

## HERMOSA BEACH CITY SCHOOL DISTRICT

TO: Board of Education

FROM: Alan Rasmussen, Ed.D.  
Interim Superintendent

DATE: June 20, 2012

SUBJECT: ADMINISTRATIVE SUPPORT SERVICES

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### RECOMMENDATION

It is recommended that the Board of Education approve additional administrative support positions needed due to the administrative reorganization.

### BACKGROUND

In April, the Board approved a recommendation to reorganize the District administration. In the reorganization, one administrative position was eliminated with the duties added to the Superintendent, Principals and Director of Technology. In addition, the job responsibilities were also expanded for the Executive Assistant. The reorganization created a saving of approximately \$140,000 to the General Fund. Proceeds of the savings were to be allocated to help offset the revenue loss from the state and also provide support for the administration due to the reduction. From the total savings, \$100,000 is allocated to the General Fund for the deficit offset and up to \$40,000 is allocated for the additional support services.

The additional support services include the following:

- A three hour clerk at Hermosa View School at a cost of \$16,700.
- A three hour clerk at District Office at a cost of \$16,700.
- A Superintendent support consultant – add an additional \$6,600 to District account 5800 to provide necessary consultant support for the 2012-2013 school year.

### FISCAL IMPACT

Total cost for the support services are approximately \$40,000 and is funded from the savings of the administrative reorganization. The additional \$100,000 remaining from the reorganization will be added to the General Fund.

# HERMOSA BEACH CITY SCHOOL DISTRICT

TO: Board of Education

FROM: Patricia Escalante  
District Superintendent

DATE: September 12, 2012

SUBJECT: CONTRACT - SUPERINTENDENT SUPPORT SERVICES

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## RECOMMENDATION

It is recommended that the Board of Education approve the contract for Superintendent Support Services with Dr. Alan Rasmussen.

## BACKGROUND

At the June 20, 2012 School Board Meeting, the Board approved administrative support for the Superintendent. Dr. Rasmussen is a retired superintendent with working knowledge and experience of Hermosa Beach schools. He will work closely with Superintendent Escalante during her first year.

## AGREEMENT FOR SPECIAL SERVICES

This is an agreement between the Hermosa Beach City Elementary School District, hereinafter referred to as "Client," and Education Support Services, LLC, hereinafter referred to as "Consultant," entered into as of Sept. 6, 2012.

### RECITALS

WHEREAS, the Client needs assistance regarding superintendent mentoring; collective bargaining; and, special education services; and

WHEREAS, Education Support Services is professionally trained and competent to provide these services; and

WHEREAS, the authority for entering into agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable:

NOW THEREFORE, the parties to this agreement do hereby mutually agree as follows:

1. The Consultants agree to assist the Client by participating as a mentor, collective bargaining advisor and providing special education assistance.
2. The Client agrees to pay the Consultants the amount of \$100 per hour per consultant not to exceed \$10,000, which include expenses (exclusive of copying and reprographics charges), upon receipt of billing from Consultant on a monthly basis.
3. This agreement shall be for the period commencing on September 6, 2012 and terminating upon the completion of the training and advisement. It may be terminated at any time by either party on ten (10) days written notice. In case of cancellation, the Client shall be liable for any costs and fees accrued to date of cancellation.
4. It is expressly understood and agreed to by both parties that Consultants, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as indicated below:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Pat Escalante, Superintendent  
Hermosa Beach City Elementary School District

BY:  \_\_\_\_\_ DATE: 9/6/12  
Dr. Dan Steele, Operations Officer  
Education Support Services, LLC  
34428 Yucaipa Blvd. Box 230  
Yucaipa, Calif. 92399-2474  
(951) 313-5441

# HERMOSA BEACH CITY SCHOOL DISTRICT

TO: Board of Education

FROM: Patricia Escalante  
District Superintendent

DATE: May 8, 2013

SUBJECT: CONTRACT FOR SUPERINTENDENT SUPPORT SERVICES

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## RECOMMENDATION

It is recommended that the Board of Education approve the contract with Educational Support Services (ESS) to provide superintendent support services in negotiations with bargaining units, special education, facilities and other areas.

## BACKGROUND

The Board approved administrative support for Superintendent Escalante during her transition to the superintendent position. Dr. Alan Rasmussen, who is a retired superintendent, has working knowledge and prior experience in Hermosa Beach schools. He has worked closely with Superintendent Escalante during the 2012-2013 school year, and will continue to serve as a consultant in the 2013-2014 school year.

## AGREEMENT FOR SPECIAL SERVICES

This is an agreement between the Hermosa Beach City Elementary School District, hereinafter referred to as "Client," and Education Support Services, LLC, hereinafter referred to as "Consultant," entered into as of April 18, 2013.

