



LAGUNITAS SCHOOL DISTRICT
SAN GERONIMO, CALIFORNIA
SPECIAL MEETING OF THE GOVERNING BOARD

Closed Session in Room 20, Lagunitas School
(Room 20 is next to the Lagunitas School Library)
Wednesday, November 16, 2016

Denise Bohman, President
Christopher Sabec, Clerk
Meegan Ochs-Potter
Steve Rebscher
Richard Sloan

John Carroll, Superintendent
Laura Shain, Principal
Ana Mendez, Chief Business Official

- 9:00 a.m.
1. CALL MEETING TO ORDER (Room 20, Lagunitas Campus) - Denise Bohman, Chair
 2. APPROVAL OF CLOSED SESSION AGENDA: Board Members will approve the Closed Session Agenda.
 3. PUBLIC COMMENTS ON CLOSED SESSION AGENDA: *Members of the public may address the Board regarding items on the Agenda as such items are taken up or, for closed session items, prior to board adjournment to Closed Session.*
 4. RECESS TO CLOSED SESSION: Board Members will recess to Closed Session pursuant to Section 54957: Public Employee Appointment: Superintendent, Business Manager, Principal, Administrative Assistant, requested by Denise Bohman, Board President,
- 10:00 a.m.
5. RECONVENE INTO OPEN SESSION (Room 20, Lagunitas School): The Chair will announce any reportable action taken in Closed Session.

BOARD RETREAT TOPICS

- A. ADMINISTRATIVE STAFFING AND STRUCTURE: The Board will review administrative contracts and discuss efficient allocation of resources for administration
- B. DISTRICT MISSION STATEMENT: The Board will review the District Mission Statement for the purpose of beginning a community-wide conversation.

12:00 p.m. ADJOURN

THERE IS A NO TOBACCO USE POLICY ON LAGUNITAS SCHOOL DISTRICT PROPERTY OR DISTRICT ACTIVITIES.
Notice: The Lagunitas School District adheres to the Americans with Disabilities Act. Should you require special accommodations, or more information about accessibility, please contact Donna Henderson at 415-488-4118 x 201. All efforts will be made for reasonable accommodations.

LAGUNITAS DISTRICT WEB SITE: <http://www.lagunitas.org>

A.

**MEMORANDUM OF UNDERSTANDING
BETWEEN
BOLINAS-STINSON UNION SCHOOL DISTRICT
AND
LAGUNITAS SCHOOL DISTRICT**

This Memorandum of Understanding (hereinafter "MOU"), is entered into the 1st day of July, 2016 by and between Bolinas-Stinson Union School District (hereinafter "Bolinas-Stinson") and Lagunitas School District (hereinafter "Lagunitas").

WHEREAS, Bolinas-Stinson and Lagunitas have determined that it would be in their mutual best interest to share a qualified School District Superintendent; and

WHEREAS, Bolinas-Stinson has a qualified School District Superintendent available to provide such services for Lagunitas; and

WHEREAS, Lagunitas has a need for such services and desires to contract with Bolinas-Stinson for the provision of these services;

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:

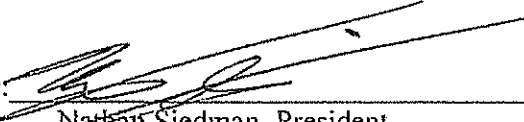
1. **SERVICES.** During the term of this agreement, Bolinas-Stinson shall provide to Lagunitas the services of Superintendent John Carroll, to serve as Superintendent of Lagunitas for 112.5 days. Payment for said services will be based upon the per diem rate of the superintendent's annual salary, health and welfare benefits and salary driven benefits (STRS, SDI, WC, etc) as outlined on Attachment A of this memorandum of understanding. Any salary adjustments that impact this amount will be included in the total cost for superintendent services. By advanced mutual agreement of the Bolinas-Stinson Union School District, the Lagunitas School District and Superintendent John Carroll, additional days of service may be purchased at the per diem rate reflected in Attachment A.
2. **EMPLOYMENT.** The Superintendent shall, for all purposes, remain an employee of Bolinas-Stinson and shall not be considered an employee of Lagunitas for any purpose.
3. **TERM.** The term of this Agreement shall commence on July 1, 2016 and shall continue until June 30, 2017.
4. **PAYMENT.** Lagunitas shall reimburse Bolinas-Stinson for the actual costs of services provided, including, but not limited to, salary and benefits. Bolinas-Stinson shall bill Lagunitas on a quarterly basis. Furthermore, Lagunitas shall reimburse the Superintendent for actual and necessary expenses incurred by the Superintendent within the scope of his employment, so long as such expenses are permitted by policy or incurred with prior approval of the Board of the Lagunitas School District. In cases where an expense incurred benefits both districts (for example, conferences, legal training, etc.) each district shall pay 50% of the costs providing the expense was pre-approved. These expenses shall be reported to Lagunitas on a quarterly basis.
5. **SCHEDULE.** The parties agree to a regular schedule for John Carroll to be present in Lagunitas. A tentative calendar will be reflected in Attachment "B". Every effort will be made by Lagunitas to ensure that John Carroll is able to keep that schedule, allowing for emergencies and/or other critical circumstances that may arise from time to time. The parties agree to maintain flexibility to avoid

potential conflicts in scheduling special School Board meetings.

