



Contra Costa School of Performing Arts

Board Meeting

Date and Time

Friday July 7, 2023 at 9:00 AM PDT

The public may address the Board regarding any item within the jurisdiction of the Board of Directors of ChartHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Chair/Vice Chairperson prior to the Call to Order. Speakers will be given three minutes for items on the agenda, and two minutes for items not on the agenda. When translation services are utilized to support the participation of a primary Speaker, the translator will be afforded the same duration of time as the primary Speaker. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.

All Board agendas and minutes will be published at cocospa.org. Any disclosable public records related to an open session Board meeting agenda item and distributed by staff to a majority of the Board of Directors shall be available for public inspection.

Location: In person.

2730 Mitchell Dr. Walnut Creek, CA 94598 - Conference Room

Online:

Board member Charles Hill

30 Celebration Dr. Rochester, NY 14620

Zoom: <https://us06web.zoom.us/j/85151342259?pwd=MkMvSXliSTAwRHpxcGNUcGJmeGxyUT09>

Meeting ID: 851 5134 2259

Passcode: 310424

The Board of Directors will provide reasonable accommodations for persons with disabilities planning to attend Board meetings so long as notice is provided at least one hour prior to the start of the meeting by contacting the Executive Director's Office at (925) 235-1130.

Agenda

	Purpose	Presenter	Time
I. Opening Items			9:00 AM
Opening Items			
A. Call the Meeting to Order		Lynna McPhatter-Harris	
B. Record Attendance		Lynna McPhatter-Harris	
C. Establishment of Quorum		Lynna McPhatter-Harris	
D. Agenda Review and Adoption	Vote	Lynna McPhatter-Harris	5 m
The Board will review the agenda and adopt as presented or take action to change the order of items.			
II. PUBLIC COMMENTS			9:05 AM
The public may address the Board regarding any item within the jurisdiction of the Board of Directors of ChartHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Chair/Vice Chairperson prior to the Call to Order.			
Speakers will be given three (3) minutes for items <i>on</i> the agenda, and two (2) minutes for items <i>not</i> on the agenda. When translation services are utilized to support the participation of a primary Speaker, the translator will be afforded the same duration of time as the primary Speaker. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.			

	Purpose	Presenter	Time
A.	Items on the Agenda	Lynna McPhatter-Harris	
B.	Items not on the Agenda	Lynna McPhatter-Harris	
III.	CONSENT AGENDA		9:05 AM
<p>Items listed under consent agenda are considered routine and will be approved/adopted in one single motion. There will be no separate discussion of these items; however, any item may be removed from the consent agenda upon request by any member of the Board and acted upon separately.</p>			
A.	Approve Minutes	Approve Minutes Lynna McPhatter-Harris	5 m
<p>The Board will consider the approval of the minutes from the Regular Board of Directors annual retreat held on June 13, 2023.</p> <p>Approve minutes for Regular Board Meeting on June 13, 2023</p>			
B.	Approve Minutes	Approve Minutes Lynna McPhatter-Harris	
<p>The Board will consider the approval of the minutes from the Special Board of Directors meeting held on June 22, 2023.</p> <p>Approve minutes for Special Board Meeting on June 22, 2023</p>			
IV.	Leveled Proposal for CBO Search		9:10 AM
A.	Leveled Proposal	Vote Brandy Byers	15 m
<p>The board will review the proposal from Leveled regarding a possible Chief Business Officer search.</p>			
V.	Compensation Study		9:25 AM
A.	Comparable Compensation Data	Vote Lynna McPhatter-Harris	5 m
<p>Review of and Possible Approval of Comparable Compensation Data for Charter School Executive Director/CEO</p>			
VI.	CLOSED SESSION		9:30 AM

