firm and authorize them to execute a contract with the firm chosen. The motion was seconded by Mr. Raushenbush and passed by a vote of 5-0.

ANNOUNCEMENTS

Superintendent Hubbard announced that the annual Piedmont Turkey Trot will take place at 8:30 a.m. on Thanksgiving Day, Thursday, November 27. For those who would like more information or to register online, the website is <http://piedmontturkeytrot.com/>.

CORRESPONDENCE

After the Special Education Workshop, Ms. Smith received an email regarding Beach as the main site for Special Education. She received a phone call with follow up questions about the Turkey Trot and had several bleacher conversations about the Turkey Trot.

Ms. Pearson received two calls about Common Core Math and opportunities for parent engagement. Mr. Booker said an email will be sent out tomorrow to the Math Task Force describing opportunities for parent engagement in December and January, which will

include PHS and PMS Site Councils and Parent Clubs.

Ms. Swenson received an email from someone interested in being involved with the search process and an email with questions about interpreting Piedmont's test scores, which she sent to Mr. Booker.

## BOARD REPORTS

Mr. Raushenbush attended the Beach Parents Club, the Boosters Club and the Math Task Force.

Mr. Ireland attended the Havens Parents Club at which PRAISE members gave a presentation on special education, the DETAC meeting, the Tri-School Site Council, and the Empty Nest event. He has site visits scheduled at PHS and PMS later this week.

Ms. Smith attended the performance of *Opus* at the Piedmont Center for the Arts, the DETAC meeting, the Tri-School Site Council, the MHS Parents Club, the Empty Nest event, the Beach Math Night and the most recent PHS Football game. Her husband is the Executive Director of Bay Area Outreach & Recreation Program (BORP), a non-profit that provides outdoor and recreation programs for people with physical disabilities. BORP partnered with the PHS men's basketball team for a Roll & Shoot basketball game using adaptive wheelchairs. The BORP team won and the event was a great fundraiser with each team raising \$3,550-4,000.

Ms. Pearson attended the 6<sup>th</sup> grade opera, the PMS Parent Club meeting, the Math Task Force, and the PHS Cross Country meet where the Women's Cross Country Team won the league championship. This weekend she will attend the PHS Fall Drama Festival and a League of Women Voters workshop on Monday. She attended a Conference on Adverse Child Events, an exciting new field that includes health and education providers to work with children who have had four or more adverse events, which put them more at risk. She attended a conference at UC Berkeley on Self Compassion, a concept and practice she believes would be useful in our efforts to reduce student stress.

Ms. Swenson attended an Educate Our State luncheon with Ms. Pearson, and all Board members attended a workshop on Special Education. She hosted the Empty Nest Reception, and attended the PMS Site Council where she appreciated the presence and comments of the student representatives.

## CONSENT CALENDAR

The Consent Calendar includes two amendments to the minutes of the October 22 Board Meeting: the section on the report from the Student Representative has been amended and the dates of the field trip to Camp Arroyo have been changed to January 9-11, 2015. The corrected minutes are posted on the District Website and available this evening.

President Swenson thanked PAINTS for their generous donations to PHS and PMS for art materials.

Mr. Raushenbush moved and Ms. Smith seconded a motion to approve the consent calendar with the amendments to the Student Representative report and the dates of the Camp Arroyo field trip. The motion passed 5-0.

- A. Adopt Regular Board Meeting Minutes of October 22, 2014 Board Meeting
- B. Adopt Board Meeting Minutes of November 4, 2014 Special Board Meeting

- C. Approve Financial Report for October
- D. Approve Warrant List for August 1 – October 31, 2014.
- E. Approve Personnel Action Report
- F. Approve Revised Board Policy and AR 5141.31 “Immunizations”
- G. Adopt Resolution 09-2014-15 “Authorized Agents”  
This resolution complies with Ed Code requiring the District to provide the County Office of Education with the signatures of those authorized by the Board to sign orders in its name when there are additions or changes.
- H. Accept donations from PAINTS (Promote Art in the Schools) to PHS in the amount of \$3,216 to enhance art supplies, materials and equipment and to PMS in the amount of \$5,168 to enrich art supplies.
- I. Approve Field Trip for 11 PHS students to attend the JSA Convention in Santa Clara from November 15-16, 2014.
- J. Approve Field Trip for 5<sup>th</sup> graders from Beach, Havens and Wildwood to attend Camp Arroyo from January 9-11 and January 23-25, 2015
- K. Approve Field Trip for 40-60 PHS Jazz and Symphonic Band students to attend the Heritage Festival Bands tour in Anaheim, California from March 6,-9, 2015.
- L. Approve Field Trip for 25-30 PHS Orchestra students to attend the Heritage Festival Orchestra tour in Hollywood, California from March 26-29, 2015.
- M. Approve Agreement for Professional Services between Piedmont High School and Children’s Hospital & Research Center in the amount of \$27,000 to provide the services of a Certified Athletic Trainer effective August 1, 2014 to August 1, 2015.
- N. Approve one Independent Service Agreement with COFY (Community Options for Families and Youth), to provide non-public services to one student, effective November 12, 2014 through June 30, 2015, at a total cost not to exceed \$18,600.00.  
Funding: Special Education