6. **GOVERNING LAW.** This Agreement is made and entered into in the County of Marin, State of California.
7. **HOLD HARMLESS.** Bolinas-Stinson shall indemnify, hold harmless, and defend the Lagunitas School District, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from the Bolinas-Stinson School District's sole negligence in the performance of this agreement. Lagunitas shall indemnify, hold harmless, and defend Bolinas-Stinson, its officers, agents, and employees from and against all claims, damages, losses, and expenses, including reasonable costs and attorneys' fees, arising out of or resulting from the Lagunitas School District's sole negligence in the performance of this agreement.
8. **SUBSEQUENT CHANGES.** Any subsequent change in any of the terms of this MOU shall be in writing and mutually agreed to between the parties.
9. **REPRESENTATION BY COUNSEL.** Each party to this agreement understands and is aware that Lozano-Smith provides legal advice and services to each of the parties on this and other matters. Each party has no objection to this representation of the other party in the formation and implementation of this Agreement by the same legal counsel.

IN WITNESS WHEREOF, the foregoing agreement is hereby executed as of the date first above written.

BOLINAS-STINSON UNION SCHOOL DISTRICT:

By: 
Nathan Siedman, President
Board of Trustees

9.13.16
(Date)

LAGUNITAS SCHOOL DISTRICT:

By: _____
Denise Bohman, President
Board of Trustees

(Date)

Attachment "A"

**ESTIMATED FINANCIAL CALCULATION FOR SUPERINTENDENT JOHN CARROLL JULY 1,
2016 THROUGH JUNE 30, 2017**

| | |
|--------------|--|
| \$ 175,000. | Total salary compensation |
| 17,398. | Health and Welfare Benefits (Kaiser, Vision, Delta Dental) |
| 29,278. | Salary driven benefits (16.73%) |
| \$ 221,676 | Total |
| 985.00 | Per diem @ 225 Days |
| x 112.5 days | Lagunitas contract |
| \$ 110,813 | Total estimated salary and benefit costs to Lagunitas |

LAGUNITAS SCHOOL DISTRICT
San Geronimo, California

BUSINESS MANAGER

The Business Manager is a full time position and is confidential in status. The Business Manager reports directly to the Superintendent/Principal and the Board of Trustees.

The Business Manager, as an administrator of the District, is responsible for the development and maintenance of sound business systems and procedures for accounting, budgeting, business legislation, facilities, personnel pertaining to the Business Office, services of supply, cafeteria, transportation and grounds and maintenance. These responsibilities are carried out under the policies of the Board of Trustees and the direction of the Superintendent.

Duties and Responsibilities

- 1) Directs fiscally sound and responsible business programs including the executing and maintenance of financial transactions and records and the preparation of all financial reports. Assures that the District is compliant in all facets of State and County budget reporting.
- 2) Interprets accounting programs for the Superintendent/Principal and Board of Trustees. Is proficient in analysis of budgeting issues, prepares and presents statistical data, and interacts with Board, Staff, and Community regarding budgeting issues.
- 3) Prepare the budget calendar; prepares and administers the annual District Budget and Auditing process.
- 4) Responsible for purchasing, inventory, and facilities maintenance and operations.
- 5) Secures and executes necessary bids and leases for rental site improvements or repairs.
- 6) Supervises the cafeteria program to ensure compliance with State and Federal regulations.
- 7) Accounts for and reports expenditures of Federal and State funded programs. Assists in preparation of the Consolidated Application for categorical programs and completes mandated expenditure reports.
- 8) Administers Risk Management Program including fire, liability, worker's compensation, unemployment, health and welfare, and other insurance carried by the District, and is the District representative/alternate for the Marin Schools Insurance Authority.
- 9) Supervises payroll operation outcome, including State requirements, withholding taxes, other deductions required by law, and all related PERS and STRS matters, including preparation of retirement documentation.

LAGUNITAS SCHOOL DISTRICT

Business Manager

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- 10) Supervises the School Transportation Program, including bus drivers, and ongoing maintenance of school buses and transportation fees.
- 11) Supervises facilities, grounds and maintenance staff.
- 12) Assists independent auditor in completing annual audit.
- 13) Prepares and/or approves documents relating to the fiscal activities of the District.
- 14) Represents the District in the Facilities Committee. Participates, as requested, in Certificated and Classified Staff meetings to provide financial information as requested.
- 15) Represents the District at Marin County Chief Business Official's meetings and other County and Regional committees.
- 16) Advises Board and Superintendent in matters related to collective bargaining for all employee groups.
- 17) Performs all other related duties as instructed by the Superintendent/Principal and Board of Trustees.