	Purpose	Presenter	Time
The Board will move to Closed Session.			
A. Public Employee Employment/Discipline/Dismissal Release (§ 54957)	Vote	Brandy Byers	15 m
Board will be updated regarding personnel hired and approve any Public Employee Discipline/Dismissal/Releases.			
B. Public Employment	Vote	Lynna McPhatter- Harris	15 m
Public Employment Title: Executive Director/CEO			
VII. RECONVENE TO OPEN SESSION			10:00 AM
A. Report Out	FYI	Lynna McPhatter- Harris	3 m
The Board will report out on actions taken in Closed Session, if any.			
B. Executive Director Salary and Compensation	FYI	Lynna McPhatter- Harris	5 m
Oral report of salary, salary schedule, or compensation paid in the form of fringe benefits to Executive Director/CEO			
C. Employment Agreement	Vote	Lynna McPhatter- Harris	5 m
Review and Possible Approval of Fixed Term Employment Agreement for Executive Director/CEO			
D. Transition Plan	Vote	Lynna McPhatter- Harris	15 m
Board will discuss the leadership transition plan and make any votes necessary on decisions made.			
VIII. Closing Items			10:28 AM

	Purpose	Presenter	Time
A. Adjourn Meeting		Lynna McPhatter-Harris	1 m

Coversheet

Approve Minutes

Section:	III. CONSENT AGENDA
Item:	A. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Regular Board Meeting on June 13, 2023

APPROVED



Contra Costa School of Performing Arts

Minutes

Regular Board Meeting

Date and Time

Tuesday June 13, 2023 at 12:00 PM

Location

Contra Costa School of Performing Arts
2730 Mitchell Drive
Walnut Creek, CA 94598

The public may address the Board regarding any item within the jurisdiction of the Board of Directors of ChartHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Chair/Vice Chairperson prior to the Call to Order. Speakers will be given three minutes for items on the agenda, and two minutes for items not on the agenda. When translation services are utilized to support the participation of a primary Speaker, the translator will be afforded the same duration of time as the primary Speaker. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.

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Directors Present

C. Hill, D. Wendt, F. Bani-Taba, H. Vega, L. McPhatter-Harris

Directors Absent

A. Mbonisi

Ex Officio Members Present

B. Byers

Non Voting Members Present

B. Byers

Guests Present

B. Fleming (remote), J. Flaner, K. Aozasa (remote)

I. Opening Items**A. Call the Meeting to Order**

H. Vega called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Tuesday Jun 13, 2023 at 12:13 PM.

B. Record Attendance

Attendance recorded.

C. Establishment of Quorum

Quorum present.

D. Agenda Review and Adoption

D. Wendt made a motion to adopt the agenda as presented.

F. Bani-Taba seconded the motion.

The board **VOTED** unanimously to approve the motion.

II. PUBLIC COMMENTS**A. Items on the Agenda**

No public comments.

B. Items not on the Agenda

No public comments.

III. Board Resignations, Vacancies, and Continuation of Service

A. Board Resignations

D. Wendt made a motion to accept the resignation of Board Member Fatemah Bani-Taba, Seat P (parent), effective June 30, 2023.

C. Hill seconded the motion.

The board **VOTED** unanimously to approve the motion.

B. Board of Director Continuation of Service Appointments

C. Hill made a motion to accept the Board of Director Continuation of Service Appointments for the two seats held by Heather Vega and David Wendt ending June 30, 2023 as described below.

F. Bani-Taba seconded the motion.

Continuance of Service shall be as follows:

Heather Vega (Seat 2) to serve a full term commencing July 1, 2023 through June 30, 2025.

David Wendt (Seat 1) to serve out the term from the vacancy caused of Seat P caused by the resignation of Fatemah Bani-Taba, starting July 1, 2023 and ending December 31, 2023.

The board **VOTED** unanimously to approve the motion.

C. Board of Director Membership, Vacancies for 23-24

The Board conducted interviews for board membership: Candidates Mackenzie Ayers and Greg Ponikvar.

Motion to to accept Board Candidates Greg Ponikvar and Mackenzie Ayers for membership as listed below.