FUTURE BOARD AGENDA ITEMS

The Facilities Handbook will be brought back for review and approval. The December meeting will include review and approval of the First Interim Budget and ratification of the contract with the search firm, which is expected to provide an presentation on the search process. The report of the Math Task Force has been moved to February/March to allow time for outreach to parents on math pathways.

Ms. Pearson will be unable to attend the January 27, 2015 Board Meeting.

ADJOURNMENT

The meeting was adjourned at 10:08 p.m.

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ANDREA SWENSON  
Board President, Piedmont Unified School District  
Board of Education

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CONSTANCE HUBBARD  
Secretary, Piedmont Unified School District  
Board of Education

**PIEDMONT UNIFIED SCHOOL DISTRICT**  
Piedmont, California  
December 10, 2014

TO: Members of the Board of Education  
FROM: Constance Hubbard, Superintendent  
SUBJECT: Personnel Action

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**SUBJECT TO BOARD APPROVAL**

**Employment: Certificated – Change in Status Effective 2014-15 School Year**

Anne Aldridge-Peacock Effective 8/18/14	Social Psychology Teacher .6 FTE Temporary to .6 FTE Second Year Probationary	PHS
Shoshana Beary Effective 8/18/14	Kindergarten Teacher .6 FTE Temporary to .6 FTE Permanent (1.0 FTE Total Permanent)	Wildwood
Christine Blackie-Taylor Effective 10/13/14	Science Teacher .8 FTE Temporary to .8 FTE First Year Probationary	PMS
Tracy Broback Effective 8/18/14	Third Grade/Science Resource .7 FTE Temporary to Second Year Probationary	Beach
Matthew Campana Effective 8/18/14	Fourth Grade Teacher 1.0 FTE Temporary to First Year Probationary	Havens
Louisa Cheung Effective 8/18/14	Site Tech Coordinator .1 FTE Temporary to .1 FTE Permanent (1.0 FTE Total Permanent)	Wildwood
Amy Dunn-Ruiz Effective 8/18/14	Math Teacher 1.0 FTE Temporary to 1.0 FTE First Year Probationary	PHS
Joan Edelstein Effective 8/18/14	Nurse .6 FTE Temporary to .6 FTE First Year Probationary	District

**Board of Education Meeting  
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**Employment: Certificated – Change in Status Effective 2014-15 School Year**

Michael Friesen Effective 9/1/14	Counselor 1.0 FTE Temporary to 1.0 FTE First Year Probationary	PMS
Julia Hollinger Effective 8/18/14	English/Social Science Teacher .2 FTE Temporary to .2 FTE First Year Probationary	MHS
Daniel Kessler Effective 8/18/14	Science Teacher 1.0 FTE Temporary to 1.0 FTE First Year Probationary	PMS
Shelly Lynch Effective 8/11/14	Psychologist .2 FTE Temporary to .2 FTE First Year Probationary	District
Logan Medina Effective 8/18/14	Science Teacher 1.0 FTE Temporary to 1.0 FTE First Year Probationary	PMS
Lori Morris Effective 8/18/14	Counselor .1 FTE Temporary to .1 FTE Permanent (.8 FTE Total Permanent)	Havens
Marianne Peirce Effective 8/11/14	Psychologist .8 FTE Temporary to .8 FTE First Year Probationary	Havens
Laura Remer Effective 8/18/14	Librarian .1 FTE Temporary to .1 FTE Permanent (.7 FTE Total Permanent)	Havens
Shauna Revelli Effective 8/18/14	Second Grade Teacher 1.0 FTE Temporary to 1.0 FTE First Year Probationary	Havens
Jennifer Rinna-Hildreth Effective 8/11/14	Psychologist .6 FTE Temporary to .6 FTE First Year Probationary	PHS

**Board of Education Meeting  
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**Employment: Certificated – Change in Status Effective 2014-15 School Year**