APPROVED: 6/24/03

Reviewed by Superintendent Lawrence Enos, July 10, 2012

Reviewed by Superintendent John Carroll, April, 2015

**CONTRACT FOR EMPLOYMENT OF CHIEF BUSINESS OFFICIAL
BETWEEN
THE LAGUNITAS SCHOOL DISTRICT
AND
ANA MENDEZ**

THIS AGREEMENT is hereby made and entered into this 4 day of September, 2015, by and between the BOARD OF EDUCATION ("Board") of the LAGUNITAS SCHOOL DISTRICT ("District") and Ana Mendez ("CBO" or "Employee").

NOW, THEREFORE, it is hereby agreed as follows:

1. Chief Business Official:

Employee is hereby employed as the District's Chief Business Official ("CBO"). By accepting this employment, Employee agrees to devote her full-time, best efforts and abilities to performing the duties and responsibilities of the CBO as provided herein or as assigned from time to time by the Board.

2. Term of Employment:

The term of this Agreement shall be from July 1, 2015, through June 30, 2018.

3. General Terms and Conditions of Employment:

This Agreement is subject to all applicable laws of the State of California, and the rules and regulations of the California State Board of Education and policies and regulations of the Board and the District. Said laws, rules, policies and regulations are hereby made a part of the terms and conditions of this Agreement as though herein set forth.

4. Powers and Duties:

Employee agrees to perform the duties of CBO in the manner as prescribed by the laws of the State of California and under the policies and procedures of the District's Board of Education. Employee agrees to perform all duties and functions which are lawfully delegated to her in her capacity as CBO. In performing these duties, the CBO shall report to the Superintendent and shall be in attendance at all meetings of the Governing Board.

5. Evaluations:

The Superintendent shall formally evaluate and assess in writing the performance of the CBO at least once a year. Said evaluation and assessment shall be reasonably related to the duties of the CBO and the goals and objectives of the District for the year of the evaluation. The annual evaluation shall be in writing and shall be completed by March 31st of each year unless another date is agreed upon by the Superintendent and CBO.

6. Compensation:

A. Effective July 1, 2015, the CBO's annual salary shall be \$118,000.00. The CBO shall be paid in twelve (12) approximately equal monthly installments.

B. Subject to a satisfactory evaluation of the CBO's job performance, the Board shall consider, among other options, an annual salary increase for the CBO that is consistent with salary increases granted to other classified and management employees of the District. The Board and CBO recognize the nature of the CBO's role is unique among all of the District's employees and, accordingly, other factors (besides the percentage increase in salary schedules for classified and management employees) may be considered in determining any such salary adjustment to the CBO's salary. Any consideration of a salary increase shall be discussed in closed session at a regular meeting of the Board.

C. Any adjustments in salary during the term of this Agreement must be mutually agreed to in writing, shall take the form of a written amendment hereto approved in open session during a regular meeting of the Board, and shall not operate as a termination or increase the term of this Agreement.

7. Professional Schedule, Fringe Benefits and Sick Leave:

A. The CBO is a full-time management employee, required to render twelve (12) months (261 days) of full and regular service to the District during each annual period covered by this Agreement.

B. The CBO shall be entitled to 14 paid holidays, 2 of which are floating holidays.

C. The CBO shall be entitled to receive the same health and welfare benefits in accordance with the District's contract with the California School Employees Association.

D. The CBO shall be entitled to 20 days of annual paid vacation, to be used upon approval of the Superintendent.

E. The CBO shall be credited annually with 12 days of paid sick or personal necessity days.

F. The CBO shall pay his (employee) share of PERS and the District will pay its (employer) share of PERS.

8. Expenses:

A. In accordance with District policies and regulations and applicable law, the District shall pay the CBO for all actual and necessary expenses, including travel expenses, incurred while performing day-to-day duties on behalf of the District.

B. The District encourages the CBO to participate in professional and community organizations and activities. The District shall pay the CBO's membership dues and other required expenses with membership in the Association of California School Administrators (ACSA) and the California Association of School Business Officials (CASBO) Any additional memberships that the CBO deems beneficial to the District will require approval by the Board.

C. The CBO is expected to attend appropriate professional meetings and conferences that will benefit the District, provided that such participation is consistent with his overall responsibilities to the District, does not create a conflict of interest, and does not interfere with the satisfactory performance of her duties and obligations to the District. Approval of the Board shall be obtained when the CBO attends conferences outside the State of California or will be away from the District for three (3) or more regular work days, and all reasonable and necessary expenses of attendance shall be paid by the District in accordance with District policies and regulations. In case of an emergency attendance requirement, the President of the Board will be notified and the expenses will be submitted for ratification at the next appropriate Board meeting.

D. The CBO shall be provided with such facilities, equipment, supplies, and clerical assistance as appropriate to the CBO's position and necessary to facilitate the satisfactory performance of the CBO's duties.