The Board conducted interviews for board membership from Candidates Mackenzie Ayers and Greg Ponikvar.

The Board voted unanimously to accept the candidates for board membership for the following terms:

Greg Ponikvar - Seat ____ - July 1, 2023 to June 30, 2025

Mackenzie Ayers - Seat ____ - July 1, 2023 to June 30, 2024

The board **VOTED** unanimously to approve the motion.

IV. CONSENT AGENDA

A. Consent Agenda

D. Wendt made a motion to approve the Consent Agenda with the following amendments and to approve all other items (Item B, F, and G).

L. McPhatter-Harris seconded the motion.

Amendment 1:

The following Consent Agenda items will be moved to Item VII. Administrative Items and Announcements and will be voted on as individual votes:

Item A - Approve Meeting Minutes

Item C - Arts, Music, and Instructional Materials Block Grant

Item D - Expanded Learning Opportunities Grant (ELO-P)

Item E - LCAP 2023-24

The board **VOTED** unanimously to approve the motion.

D. Wendt made a motion to amend the previous Consent Agenda motion as follows below.

F. Bani-Taba seconded the motion.

Amendment 2:

The following Consent Agenda item will not be moved from Item VII. Administrative Items and Announcements but will be placed under Item VI. Fiscal Reports as Item B and will be voted upon after the Monthly Financial Report and before the Annual Budget 23-24 individual vote:

Item E - LCAP 2023-24

The board **VOTED** unanimously to approve the motion.

B. Board Meeting Dates 23-24

C. Strategic Plan 2023-26

D. Org Chart 23-24

V. COMMITTEES

A. Finance Committee

No business or updates to report.

VI. FISCAL REPORTS

A. Monthly Financial Report

The Board heard a monthly financial report from EdTec managers.

B. LCAP 2023-24

D. Wendt made a motion to approve the LCAP for 23-24.

L. McPhatter-Harris seconded the motion.

The board **VOTED** unanimously to approve the motion.

C. Annual Budget 23-24

D. Wendt made a motion to approve the Annual Budget for School Year 23-24.

L. McPhatter-Harris seconded the motion.

The board **VOTED** unanimously to approve the motion.

VII. ADMINISTRATIVE ITEMS AND ANNOUNCEMENTS

A. Bond Consultant Recommendations

The Board heard a bond consultation recommendations presentation from Dr. Caprice Young.

B. Approve Meeting Minutes

D. Wendt made a motion to approve the minutes from the Regular Board Meeting 05-23-2023. Regular Board Meeting on 05-23-23.

L. McPhatter-Harris seconded the motion.

approve as amended to include Ismal name

The board **VOTED** unanimously to approve the motion.

C. Arts, Music, and Instructional Materials Block Grant

D. Wendt made a motion to approve the Art, Music, and Instructional Materials Block Grant.

L. McPhatter-Harris seconded the motion.

The board **VOTED** unanimously to approve the motion.

D. Expanded Learning Opportunities Grant (ELO-P)

D. Wendt made a motion to approve the Expanded Learning Opportunities Grant (ELO-P).

L. McPhatter-Harris seconded the motion.

The board **VOTED** unanimously to approve the motion.

VIII. CLOSED SESSION

A.

Closed Session

The Board entered into Closed Session.

B. Executive Director Evaluation

C. Public Employee Employment/Discipline/Dismissal Release (§ 54957)

IX. RECONVENE TO OPEN SESSION

A. Report Out

The Board reconvened to Open Session. The Board chair reported out that the Board took action to accept Employment/Discipline/Dismissal Release in closed session.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 4:00 PM.

Respectfully Submitted,
H. Vega

Coversheet

Approve Minutes

Section:	III. CONSENT AGENDA
Item:	B. Approve Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on June 22, 2023

APPROVED



Contra Costa School of Performing Arts

Minutes

Special Board Meeting

Date and Time

Thursday June 22, 2023 at 4:00 PM

Location

Join Zoom Meeting

<https://us06web.zoom.us/j/84586264374?pwd=ZUFFanBWV2tTZ0JTTEVpaXVqQTM2dz09>

Meeting ID: 845 8626 4374

Passcode: 960178

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Board meeting will be held at 2730 Mitchell Dr., Walnut Creek, CA 94598.

