Submit a California Public Records Act Request to Carmel USD

The Carmel Unified School District (CUSD) is committed to transparency and providing easy access to public records pursuant to the California Public Records Act (CPRA). The California Public Records Act gives the public the right to access records created and maintained by public agencies in the course of their normal business.

Pursuant to Government Code Section 6252(e), a public record is defined as "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." Public records requests may be used to obtain "records," which include a wide variety of documents and other materials (including print, photographic, and electronic formats) that were created or obtained by the organization and are, at the time the request is filed, in the organization's possession and control.

Records subject to disclosure under the CPRA may include email or other communications from members of the public or which reference them. While the District reviews all responsive records to determine if this information should be disclosed, in many cases references to members of the public, or the content of their communications to the District are subject to disclosure. Permissible exemptions from disclosure include documents that invade an individual's right to privacy (e.g., privacy in certain personnel, medical, or student records) or hinder the government's need to perform its assigned functions in a reasonably efficient manner (e.g., maintaining confidentiality of investigative records, official information, records related to pending litigation, and preliminary notes or memoranda).

All requests will be posted to the District's CPRA webpage.

Name of requestor: *
First and last name
CUSD Parents
Submit a California Public Records Act Request to Carmel USD

https://docs.google.com/forms/u/0/d/1CWRug8NQJ4PjFT1_h5eTb...

Email of requestor: (Responses will be provided to this email address)

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Mailing address of requestor:

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This is regarding the April agreement entered with Hazard, Young, Attea and Associates ("HYA"), and Carmel Unified School District (CUSD) in its effort to recruit and employ a principal for Carmel High School on or before July 1, 2023.

Provide information that the contract was executed as approved:
1. Provide Date of the Planning Meeting and a summary of the said meeting.

2. What were agreed upon application requirements and professional qualifications?
CONTRACT STATES: Conduct a Planning Meeting with the Superintendent and provide a summary of said meeting which will detail the timeline and steps of the search process as well as application requirements and professional qualifications determined by the District.

3. Who were the individuals or participants of the focus groups required by the contract and what were the dates of the sessions?
CONTRACT STATES: Provide for a combination of up to twelve individual interviews, focus groups and/or parent forums and staff forums for face-to-face and/or online videoconference sessions. The Superintendent will collaborate with the consultants to determine who will be selected for individual interviews and determine the composition of focus groups.

4. Was the requirement to develop, administer and analyze an electronic survey completed? Provide a copy of the results.
CONTRACT STATES: Develop, administer, and analyze an electronic survey of Carmel High School community constituents and provide a report of findings. The survey will gather feedback on the perceived priorities and needs of the high school to help better match a candidate's skills and experience with the needs of the District and the school and also seek input on desired qualifications and professional and personal attributes desired in the next school leader.

5. Provide copy of the Leadership Profile as indicated by contract requirement:
CONTRACT STATES: Prepare and present a Leadership Profile Report based on the data from the survey, interviews, forums and/or focus groups as well as the job description or any other materials made available to the consultants.

6. Where was the role of the Carmel High School Principal advertised? What were the dates?

7. The Contract states the agency is required to present a slate of candidates of up to six semi-finalist candidates for Superintendent consideration. Provide who were the six semi-finalists.
If you have attachments or images to add to the request, please do so here.

Recruiter_Attach...
APPROVAL OUTSIDE VENDOR
(NON-CUSD) CONTRACT

All contracts must be approved by the Board of Education

Please return this signed cover sheet and the contract to the Business Office for review at least fourteen (14) working days prior to the next Board meeting.

Once received and approved by the Business Office, the contract will be returned to the requesting department and you must agendize the item for approval by the Board of Education at their next regularly scheduled meeting.

Site/Department: Human Resources

Contractor Name: HYA: Hazard, Young, Attea Associates

Date(s) of Contracted Service: 4/10/2023 to 8/1/2023

Cost (not to exceed): $14,900.00

Description of Service:

Contract Terms: Prepayment Penalty: ☐ Yes ☑ No Auto Renewal: ☐ Yes ☑ No

☐ Venue for Legal Disputes Reviewed by Cabinet Member ☐ Legal Counsel Reviewed

☐ Pupil Records Rider ☐ New Vendor (if checked, need W9) ☐ Other Assist in searching for a new CHS Principal

☐ Fingerprinting/TB Questionnaire completed ☐ Insurance Received

☐ Ratified, reason

Funding Source: ☑ District ☐ ASB ☐ PTO/PTA ☐ Other ____________________________

☐ Fund 40 ☐ Fund 14 ☐ Fund 01 Budget Source Professional Consulting Service

01-0000-0-0000-7400-5800-09-029-7500-0026

I have read and understand the terms of and approve the attached contract:

Craig D. Chartz

Site/Department Administrator Signature 04/07/2023 Date

☐ Reviewed by C.B.O. before being agendized. yd initials

________________________

Board Approval Date: ________________ ☐ Copy sent to the Site/Department ________________ Date
PROPOSAL FOR CARMEL UNIFIED SCHOOL DISTRICT
HYA Signature Search for High School Principal

Purpose
The purpose of this Proposal is to document a proposed working arrangement between Hazard, Young, Attea and Associates (“HYA”), and Carmel Unified School District (CUSD) in its effort to recruit and employ a principal for Carmel High School on or before July 1, 2023.