9. Termination:

A. The Agreement may be terminated by the mutual consent of the Parties at any time.

B. The Board may elect to terminate the Agreement prior to its expiration without cause upon forty-five (45) days written notice to the CBO. In the event of the CBO's termination without cause and in acknowledgement of the difficulty or impossibility of calculating damages to the CBO as a result of such termination, the parties agree that the liquidated amount of damages owed by the Board shall be the base salary, as set forth in section 6(A) above, remaining to be paid during the full term of this Agreement, up to a maximum of twelve (12) months. The salary payment of the severance package shall be paid within thirty (30) days from the date of termination. In the event CBO agrees to be reassigned to another position in the District upon termination of this Agreement, the above liquidated severance package shall be offset by CBO's salary in the new position. The parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code sections 53260, *et seq.*

Notwithstanding any other provision of this Agreement to the contrary, if the Board believes, and subsequently confirms through an independent audit, that the CBO has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, then the Board may terminate the CBO and the CBO shall not be entitled to the cash, salary payments, health benefits or other non-cash settlement as set forth above. This provision is intended to implement the requirements of Government Code section 53260(b). The provisions of Government Code section 53260 are incorporated into this Agreement by this reference.

C. In the event of a termination without cause, the CBO shall continue to receive health benefits for the remaining term of this Agreement, up to a maximum of twelve (12) months, or until the CBO finds other employment, whichever occurs first. The parties agree that this provision meets the requirements governing maximum cash settlements as set forth in Government Code sections 53260, *et seq.*

D. If the CBO is convicted of a crime involving an abuse of her office or position, she shall fully reimburse the District of any and all cash settlements received due to her termination. This provision is intended to implement the requirements of Government Code section 53243.2, which is incorporated into this Agreement by this reference.

If the CBO is placed on paid administrative leave pending an investigation, the CBO shall fully reimburse the District if she is convicted of a crime involving an abuse of her office or position. This provision is intended to implement the requirements of Government Code section 53243, which is incorporated into this Agreement by this reference.

If the District provides funds for the legal criminal defense of the CBO, the CBO shall fully reimburse the District if the CBO is convicted of a crime involving an abuse of her office or position. This provision is intended to implement the requirements of Government Code section 53243.1, which is incorporated into this Agreement by this reference.

E. The Governing Board may elect to terminate the CBO for cause at any time. For the purposes of this Agreement, "cause" shall exist if CBO: (1) acts in bad faith to the detriment of the District; (2) refuses or fails to act in accordance with a specific provision of this Agreement or direction or order of a majority of the Board; (3) exhibits misconduct or dishonesty in regard to her employment; (4) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; (5) is unable to perform any of the essential functions of her position; or (6) fails to receive a satisfactory or better rating in any annual formal evaluation. The existence of such cause shall constitute a material breach of this Agreement and shall extinguish all rights and duties hereunder. In the event such cause exists, the Governing Board shall give the CBO: (a) written notice of the proposed action and the reasons therefore; (b) a reasonably detailed account of the charges and the materials upon which the proposed action is based; (c) notice of the right to respond orally or in writing to the Board; and (d) the right to a meeting with the Board. Any request for a meeting shall be filed by the CBO with the presiding officer of the Board within ten (10) days after service of the notice of proposed action. The meeting, if requested, shall be held in closed session at the next regular or special Board meeting, and in no event more than thirty-five (35) days after service of the notice of proposed action. The CBO shall have the right to be represented by counsel at her own expense. The CBO shall have a reasonable opportunity to respond to all matters raised in the charges. The meeting shall be conducted by the Board and shall not be an evidentiary hearing and neither party shall have the opportunity to call witnesses. After the meeting, the Board shall issue a decision in the form of a resolution either rescinding or confirming the charges and specifying the action to be taken. The CBO shall be notified in writing within five (5) days of the decision. The decision of the Board shall be final. The CBO's meeting with the Board shall be deemed to satisfy the CBO's entitlement to due process of law and shall be the CBO's exclusive right to any conference or hearing otherwise required by law. The CBO waives any other rights that may be applicable to this termination for cause proceeding with the understanding that completion of this hearing exhausts the CBO's administrative remedies.

F. District and CBO agree that the payment provided under Section 9(B) of this Agreement shall constitute the exclusive and sole remedy of any kind for any termination of her employment and the CBO agrees and covenants not to assert or pursue any other remedies of any kind, whether they be administrative, at law or in equity, with respect to any termination of her employment. Further, upon acceptance of payment under 9(B), the CBO agrees to waive and release the District and Board from any claims and/or causes of action against the District or Board in any way related to her employment by the Board, including but not limited to claims or actions under this Agreement.

G. Upon written evaluation by a licensed physician designated by the Board indicating the inability of the CBO to perform any of the essential functions of the position, with or without reasonable accommodation, this Agreement may be terminated by the Board upon written notice to the CBO and after providing a reasonable opportunity to respond. The Board

may, in its sole discretion, allow the CBO to continue in employment until expiration of current and accumulated sick leave and differential leave, but upon receipt of the written evaluation specified above, may immediately assign another employee the duties of CBO.

10. Notice of Finalist in Search:

In all cases, the CBO immediately shall notify the Board of Education should she become a finalist in the selection process for CBO, Superintendent or another administrator position with any another District.

11. Waiver:

No waiver of any breach of any term or provision of this Agreement shall be construed to be, nor shall it be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing and signed by the party waiving the breach.