*Adding a zoom location per Brown Act, each member attending via zoom will post the agenda in their window, announce their address, and announce if there is anyone over the age of 18 attending with them.

Heather Vega: 4040 Hope Avenue, Concord, CA 94521

Charles Hill: 1412 Market St., Oakland, CA 94607

Fatemeh Bani-Taba: 1655 N. California Ave., Walnut Creek, CA 94596

Join Zoom Meeting

<https://us06web.zoom.us/j/84586264374?pwd=ZUFFanBWV2tTZ0JTTEVpaXVqQTM2dz09>

Meeting ID: 845 8626 4374

Passcode: 960178

Directors Present

C. Hill (remote), D. Wendt, F. Bani-Taba (remote), H. Vega (remote), L. McPhatter-Harris

Directors Absent

A. Mbonisi

Ex Officio Members Present

B. Byers

Non Voting Members Present

B. Byers

I. Opening Items

A. Call the Meeting to Order

H. Vega called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Thursday Jun 22, 2023 at 4:06 PM.

B. Record Attendance

C.

Quorum established

D. Agenda Review and Adoption

D. Wendt made a motion to Approve agenda with a change of presenter from David Wendt to Lynna McPhatter-Harris for transition planning.

L. McPhatter-Harris seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

A. Mbonisi	Absent
F. Bani-Taba	Absent
L. McPhatter-Harris	Aye
H. Vega	Aye
C. Hill	Aye
D. Wendt	Aye

II. PUBLIC COMMENTS

A. Items on the Agenda

No public comment

III. APPROVALS FOR OPERATIONS

A. Review using debit versus credit card

No vote at this time. Board discussed limits and details and want to build in a quarterly review of credit card charges.

B. Adding Day Porter

L. McPhatter-Harris made a motion to add a day porter to the janitorial contract for 2023-24.

F. Bani-Taba seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

D. Wendt	Aye
L. McPhatter-Harris	Aye
F. Bani-Taba	Aye
H. Vega	Aye
C. Hill	Aye
A. Mbonisi	Absent

C. Accept Plan

L. McPhatter-Harris made a motion to accept the recommendations from Education Growth Group.

D. Wendt seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

H. Vega	Aye
C. Hill	Aye
F. Bani-Taba	Aye
L. McPhatter-Harris	Aye
A. Mbonisi	Absent
D. Wendt	Aye

IV. CLOSED SESSION

A. Public Employee Employment/Discipline/Dismissal Release (§ 54957)

Nothing to report at this time.

B. Public Employee Performance Evaluation § 54957

Nothing to report at this time.

V. TRANSITION PLANNING

A. Transition Plan

Nothing to report at this time.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:31 PM.

Respectfully Submitted,
H. Vega

Coversheet

Leveled Proposal

Section:	IV. Leveled Proposal for CBO Search
Item:	A. Leveled Proposal
Purpose:	Vote
Submitted by:	
Related Material:	Contra Costa School of Performing Arts - Proposal - Leveled Talent.pdf Leveled Talent_Executive Search Overview 2022-2023.pdf

Leveled Talent - Executive Search

June 2023

Leveled Talent is a people-centered executive search and talent support firm that focuses on placing leaders of color in executive-level positions across the country. Our clients deeply believe that racial and cultural diversity at the senior level is critical to get the best results and have a greater social impact. Our approach to Talent Management is with the mission of building strong partnerships with clients to understand their culture, people, and practices that enable staff to do their best, and organizations to accomplish outstanding results for students, families, and communities. Through a rigorous process, we work to identify strengths and support the development of human capital strategies, organizational development, and serve as a thought partner and advisor throughout the engagement.