Rajendra Shrivastava Effective 8/18/14	Computer Science Teacher .8 FTE Temporary to .8 FTE First Year Probationary	PHS
Jessica Siebert Effective 8/18/14	Resource Specialist/Second Grade .6 FTE Temporary to .6 FTE First Year Probationary	Havens
Janine Sohn Effective 8/18/14	Social Science Teacher .2 FTE Temporary to .2 FTE Permanent (.8 FTE Total Permanent)	PHS
Michelle Song Effective 8/18/14	Fifth Grade Teacher 1.0 FTE Temporary to 1.0 FTE First Year Probationary	Havens
Diana Thomas Effective 8/18/14	Kindergarten Teacher 1.0 FTE Temporary to 1.0 FTE First Year Probationary	Havens
Anne Violanti Effective 8/18/14	Music Teacher .3 FTE Temporary to .3 FTE First Year Probationary	PMS
Kelly Wallis Effective 8/18/14	Fifth Grade Teacher 1.0 FTE Temporary to 1.0 FTE First Year Probationary	Havens
Sarah Wheeler Effective 8/11/14	Psychologist .2 FTE Temporary to .2 FTE Second Year Probationary	District
John White Effective 8/18/14	French/Animation/Public Speaking .2 FTE Temporary to .2 FTE Permanent (.8 FTE Total Permanent)	PMS
Lesley Wighton Effective 8/18/14	Fourth Grade Teacher 1.0 FTE Temporary to 1.0 FTE First Year Probationary	Beach

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**Employment: Certificated**

Ellen Breeden Effective 9/29/14-6/12/15	Physical Education Teacher .2 FTE Temporary	PMS
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**Request for Leave of Absence: Certificated**

Shoshana Beary Effective 2014-15 School Year	Kindergarten Teacher .2 FTE (.8 FTE Assignment)	Wildwood
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Tracy Broback Effective 2014-15 School Year	Third Grade/Science Resource .3 FTE (.7 FTE Assignment)	Beach
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**Rescindment Employment: Certificated**

Xiaohua Yu Effective 11/1/14	Mandarin Teacher .1 FTE Temporary	PMS
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**Extra Duty Stipends**

Karen Bloom Effective 9/1/14	Safe School Ambassador Program	PMS
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Michael Friesen Effective 9/1/14	Safe School Ambassador Program	PMS
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Edward Greenebaum Effective 9/1/14	Safe School Ambassador Program	PMS
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Michelle Kerwin Effective 9/1/14	Safe School Ambassador Program	PMS
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Kim Lipkin Effective 9/1/14	Safe School Ambassador Program	PMS
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Erika Weisenberg Effective 9/1/14	Safe School Ambassador Program	PMS
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**Employment: Classified**

Oscar Zano Jr	Custodian	PMS
Effective 11/17/2014	1.0 FTE	

**Leave of Absence: Classified**

Laura Remer	Library Assistant	Havens
Effective 11/1/2014 to 06/12/2015	.15 FTE	

**Resignation: Classified**

Katherine McCully	Special Ed Para	PHS
Effective 10/28/2014	1.0 FTE	

**Retirement: Classified**

Percy Flores	Custodian	PMS
Effective 10/31/2014	1.0 FTE	

**Extra Compensation: Winter Coaches**

Doug Bonacum	Boys Basketball	PHS
Dan Chubbock (24/7)	Girls Soccer	PHS
Kenneth Evans	Girls Basketball	PHS
Bryan Gardere	Girls Basketball	PHS
Joel Higgins	Boys Soccer	PHS
Chris Lavdiotis	Boys Basketball	PHS
Marcus Watson (24/7)	Girls Soccer	PHS
Ray Head (24/7)	Boys Soccer	PHS
Ben Spencer	Boys Basketball	PHS



October 23, 2014

CONTRACT FOR FINANCIAL ADVISORY SERVICES

BETWEEN

**Piedmont Unified School District**  
760 Magnolia Avenue  
Piedmont, CA 94611-4047

AND

**KNN Public Finance**  
*A Division of Zions First National Bank*  
1300 Clay Street, Suite 1000  
Oakland, CA 94612

We are advised that the Piedmont Unified School District (the “District”) wishes to employ the services of KNN Public Finance, a Division of Zions First National Bank (“KNN”), as Financial Advisor (the “Advisor”) to assist the District in structuring and issuing general obligation bonds and refunding bonds related to its existing bond authorizations. Accordingly, KNN proposes to perform the following services:

**BASIC SERVICES:**

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**THE FOLLOWING SERVICES ARE OFFERED FOR THE DISTRICT’S GENERAL OBLIGATION BOND PROGRAM.**