12. Modification:

This Agreement may not be amended or modified other than by a written agreement executed by the Superintendent and approved by the Board at open session at a regularly scheduled meeting.

13. Complete Agreement:

This instrument constitutes and contains the entire agreement and understanding between the parties concerning the CBO's employment with the District. This instrument supersedes and replaces all prior negotiations and all agreements proposed or otherwise, whether written or oral, concerning the subject matter hereof. This is an integrated document.

14. Governing Law:

This Agreement shall be deemed to have been executed and delivered within the State of California, and rights and obligations of the parties hereunder shall be construed and enforced in accordance with, and governed by, the law of the State of California without regard to principals of conflict of laws.

15. Construction:

Each party has cooperated in the drafting and preparation of this Agreement. Hence, in any construction to be made of this Agreement, the same shall not be construed against any party on the basis that the party was the drafter. The captions of this Agreement are not part of the provisions hereof and shall have no force or effect.

16. Execution:

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Photographic copies of such signed counterparts may be used in lieu of the originals for any purpose.

17. Legal Counsel:

The CBO and the Board each recognize that in entering into this Agreement, the Parties have relied upon the counsel of persons of their own choosing, and that the terms of this Agreement have been completely read and explained to them, and that those terms are fully understood and voluntarily accepted by them.


18. Savings Clause:

If any provision of this Agreement or the application thereof is held invalid, the invalidity shall not affect the other provisions or applications of the Agreement which can be given effect without the invalid provisions or applications and the provisions of this agreement are declared to be severable.

IN WITNESS THEREOF, the parties hereto have duly approved and executed this Agreement on the day and year above written.

Date: Thursday, July 2, 2015
THE

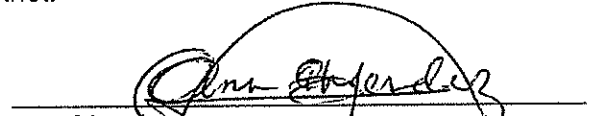
FOR THE BOARD OF EDUCATION OF
LAGUNITAS SCHOOL DISTRICT



John Carroll, Superintendent

I hereby accept this offer of employment and agree to perform faithfully the duties and responsibilities of CBO of the Lagunitas School District.

Date of Acceptance: 7/2/15



Ana Mendez

**Lagunitas School District
2016-2017
Management Payroll**

Please review, sign, and return by: 7/31/2016

Name: ANA MENDEZ

FTE: 1.00

Hire Date: 7/1/2015

Years of Service Completed as of 6/30/2016: 1

Position: CHIEF BUSINESS OFFICIAL

Daily Hours: 8
Work Schedule: M-F 9:00-5:00

| | |
|--------------------|---------------|
| Work Days: | 247.00 |
| Holidays Days: | 12.00 |
| Floating Holidays: | 2.00 |
| Total Days: | 261.00 |

Per Diem: \$ 486.58

Annual Regular Salary: \$ 126,998.00

| | |
|--------|-----------|
| Jul-16 | 10,325.00 |
| Aug-16 | 10,583.17 |
| Aug-16 | 258.17 |
| Sep-16 | 10,583.17 |
| Oct-16 | 10,583.17 |
| Nov-16 | 10,583.17 |
| Dec-16 | 10,583.17 |
| Jan-17 | 10,583.17 |
| Feb-17 | 10,583.17 |
| Mar-17 | 10,583.17 |
| Apr-17 | 10,583.17 |
| May-17 | 10,583.17 |
| Jun-17 | 10,583.17 |

Arrears pymnt on 9/9/16

Annual Regular Salary: 126,998.00

Union: No

| | | |
|-------------------|--------|------------------------|
| Sick Leave Hours: | 76.00 | 15-16 Carry Over |
| | 96.00 | 16-17 |
| | 172.00 | Total Sick Leave Hours |
| Holiday Hours: | 128.00 | 16-17 |
| Vacation Hours: | 160.00 | 16-17 |

| | | |
|---------------|---|-----|
| Supervision: | Superintendent | |
| Account Code: | 01-0000-0-2315.00-0000-7300-000-000-000 | 70% |
| | 01-0000-0-2315.00-0000-2700-000-000-000 | 30% |

Health & Welfare deduction and Flex 125 Plan (Cafeteria Plan) deduction to be determined by 9/15/2016

Employee Signature _____ Date _____

Authorized Signature _____ Date _____

LAGUNITAS SCHOOL DISTRICT

K-8 PRINCIPAL

Description

To serve as an educational leader with primary responsibility for the District's K-8 programs: Open Classroom (K-6), Public Montessori (K-5) Waldorf-Inspired (K-5) and Middle School (6-8) located at two campuses, San Geronimo and Lagunitas.

Required Qualifications

To be eligible for appointment as a principal, a candidate shall hold an appropriate California Administrative Services Credential.