Partnering with Contra Costa School of Performing Arts

Founded with the belief in fostering a culture of excellence with the core values of rigor, relevance, resilience, and relationships; The Chief Business Officer search will start with exactly that —the history and values of Contra Costa School of Performing Arts. In every engagement, we emphasize the importance of diverse talent strategies, inclusive processes, and lasting results. The work of Leveled Talent begins with a thoughtful clarification of the competencies required for the position you seek and a robust understanding of the unique context of Contra Costa School of Performing Arts. The goal is a hands-on and high-touch approach. Every search has a focus on organizational capacity-building, so that clients may replicate the search process in future searches beyond our engagement. At Leveled Talent, we bring a thorough understanding of urban school systems, nonprofits, CMOs and a dedication to having a positive impact on students and families.

Alignment to values and mission of Contra Costa School of Performing Arts

Leveled Talent has a deep commitment to equity, community, being data-driven, and excellence. Each Leveled Talent team member has worked in education and/or education-adjacent environments and has seen the power of a meaningful education. We understand our clients work hard toward their mission and we incorporate their values in interview questions, and assessment rubrics, and ensure that advanced candidates have a strong alignment with the organization model.

Our firm has a specific focus on diversifying teams at the highest level so that executive teams model inclusion and reflect the community. Our team operates with a vision of leveling representation gaps across the county one hire at a time. Each search we engage in is approached by enhancing the client's ability to lead more internal searches that garner diverse hires. We work to build capacity with the board, hiring manager, and team members across the organization by conducting bias training, facilitating equity-centered debriefs, and providing safe spaces for feedback throughout the process. We show up as authentic leaders, we name when moments feel inequitable, and work toward finding better solutions. We care about getting the right hire, a person that can inspire, shows up as a learner, and leads with humility, and integrity.

Leveled Talent Network

Prior to starting Leveled Talent, our founder [Raven Woods](#), managed the CEO search work at The Broad Center, focusing on national recruitment of CMO, district, and state leaders at the executive level. Raven and the members of our firm have a wide reach specifically in nonprofits and public education. Growing up in Oakland, CA, and working in Atlanta, New York, Mumbai, Nong Khai, and Los Angeles, Raven has built critical partnerships and relationships with leaders who have a strong sense of community and a belief in excellence. We also believe in going beyond our network and often see a long list of leaders who are overlooked or simply committed to doing their day-to-day work and have not thought about their next steps. We find those leaders, and we vet, cultivate, and support them in engaging in our processes.

A few of our recent Charter clients have included: KIPP SoCal, Navigator Schools, Voices College-Bound Language Academies, Equitas Academy, E.L. Haynes Public Charter School, and CWC LA. Our searches have a wide range at the C-level, including CEO, Chief People Officer, Chief Equity Officer, Chief Operating Officer, Executive Director, and Chief Financial Officer.

Our Approach to Searches

- Our searches are grounded in equity and collaboratively executing an inclusive process
- We focus on hiring diverse leaders and leaders of color for executive positions
- We start each engagement with a cultural assessment, consisting of individual conversations with 5-8 key stakeholders and the board OR 2-4 group sessions with internal stakeholders and a parent engagement
- Our team has weekly check-ins with our clients, and we share a sourcing document so that teams know where we are at any point in the search
- We provide inclusive hiring training if needed for all current staff, board, and anyone on the hiring committee
- Typically, our searches have a pipeline of over 100 prospects, both applicants and sourced candidates, with a goal of 7-10 first-round interviews, and 4-6 second-round interviews, resulting in 2-3 finalists
- We support candidates throughout the process by providing feedback and prep calls
- Leveled Talent has a leadership competency model that we utilize to select critical competencies and create questions and rubrics throughout the process
- We provide candidate debrief training and facilitate debrief meetings for all stages of the hiring process
- We try to be as flexible as possible to what is already working in your hiring practices
- A recruitment strategy is created for each search based on the market, salary, location, current representation gaps, and desired profile
- The majority of our work is proactive recruitment, and we engage with both passive and active leaders