### RECITALS

WHEREAS, the Client needs assistance regarding superintendent mentoring; collective bargaining; and, special education services; and

WHEREAS, Education Support Services is professionally trained and competent to provide these services; and

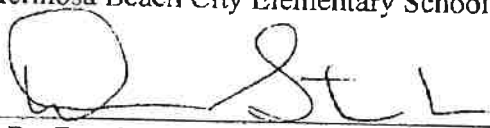
WHEREAS, the authority for entering into agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable:

NOW THEREFORE, the parties to this agreement do hereby mutually agree as follows:

1. The Consultants agree to assist the Client by participating as a mentor, collective bargaining advisor and providing special education assistance.
2. The Client agrees to pay the Consultants the amount of \$100 per hour per consultant not to exceed \$10,000, which include expenses (exclusive of copying and reprographics charges), upon receipt of billing from Consultant on a monthly basis.
3. This agreement shall be for the period commencing on April 18, 2013 and terminating upon the completion of the training and advisement. It may be terminated at any time by either party on ten (10) days written notice. In case of cancellation, the Client shall be liable for any costs and fees accrued to date of cancellation.
4. It is expressly understood and agreed to by both parties that Consultants, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as indicated below:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Pat Escalante, Superintendent  
Hermosa Beach City Elementary School District

BY:  DATE: 4/17/13  
Dr. Dan Steele, Operations Officer  
Education Support Services, LLC  
34428 Yucaipa Blvd. Box 230  
Yucaipa, Calif. 92399-2474  
(951) 313-5441

# HERMOSA BEACH CITY SCHOOL DISTRICT

TO: Board of Education

FROM: Patricia Escalante  
District Superintendent

DATE: October 9, 2013

SUBJECT: MODIFICATION OF SUPERINTENDENT SUPPORT SERVICES  
CONTRACT

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## RECOMMENDATION

It is recommended that the Board of Education approve a contract modification for Superintendent Support Services with Educational Support Services.

## BACKGROUND

On September 1, 2012, the Board of Education approved providing administrative support service for the Superintendent. Due to the reduction in administrative staff through a District reorganization and the hiring of a new superintendent, the additional support was necessary to address a number of challenging issues facing the District. Dr. Rasmussen, a retired superintendent assisted the superintendent and Board of Education with negotiations, special education, superintendent coaching and Board Governance.

On May 8, 2013, the Board of Education approved a contract with Educational Support Services to continue providing support for the superintendent for the 2013-2014 school year. The contract was not to exceed \$10,000. The contract provides for support services in negotiations, special education, superintendent advisory and board governance.

As a result of the District's increased enrollment and the recommendation from the District's Facilities Planning Advisory Committee to hire an architectural firm for Facilities Master Planning, the Superintendent will need additional support in addressing the increased projects resulting from an increase in responsibilities.

The contract modification would be to increase the original contract amount from \$10,000 to a maximum of \$20,000.

The cost of this contract will be taken from the General Fund.

## AGREEMENT FOR SPECIAL SERVICES

This is an agreement between the Hermosa Beach City Elementary School District, hereinafter referred to as "Client," and Education Support Services, LLC, hereinafter referred to as "Consultant," entered into as of Oct. 14, 2013.

### RECITALS

WHEREAS, the Client needs assistance and advisement regarding board governance, superintendent coaching; collective bargaining; special education services; and facilities planning

WHEREAS, Education Support Services is professionally trained and competent to provide these services; and

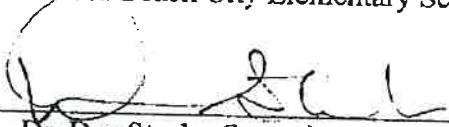
WHEREAS, the authority for entering into agreement is contained in Section 53060 of the Government Code and such other provisions of California law as may be applicable;

NOW THEREFORE, the parties to this agreement do hereby mutually agree as follows:

1. The Consultants agree to assist the Client by participating as an advisor for board governance and related matters, superintendent coaching, collective bargaining, special education, and, facilities planning.
2. The Client agrees to pay the Consultants the amount of \$100 per hour per consultant not to exceed \$20,000, which include expenses (exclusive of copying and reprographics charges), upon receipt of billing from Consultant on a monthly basis.
3. This agreement shall be for the period commencing on October 14, 2013 and terminating upon the completion of the training and advisement. It may be terminated at any time by either party on ten (10) days written notice. In case of cancellation, the Client shall be liable for any costs and fees accrued to date of cancellation.
4. It is expressly understood and agreed to by both parties that Consultants, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the Client.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed as indicated below:

BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Pat Escalante, Superintendent  
Hermosa Beach City Elementary School District

BY:  DATE: 10/4/13  
Dr. Dan Steele, Operations Officer  
Education Support Services, LLC  
34428 Yucaipa Blvd. Box 230  
Yucaipa, Calif. 92399-2474  
(951) 313-5441