Desirable Qualifications

1. The ability to gain and maintain the respect of community, staff and pupils.
2. The ability to provide educational leadership to maintain the integrity of the instructional programs.
3. Experience with implementing Special Education requirements successfully.
4. The ability to effectively and conscientiously prioritize tasks, integrate the resources of the school and the district in order to most efficiently accomplish the goals of the school district.
5. The ability and willingness to lead the program communities, including staff and parents, in a continuous program of educational improvement.
6. The ability to communicate effectively both verbally and in written form.
7. The ability to effectively coach, evaluate and supervise certificated and classified staff members.
8. Two years of administrative experience, and a minimum of 5 years of successful full-time elementary or middle school teaching experience.
9. An advanced degree in an education-related field.

Goals of Effective Performance

To provide leadership which will include flexible program and environment favorable to learning and personal growth for students and staff; to show an honest liking and sincere regard for people; to be accountable for the articulation and continuity of the program through-out the District; to establish and maintain good relationships with students, parents, staff and community.

Duties and Responsibilities

1. Provides leadership and facilitation to maximize student learning.
2. Assists in the screening and interviewing of District personnel.

3. Be familiar with existing courses of study and participate in the planning of new curriculum, and evaluate such programs as to their continued effectiveness.
4. Provides leadership to the staff in determining objectives and identifying school needs as the basis for developing long-and short-range plans for the school.
5. Interprets and applies state, county and school district laws, regulations, policies and procedures at the school.
6. Establishes an effective school administrative organization with clear lines of responsibility and with the appropriate delegation of authority.
7. Facilitates and coordinates professional growth opportunities for personnel within the school.
8. Maintains professional competence through participation in self-selected professional growth activities.
9. Coaches and evaluates the performance of all assigned personnel in accordance with the district's adopted uniform guidelines for evaluation and assessment; takes appropriate action for the recognition of superior teaching, for continuous professional growth of staff and for upgrading substandard performance.
10. Facilitates class and program assignments of all students in such a way as to encourage their optimal growth.
11. Develops school plans and organizational procedures for the health, safety, discipline and conduct of students.
12. Provides leadership in making periodic appraisals of pupil progress and in reporting to parents.
13. Shares responsibility for planning, coordinating, and evaluating the total program of student services.
14. Facilitates plans with the staff for the selection and effective use of curriculum materials, instructional supplies, equipment, building facilities, school grounds.
15. Interprets the school programs and its curriculum to parents through the School Site Council, open house, personal conferences, and bulletins; promotes greater understanding among community groups of school objectives, accomplishments and problems; and encourages community involvement in the schools.
16. Is available to confer with students, staff and parents with tolerance, open-mindedness and flexibility.
17. Coordinates the procedures and participates with staff at the local school level in interviewing and making recommendations for the selection of personnel.
18. Reports directly to the superintendent.
19. Facilitate special needs student requirements, including early identification, tracking, compliance and best practices for student growth.
20. Performs other duties as assigned.

LAGUNITAS SCHOOL DISTRICT
EMPLOYMENT AGREEMENT

D-4

This agreement is entered into as of the 30th day of June, 2016 by and between the Board of Trustees of the Lagunitas School District, hereinafter referred to as "Board" and Laura Shain, hereinafter referred to as "School Principal". The above-named parties hereby mutually agree as follows:

1. TERM

The District hereby employs the School Principal for a period beginning July 1, 2016 and terminating June 30, 2017.

2. SALARY

The School Principal's annual salary from July 1, 2016 to June 30, 2017 will be at an annual rate of \$137,765. Upon receipt of an annual satisfactory evaluation and renewal of this agreement, the School Principal's salary shall be increased in accordance with the attached salary schedule.

3. DUTIES

The School Principal shall perform duties as prescribed by the laws of the State of California. The School Principal shall have such powers and duties which are delegated to her by the Superintendent. The School Principal shall execute all powers and duties in accordance with the policies adopted by the Board, and the rules and regulations of the State Board of Education.

4. SCHOOL PRINCIPAL PERFORMANCE OBJECTIVES

As soon as practicable after the execution of this agreement, the Superintendent and School Principal shall meet to establish the School Principal's performance objectives. Said performance objectives shall be reduced to writing and shall be based on the duties and responsibilities set forth in this agreement. On or prior to October 1 of each succeeding year the parties will meet to establish performance objectives for the succeeding year. A professional development plan will be developed by the School Principal and the Superintendent and approved by the Board.

5. EVALUATION

The Superintendent shall evaluate the performance of the School Principal at least once per year. This evaluation normally will take place prior to May 1. A copy of the written evaluation will be given to the School Principal, and a copy will be placed in the School Principal's personnel file.

The School Principal's evaluation process may include:

- Alignment with District/Site goals.
- Input from certificated/classified staff and parents.
- Self-evaluation (may include portfolio data).
- Superintendent input (includes information from visits, observations, etc.).

6. FRINGE BENEFITS

The School Principal shall receive fringe benefits equal to those of other certificated employees of the District. The District shall contribute to the Principal's health, dental and vision insurance costs, an amount equivalent to the premiums currently being charged by current providers as per the current certificated collective bargaining agreement.

All statutes applicable to sick leave and disability leave shall apply. Sick leave shall be accrued at the rate of twelve (12) days per year.