Potential Full-Day Assessments:

Monday, July 17, 2023

Friday, July 21, 2023

*Additional Availability provided per request

The typical approach includes the following steps:

1. Broad Management, Candidate Profile, and Job Description

We review any job descriptions already created and facilitate conversations with key stakeholders to clarify and confirm the most important competencies required of the position, and those traits that contribute to a successful team culture within Contra Costa School of Performing Arts. Based on this assessment, we create/refine the candidate profile, explicitly describing the leadership attributes most important for the role. Our goal is to have every stakeholder have a full understanding of the ideal candidate and be able to describe the most crucial part of the role including any regional context that might be important for this person to succeed in the position.

2. Recruitment Strategy and Execution

Based on the role clarification, we will research the local and national market and craft a recruitment strategy, with recommended sources to recruit top candidates, and will develop a network contact list for personal outreach to help spread the word about the position and pursue recommendations of high-potential candidates. We will then partner with Contra Costa School of Performing Arts leaders and/or the hiring committee to build a pool of potential candidates and monitor the results of recruitment efforts.

3. Interview Scripts and Assessment Tools

In addition to designing the recruitment strategy, we will propose the steps of a screening process for the role and if needed, draft all interview tools. Decisions will include which internal team members and/or stakeholders should be engaged in the screening process, key roles in the interview process, and the sequence of steps from the first screen to the final hiring decision. This will also include the creation of performance tasks to assess the competencies required for the role. The purpose is to minimize bias at every step in the process and keep the process focused on assessing the skills most important for the position.

4. Monitoring of Talent Pool and Initial Calibration of Top Candidates

This stage involves monitoring incoming applications together with the client and will work proactively to ensure a strong pool of candidates. As part of this effort, I will meet with the hiring manager or search lead weekly to review progress and will provide reports with clear metrics to understand the strength and diversity of the pool and the

status of candidates in the process, including the number of candidates at each step (e.g. first screen, second screen, rejections, etc). We will carry out first-round interviews via Zoom and recommend candidates for second-round interviews to be completed by the hiring lead. Candidate profiles will be provided for interviewed candidates summarizing strengths, questions, and recommendations on whether to advance.

5. **Finalist Interviews**

Stakeholders at Contra Costa School of Performing Arts will facilitate in-person/Zoom interviews and debrief based on competency-driven interviewer feedback. I will continue to calibrate on desired competencies and strengthen pre-screening along the way until the client finds the chosen candidate and has an accepted offer.

6. **Knowledge Transfer**

We will engage in a debrief call following each search and will provide a final write-up to advise on which practices and lessons learned for this process can be applied to the organization's long-term approach to executive succession planning and hiring.

Summary of Outcomes Delivered in a Typical Full Search

- Discussion and confirmation of competencies required for the role
- Candidate profile and job description
- Documented recruitment strategy
- Documented screening process with supporting interview protocols and materials for each round of the process and drafted interview guides for stakeholder interviews
- Posted job description and proactive sourcing as broadly as possible to produce ideal applicants for the role
- Review and monitoring of incoming interest
- Materials and support for facilitation of finalist round interviews
- Post-search call, including sharing of search stats and lessons learned

Budget and Invoicing Schedule

We charge a fixed fee for **full** searches, with a total budget of \$55,000. Costs are inclusive of all expenses associated with the project, including a full day on-site or Zoom assessment. Work completes when a successful candidate is hired, which we expect will be within 2-3 months of the project launch, however, will continue until the search is complete. We propose the following invoicing schedule for the Chief Business Officer search:

- 20% (\$11,000) upon delivery of job description and recruiting strategy, estimated within 3 weeks of project start. Clients will be billed 30% of the first deliverable at the launch of the project (\$3,300).
- 30% (\$16,500) upon delivery/completion of the first set of first-round screens, and first set of candidates delivered, typically 4 to 5 weeks following recruitment launch.
- 35% (\$19,250) when second round screening materials are delivered and satisfactory delivery of the finalist candidate pool, typically 8 to 10 weeks after search launches, and runs through completion of the interview process.
- Final payment of 15% (\$8,250) when selection/offer decision is made, typically within 2-3 months, but can be longer.