Section I: HYA Responsibilities
HYA’s President, Glenn W. “Max” McGee, and HYA Associate, Valerie Pitts, shall provide the following services and deliverables:

Engage Phase (April 2023):
A. Conduct a Planning Meeting with the Superintendent and provide a summary of said meeting which will detail the timeline and steps of the search process as well as application requirements and professional qualifications determined by the District.
B. Provide for a combination of up to twelve individual interviews, focus groups and/or parent forums and staff forums for face-to-face and/or online videoconference sessions. The Superintendent will collaborate with the consultants to determine who will be selected for individual interviews and determine the composition of focus groups.
C. Develop, administer, and analyze an electronic survey of Carmel High School community constituents and provide a report of findings. The survey will gather feedback on the perceived priorities and needs of the high school to help better match a candidate’s skills and experience with the needs of the District and the school and also seek input on desired qualifications and professional and personal attributes desired in the next school leader.
D. HYA will provide templates for invitations for interviews, focus groups, forums, and survey access to the school for distribution.
E. Prepare and present a Leadership Profile Report based on the data from the survey, interviews, forums and/or focus groups as well as the job description or any other materials made available to the consultants.

Recruit Phase (April 10 – May 1, 2023):
F. Prepare and coordinate advertisements as selected and paid for by the District.
G. Recruit and contact candidates utilizing state and national networks.
H. Correspond with candidates regarding the search process, timeline, Leadership Profile.
I. Create a password protected Shared Drive with all candidates’ application materials for the Board, Superintendent, and Human Resources Director to review.
J. Interview applicants face-to-face or via video conference.
K. Conduct reference checks and complete news media and social media background checks.
L. Identify best qualified candidates.
M. Prepare materials of selected slate of candidates for Superintendent consideration.

Select Phase (May 1, 2023 – May 3, 2023):
N. Present a slate of candidates of up to six semi-finalist candidates for Superintendent consideration.
O. Provide materials, sample questions with “look fors,” and protocols to ensure effective interviews.
P. Schedule interviews, as desired for the Superintendent/interview committee with selected semi-finalists and finalists.
Q. Facilitate committee discussion to narrow candidate pool after each round of interviews.
R. Coordinate and provide investigative background check(s) of candidates as selected and paid for by the district.

Section II: Board and School Responsibilities

A. The Superintendent approves the search process at the Planning Meeting.
B. The Superintendent/HR Director selects advertising to be paid for by the District.
C. The Leadership Team/interview committee conducts interviews of finalists shortly after a slate is presented.
D. The Superintendent/HR Director writes and executes the employment contract with the selected Principal with the assistance of the District’s attorney as needed.

Section III: Guarantees

A. Throughout the search process the consultant will be available to counsel with the Superintendent about the search. The consultant will assist until CUSD determines it has found the appropriate candidate for the position.
B. The principal appointed with HYA’s assistance will not be presented to another District as a candidate if it would result in the principal leaving CUSD unless the new leader resigns or is terminated.
C. If the new leader departs from the position during the first year under any circumstances, HYA will recruit new candidates for the District at no additional cost barring travel, advertising and due diligence expenses. If the new leader departs prior to the end of the second academic year and both the superintendent who selected the principal and the majority of the Trustees who approved the hiring are still intact, HYA will recruit new candidates for the District at no additional cost barring travel, advertising and third party due diligence expenses.
D. Should CUSD choose to end the search before the high school principal is selected, the District is responsible for the search fee, advertisement, background checks and all expenses incurred prior to their decision based on the fee and payment schedule outlined herein.

Section IV: Fees and Payment Schedule

In consideration for Services, Carmel Unified School District will pay to Hazard, Young, Attea and Associates for:

A. Consulting Fee for the search in the amount of $14,900, which includes all components of the search process except for consultant and candidate travel.

This fee is due in two installments:
- 50% will be invoiced upon execution of the contract/agreement
- 50% will be invoiced upon appointment of the new leader

B. Advertising: HYA’s webpage and social media pages are included in the above consulting fee (IV.A.) as is advertising in the State Associations. Additional national or state level advertising is available at Board expense.

C. Travel Reimbursement for Consultants: CUSD agrees to reimburse the consultant directly for air travel, car rental, and lodging (HYA does seek reimbursement for meals) if travel is required. Travel and lodging must be pre-approved by the Superintendent.

Section V: Reimbursement Costs for Finalists

If the District chooses to reimburse candidates for travel for interviews, candidates will submit for reimbursement directly to Carmel Unified School District.

Section VI: Business Relationship

A. Carmel Unified School 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.
B. Carmel Unified School 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 Carmel Unified School District, is the sole property of HYA, without royalty or other consideration to the Carmel Unified School District.

C. All information, notes, interview sheets, lists, and other documents developed by HYA consultants shall remain the property of HYA.

D. HYA and Carmel Unified School District agree that neither the Board members nor any Carmel Unified School District employee will disclose HYA trade secrets or confidential information to any person outside of the Carmel Unified School District’s employment or make any unauthorized use of such confidential information.

E. Carmel Unified School District’s decision to hire or not hire a particular candidate is at the discretion of the Superintendent (with final Board approval) and Carmel Unified School District takes responsibility for that decision. HYA is not responsible for any decision the District makes in the employment process relative to the hiring or failure to hire of any candidate(s) slated by the Consultants.

Section VIII: Term and Termination

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

Hazard, Young, Attea and Associates:

Signature: ___________________________ Date: 4/7/23
Nanci Perez COO
Name and Title

Carmel Unified School District:

Signature: ___________________________ Date: Apr 12, 2023
Sharon Ofek Acting Superintendent
Name and Title
"Hazard Young Attea - Human Resources 4-19-2023" History

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