7. TOTAL COMPENSATION

The total compensation for the Principal in any given year will be the total of:

- a) the base salary
- b) health and welfare benefits

8. EXPENSE ALLOWANCE

The School Principal shall be reimbursed for all pre-approved actual and necessary expenses incurred within the scope of employment, and in accordance with applicable District policy. ACSA dues will be paid by the District. Mileage reimbursement will be paid by the District for required travel at the District rate.

9. SERVICE

The School Principal shall be required to render Two Hundred Fifteen (215) of full and regular service to the District during the period of this contract. The Superintendent will approve specific workdays for the School Principal's 215-day work year. The School Principal will complete a work year calendar for Superintendent approval prior to July 1 of the contract year. Additional days, beyond the 215 days can be contracted by mutual agreement of the Board and the School Principal at the School Principal's per diem rate.

10. APPLICABLE LAW

This agreement is subject to all applicable laws of the State of California, rules and regulations of the State Board of Education, and rules and regulations and policies of the Board, all of which are made a part of the terms and conditions of this contract as though set forth herein. The parties also agree that, in the event of litigation, venue shall be the proper state or court located in Marin County.

This agreement contains the entire agreement and understanding between the parties. There are no oral understandings, terms or conditions, and neither party has relied upon any representation, express or implied, not contained in this agreement.

The School Principal may not assign or transfer any rights granted or obligations assumed under this agreement.

The School Principal shall be considered a school site administrator for the purpose of Education Code Section 44956.5.

This agreement cannot be changed or supplemented orally. It may be modified or superseded only by a written instrument executed by both of the parties.

The School Principal hereby represents that she is, on the date of this agreement, a holder of a valid California School Administrator's Credential, a valid California Teacher's Credential, and a valid California Driver's License.

All agreements and covenants contained herein are severable in that in the event any of them shall be held invalid by any competent Court, this contract shall be interpreted as if such invalid agreements or covenants were not contained herein.

Laura Shain
School Principal

Denise Bohman
President - Board of Trustees

Date: _____

Date: _____

School Principal Salary Schedule:

2.3% Increase Each Year - 210 Days

| | |
|-----------|--|
| 2011-2012 | \$101,418 (205 Days) July 1, 2011 Contract |
| 2011-2012 | \$103,891 (210 Days) Revised May 15, 2012 Added Five Days to Contract |
| 2011-2012 | \$106,332 Revised June 12, 2012 2.35% Increase Retro to 7/1/11 |
| 2012-2013 | \$109,812 July 1, 2012 Contract 2.3% Step Increase 1.0% COLA Increase |



| | |
|-----------|--|
| 2013-2014 | \$116,830 2.3% Step Increase; includes 4% increase. |
| 2014-2015 | \$122,364 2.3% Step Increase plus increase from 210 to 215-day contract. 2% Increase retro to July 1, 2014 |
| 2015-2016 | \$130,490 reflects 2% Increase per certificated settlement 2.5% Step Increase (% aligns with Business Manager and Confidential salary schedules) |
| 2015-2016 | \$134,405 reflects 3% Increase per certificated settlement, retro to July 1, 2015 |
| 2016-2017 | \$137,765 2.5% Step Increase (% aligns with Chief Business Official and Confidential salary schedules) 215-day contract. |

LAGUNITAS SCHOOL DISTRICT
San Geronimo, California

DISTRICT ADMINISTRATIVE ASSISTANT

JOB DESCRIPTION

Under the immediate supervision of the Superintendent:

Serves as confidential management assistant to the Superintendent and members of the Board of Trustees. Performs highly complex and responsible work for the District Superintendent and the Board of Trustees. Continually utilizes problem-solving and organizational skills and demonstrates initiative. Works independently with minimal direct supervision and guidance. Demonstrates exemplary communications skills within the multiple settings of the district while utilizing utmost discretion. Works effectively with the public, students and District and school personnel. Attends regular meetings of the Board of Trustees. Performs related duties as required. Responsible for the administration of the District office. Willingly participates in professional development within position responsibilities.

Major Duties and Responsibilities

- 1) Assists Superintendent and in his/her role as Secretary to the Board of Trustees and in his/her District and County responsibilities.
- 2) Facilitates district's legal and procedural responsibilities relative to personnel issues, State and Federal Compliance requirements, and any other public requests.
- 3) Prepares materials for various meetings and conferences/board workshops; maintains the Superintendent's District confidential files.
- 4) Receives, prepares and maintains confidential information.
- 5) Drafts agenda, prepares and distributes the final agenda and supporting materials for meetings of the Board of Trustees; attends regular meetings of the Board of Trustees and takes minutes of the proceedings that accurately reflect the content of the meeting, and provides the necessary follow-up after Board meetings.
- 6) Maintains current certificated and classified personnel files in a manner that meets legal requirements.
- 7) Develop, revise and maintain necessary forms and documents.
- 8) Establishes and maintains District Office file systems, including the official record of Board minutes and resolutions.
- 9) Drafts revisions of District policies and administrative regulations; manages the updating and maintenance of District Policy manual.
- 10) Conducts initial interviews (both in person and on the telephone) with students, staff, parents, and community members; answers questions, provides information and attempts to resolve complaints/problems through knowledge of District policies and procedures; refers to an appropriate staff member or administrator or makes an appointment with Superintendent, if necessary.