**A. Issuance.**

1. *Coordination and Communication.* Attend all meetings and present materials for the debt financing procedure.
2. *Manage Financing Process.* Manage the financing process, including the efforts of bond counsel and other interested parties, on behalf of the District. In connection with each series of bonds sold, prepare a schedule of activities and monitor the schedule to ensure the financing is completed in a timely manner.
3. *Authorizing Documentation.* Provide bond counsel with all information necessary for their preparation of all appropriate authorizing documentation (including a resolution prepared for District Board approval), and review and comment on such authorizing documentation prior to their approval.
4. *Financial Documentation.* Assist the District in preparation of the official statement for the transaction, and manage its posting and/or distribution to underwriters, or recommend an alternative arrangement for provision of such services if it is in the best interest of the District. If an alternative arrangement is selected, KNN will review the document prior to its posting. In either case, such document preparation will be at an additional cost to the District.

5. *Rating and Insurance Process.* Determine appropriate strategy for the rating and insurance process and perform all tasks necessary to implement such strategy. For an issue that requires a presentation to the rating agencies, prepare a presentation booklet and prepare the appropriate District representatives to make such presentation.
6. *Recommend a Method of Sale and Provide the Following Services:*
  - a. Advise as to securities market conditions, the timing of the sale, and the method of sale;
  - b. Should the District elect to offer its securities through public sale, KNN shall arrange for the distribution of the official notice of sale and bid form, along with the preliminary official statement, to prospective underwriters, respond to their questions regarding the financing, actively solicit their bids, coordinate the publication of notices of sale, coordinate the bid opening process, and calculate the true interest cost of each bid received to determine the best bidder;
  - c. Should the District elect to offer its securities through negotiated sale, KNN shall assist the District in the selection of an underwriter, negotiate underwriting spread and interest rates on behalf of the District, and monitor the underwriter's sale effort.
7. *Investment of Bond Proceeds.* Subsequent to the sale of securities, provide the District with information related to the investment of bond proceeds, including anticipated earnings, available investment alternatives, current investment rates, and recommended investment strategy.
8. *Closing Documentation.* Provide bond counsel with all appropriate information necessary for their preparation of appropriate closing documentation, and review and comment on such documentation prior to District approval.
9. *Ongoing Responsibilities.* Review with the District certain ongoing responsibilities of the District in connection with the financing, and assist in arranging for the provision of certain of ongoing services at the direct written request of the District.

## **B. Bond Program Management.**

1. *General Management.* Advise the District as to the decisions that need to be made and the actions that need to be taken, including the schedule of the issuance and structure of bonds, the expenditure of bond proceeds, the levy and collection of taxes, and the repayment of bonds issued, in order to ensure that the bond program runs smoothly.
2. *Timing of Issues.* Advise as to the timing for each series of bonds to be sold based upon the District's historical and projected bond program expenditures, market interest rate environment, work schedules of the interested parties, and other factors.
3. *Sizing of Issues.* Advise as to the sizing of each series of bonds to be sold based upon District bond program needs, federal tax law limitations, state regulatory restrictions, targeted tax rates, goals of the bond program, and other matters.

4. *Structure of Issues.* Advise as to the repayment structure of each series of bonds to be sold based on targeted tax rates, impact on interest costs, and prudent debt management practices.
5. *Ongoing Support.* Answer questions, attend meetings, and make presentations as appropriate to support the bond program.
6. *Monitor for Refundings.* Monitor interest rates and evaluate refunding opportunities for outstanding general obligation bonds. Provide periodic updates to the District on the feasibility of refunding outstanding bonds.
7. *Evaluate Financing Alternatives.* Evaluate non-general obligation bond financing alternatives whether developed by KNN Public Finance, inquired about by the District, or presented to the District by a third party. Recommend financing alternatives to be pursued based on such evaluations.

**C. Financial Planning and Campaign Strategies (as needed)**

1. *Bond Authorization Options.* Present bond authorization options based on a review of present and future capital needs, alternative growth scenarios, current outstanding debt, existing tax rates, and District overall objectives.
2. *Financial Plan.* Develop a long-term financial model, or bond program, to meet the District's construction time line, projected cash flow needs, and targeted tax rate threshold. This comprehensive financial plan generally includes a proposed bond issuance schedule and a tax impact analysis, and documents the assumptions that affect the schedule and tax rates. Adjust such financing plan on an ongoing basis to reflect new developments.
3. *Preparation for Election.* Provide appropriate financial advisory services as they relate to the required election documents. Review proposed ballot language as prepared by the District or the District's political consultant, review the proposed ballot argument and the proposed rebuttal ballot argument, if any, as prepared by campaign committee or their political consultant, prepare the tax rate statement for District signature, and review the impartial analysis prepared by County Counsel.
4. *Communications.* Attend all meetings as required and provide staff support to the District and campaign committee as appropriate during the pre-planning process and the bond campaign.