Our clients have a strong commitment to social justice and the majority work in public education and nonprofits. We specialize in recruiting C-suite executives, Superintendents, State Commissioners of Education, Chief Academic Officers, COO's and CPO's and have close partnerships with talent teams in multinational impact-driven companies.

Read what people say about our work [here](#).

References available upon request.



Leveled Talent

Nov 2021

Overview

Leveled Talent is a full-service executive search and talent support network that assists organizations in hiring exceptional leaders, enhancing culture and fostering long-term organizational success.

We work to provide teams with balance and inclusive hiring choices that are intentionally centered in equity and result in diversifying teams at the leadership level.

What We Do

We support our partners by leading searches for executive level and high impact positions, building sustainable internal talent structures that enhance hiring, performance evaluation and inclusivity.

We believe in a world where racial and ethnic diversity is valued and represented at the highest level of leadership and in the rooms where decisions are made. Our goal is to support our partners in their hiring needs and build their organizational capacity so that they are able to implement what works best for them and have lasting results.

How We Do It

Our work starts with partnering with clients that deeply believe that racial and cultural diversity at the senior level is critical to get the best results and have greater social impact. Our approach to Executive Search is with the mission of building strong partnerships with clients to understand their culture, people, and practices that enable staff to do their best, and organizations to accomplish outstanding results for individuals, families, communities and the world.

To recruit high potential candidates, Leveled Talent proposes the following key strategic steps:

- Targeted Outreach to LT Network
- Education and Non-Profit Outreach
- Social Justice Affiliate Orgs
- Nomination Campaigns
- Advertisement on National Job Boards
- Diverse Affinity Leadership Orgs
- High Profile Targeted Outreach
- Direct Skill-Based Sourcing

Executive Search

Through a rigorous process, we work with hiring managers and leadership to identify strengths and support the development of human capital strategies, organizational development, and serve as a thought partner and advisor throughout the engagement.

Activity	Goal
Candidate Profile and Job Description	Competency Based Hiring
Recruitment Strategy and Launch	Thorough Role Specific Search Strategy
Leadership Skills and Diversity Tracker	Focus Search to Current Representation Gaps
Applications and Candidate Pool Review	Progress Monitoring and Weekly Updates
Mid-point Check-in	Hiring Committee, Board & Team Members
Monitor Search to Hiring Deadline	Closing Searches (C-level Search within 3-4 Months)

[Website: Leveled Talent](https://www.leveledtalent.com/)

Talent Management & Coaching

We help our clients build and implement strong talent systems to support their most challenging needs.

We build authentic relationships. We want to know what you care about and what pressing work challenges keep you up at night. We spend our time with clients listening and learning to determine how best to work alongside you to make lasting organizational change.

Partnerships with our clients are the most meaningful part of our work. Our process starts with identifying and building off the strengths of your organization. We assess the areas of opportunity, and we create concrete actionable plans that are designed to last far beyond our partnership.



Pricing

We charge a sliding fixed fee for full searches, with a budget ranging from \$55,00-\$95,000. We determine the search cost based on the type of role and how public a search might be (i.e. community involvement, supporting political campaign, Board management, etc.) The majority of our full searches are priced at \$60,000-75,000.

Costs are inclusive of all expenses associated with the project, including two full day on-site or Zoom assessments. Work completes when a successful candidate is hired, which we expect will be within 5-6 months of project launch, however, will continue until the search is complete.

- Invoicing schedule is centered around executive search deliverables and often spread out into 4 payments over the duration of the search.