- 11) Maintains oral and written communication and relationships with District staff, parents and students, members of the Board of Trustees, staff from the Marin County Office of Education and other Marin County school districts, outside agencies and consultants, the public and news media.
- 12) Composes and prepares correspondence independently or from oral instructions or rough drafts as requested by the Superintendent; copies and distributes such correspondence appropriately.
- 13) Receives and process Interdistrict Transfer requests.
- 14) Coordinates CBEDS materials.
- 15) Coordinates District's California Safe Schools Assessment Program.
- 16) Works with Superintendent to produce and distribute the District Newsletter.
- 17) Acts as District Office receptionist; opens and processes daily mail addressed to Superintendent and Board of Trustees.
- 18) Schedules, coordinates and maintains the Superintendent's calendar and appointments.
- 19) Apprises Superintendent of potential problems and concerns.

Knowledge, Abilities, Skills Required

Knowledge of:

- District operations, policies, procedures and philosophy;
- On-going legal compliance responsibilities for the district
- Administrative and organizational principles and techniques;
- Current office practices and technology;
- Principles of business letter and report writing;
- Data collection and organization.

Ability to:

- Perform a wide variety of responsible secretarial work and coordinate a volume of administrative detail;
- Independently compose and/or create a variety of documents, including letters, memos and reports;
- Effectively interact with all levels of District staff, students, parents, members of the community, outside agencies, consultants and the media;
- Understand and carry out complex oral and written instruction;
- Maintain a variety of complex and confidential records and files;
- Assemble, interpret and organize information;
- Work effectively with constant interruption
- Master applicable computer software programs;
- Proficiently operate office equipment;
- Work independently.

Qualifications

- Minimum Education: AA Degree with Bachelor's Degree desired.
- Secretarial experience within an education setting for a minimum of three years
- Five years or equivalent of varied and progressively responsible clerical and secretarial work.

D-5

LAGUNITAS SCHOOL DISTRICT
AGREEMENT OF EMPLOYMENT CONDITION FOR
DISTRICT ADMINISTRATIVE ASSISTANT
2016-2017

Name: Donna Henderson
Position: District Administrative Assistant
Supervision: Superintendent

Date: June 30, 2016

Conditions:

1. The position of District Administrative Assistant is 11 months and is confidential in status. Total number of work days is 240, including 11 holidays and 2 floating holidays.
2. Salary will be \$81,697 for the 2016-2017 school year divided into 11 monthly payments. An additional education stipend of \$300 will be paid each year divided into 11 monthly payments.
3. The effective date of this agreement shall be July 1, 2016 and continues from year to year.
4. Vacation is 232 hours per year. Sick leave is 104 hours per year. Sick leave shall be carried forward into each consecutive year of employment.
5. The District will compensate the District Administrative Assistant \$2,475.00 in lieu of Health and Welfare benefits. Health and Welfare benefits will be provided, if needed, by the District in accordance with the provisions of the *Classified Employee Contract*.
6. Mileage shall be reimbursed for all meetings attended at District per mile rate.
7. Duties and responsibilities will be outlined in the job description and as directed by the Superintendent.

ACCEPTANCE OF EMPLOYMENT:

Denise Bohman
President - Board of Trustees

Donna Henderson
District Administrative Assistant

Date

Date

**Lagunitas School District
Administrative Assistant
5-Year Salary Schedule:**

2.5% Increase Each Year - 240 Days

2.35% Increase Retro to July 1, 2012

1.0% COLA Increase Effective July 1, 2012

| | | |
|--|---------------------|---|
| 2011/2012 | \$61,957 | 240 Days |
| 2011/2012 | \$63,247 | 245 Days |
| 2011/2012 | \$64,733 | 2.35% Increase |
| 2012/2013 | \$66,449 | 1.0% Increase plus Step Increase of 2.5% |
| 2013/2014 | \$70,834 | Step Increase of 2.5% plus 4% increase |
| 2014/2015 | \$72,605 | Step Increase of 2.5% |
| 2% Increase retro to July 1, 2014 | | |
| 2.5% increase each year | | |
| 2015/2016 | \$75,909 | 240 days |
| 2015/2016 | \$79,704 | 5% increase retro to July 1, 2015 |
| 2016/2017 - | \$81,697 | 240 Days plus Step Increase of 2.5% |

DISTRICT MISSION STATEMENT

B.

- We are a community, committed to continuous improvement in our educational effectiveness, aimed at fulfilling the needs of each individual student.
- We strive for quality, balancing academic excellence, social awareness, civic responsibility, and self esteem in a safe and attractive learning environment where all participants benefit.
- We value parental choice and involvement, collaborating with staff, students, and Board, to ensure that programs continue to be responsive, operations become ever more efficient, and educational opportunity continues to be optimized.