**OTHER PROVISIONS:**

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Duration of Contract: This contract shall be valid and binding for the issuance of all series of bonds including refunding bonds issued by the District through December 31, 2016. The District or KNN may terminate this contract/agreement at any time by giving either KNN or the District thirty (30) days written notice of termination. All written notices shall be given to the Superintendent for the District or to the Vice President of KNN, on appropriate letterhead. District agrees to compensate KNN for any services provided and expenses incurred up through termination date. For convenience, it is agreed that such services shall be assumed to accrue at a rate of \$2,000 per month from the closing date of the last completed bond issue up to a maximum amount of \$30,000.

Insurance: KNN shall maintain in full force and effect, workers' compensation insurance, general liability and professional liability and errors and omissions insurance covering its employees at KNN expense.

District's Obligations: The District agrees to cooperate with KNN, bond counsel and other parties to the transactions, and to furnish the necessary information for the preparation and drafting of the legal documents and the official statement, and to assert its best efforts to verify the accuracy of the information contained in such documents. If the securities are offered and sold through competitive bid, the District expressly consents to the acquisition of the securities by Zions First National Bank ("Zions") if Zions is determined to be the best bidder. KNN is a division of Zions.

Compensation: For the services to be provided by KNN, for each series of securities separately sold and issued, our fee schedule is as follows. If there are material changes to the plan of finance, the complexity of the transaction, or other circumstances that were not anticipated the fee schedules may be revised, subject to approval by the District.

Each Series of General Obligation Bonds/Refunding Bonds:

Par amount of \$20 million or less	=	\$50,000
Par amount of \$20 million - \$50 million	=	\$65,000
Par amount of \$50 million or more	=	\$80,000

Each Series of Bond Anticipation Notes = \$30,000

Such fees shall be fully contingent upon a successful securities transaction and will be payable from bond proceeds or other monies related to the bonds.

If two or more series are sold concurrently, such as a refunding with a new issuance, KNN will charge a reduced fee for the second series to be agreed upon with the District.

For financial consultant services for non-transaction assignments, KNN will receive \$250 per hour. Such consultant fees would be pre-approved by District staff, in an amount not-to-exceed \$15,000 annually, subject to Board approval, if required.

Expenses: KNN agrees to pay its own out-of-pocket expenses for travel within California and telephone charges incurred by us in performing our duties and obligations. Other costs of issuance, including but not limited to the expense of election, if any, bond counsel's fee, disclosure counsel, consultants' fees, trustee, paying agent or fiscal agent fees and charges, if any, rating agency fees and bond insurance premiums, if any, publication of required notices, if any, printing and distribution of the preliminary and final official statements and notice of sale, if any, printing and delivery of securities, travel expenses of District officials, out-of-state travel expenses of KNN, if any, outside copying costs, courier or delivery charges, conference call charges, data information (fees for data information services such as TM3 and Bloomberg will be billed at \$550), and processing services, and the costs of obtaining statistical data from outside sources, shall be paid by the District.

Reimbursement of such expenses is non-contingent; however costs of issuance, subject to bond counsel approval, may be funded from bond proceeds.

Indemnification: Each party (the “Indemnifying Party”) shall indemnify and hold harmless the other party, its officers, directors, employees, and affiliates (collectively, the “Indemnified Party”) against any claims or actions arising out of any and all claims by third parties arising out of the performance or non-performance of the Indemnifying Party’s obligations under this Contract, except to the extent attributable to the negligence or willful misconduct of the Indemnified Party; provided, however, that this indemnity shall not preclude the Indemnified Party’s recovery of direct damages pursuant to the terms and subject to the limitations of this Contract.

Assignment: KNN shall not assign this Agreement without the prior written consent of the District; provided, however, that notwithstanding anything to the contrary herein, the parties agree that KNN may assign this Agreement at any time and without prior consent or notice, to Zions First National Bank’s (“ZFNB”) wholly-owned subsidiary, Zions Public Finance, Inc. (“ZPFI”), whereupon all duties, responsibilities, and liabilities hereunder shall be assumed and performed by KNN, a division of ZPFI, and ZFNB’s duties, responsibilities, and liabilities hereunder shall thereupon cease. KNN will notify the District promptly following the occurrence of any such assignment.

The following signatures indicate acceptance of the responsibilities and services described in this contract:

KNN PUBLIC FINANCE  
A Division of Zions First National Bank

By:   
Vice President

Date October 23, 2014

ACCEPTED:

PIEDMONT UNIFIED SCHOOL DISTRICT

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_