- Clients will be billed 30% of their first deliverable at the launch of the project (typically averaging no more than \$7,500).

Monthly Retainer

We charge a sliding fixed monthly retainer fee, with a budget ranging from \$10,500-\$14,500 for one search. The retainer for consulting projects includes sourcing executive level candidates, conducting first round 1-hour interviews for one and/or multiple positions and is personalized to organizational needs (may include refreshing evaluation materials, creating hiring rubrics, etc.).

Work outcomes are reviewed on a bi-monthly basis and the client will receive a monthly invoice. The recommended engagement for the scope of this project is at least 2-3 months, which we expect will cover the foundation building and project launch, however, the client can decide to end or have a discussion of extending the project at any time.

Sourcing & Interview - ONLY

Based on your hiring needs, we partner our clients with a contract recruiter that specializes in sourcing diverse talent, conducting screening calls and making next round hiring recommendations. Our sourcing support is billed at \$200/hr and clients are able to cap the weekly hours.

We recommend this package to clients that have strong talent processes, diverse representation of team members and have an internal team to oversee and lead the search.

*Please note that all pricing models offer flexible packages tailored to the needs of our clients.

References are available upon request.

At Leveled Talent we know that there isn't a shortage of exceptional leaders of color—they are everywhere, but oftentimes the correct strategies are not in place to identify, recruit or attract. We also know that recruiting Black and brown leaders from various backgrounds isn't the "end all be all", we must create inclusive environments for leaders to thrive.

Read what people say about our work [here](#).

[Website: Leveled Talent](#)

About Us

Leveled Talent started with the belief that companies are long overdue for change when it comes to action, and the employment of leaders of color in senior leadership roles. Far too long we've used language like the "pipeline challenge" or "people of color are just not applying."

At our core we believe in equity.

In our work, we strive to enhance that belief in the day-to-day work of our clients.

We put our heart into each engagement, and we look forward to **leveling the gaps** that exist in workplaces throughout the country.



Raven Woods (left)

Founder & CEO

"Our clients have a strong commitment to social justice and the majority work in public education and nonprofits. We specialize in recruiting C-suite executives, Superintendents, State Commissioners of Education, Chief Academic Officers, COO's and CPO's and have close partnerships with talent teams in multinational impact driven companies."

Coversheet

Comparable Compensation Data

Section: V. Compensation Study
Item: A. Comparable Compensation Data
Purpose: Vote
Submitted by:
Related Material:
SPA Executive Compensation Comparability Study July 2023 (4889-4945-4443.v2).docx.pdf

**Governing Board of ChartHouse Public Schools
Summary of Compensation and Benefits Survey Data for
Executive Director**

July 2023

Prior to Board action to approve any decisions regarding executive compensation (including approval of base salary increases, incentive compensation, bonuses, etc.), the Board must first exercise due diligence (review of comparable compensation practices) to ensure compliance with IRS restrictions on excess compensation for nonprofit executives, including a charter school Executive Director. The Board's review and approval of the executive compensation must occur: initially upon hiring the executive; whenever the term of employment, if any, is renewed or extended; and whenever the officer's compensation is modified.

In reviewing the reasonableness of compensation for nonprofit executives, the IRS considers "compensation" broadly and will look at the value of salary, as well as non-fixed compensation (incentive compensation/bonuses), and benefits. If the IRS determines compensation is not reasonable, severe consequences may result.

The following is a summary of findings following review and comparison of a sampling of total compensation levels received by educational leaders in Southern California. Compensation figures are from the State Controller's Office or from the Internal Revenue Service (Form 990) for the 2020 and 2021 calendar years (the most recent available). Student enrollment figures are from the California School Dashboard for the 2022 calendar year. The Executive Director of Contra Costa School of Performing Arts oversees one (1) charter school in Contra Costa County with a total population of approximately 440 students. Based on these facts, this study compared salary packages of similarly situated public school leaders. The three (3) charter schools, five (5) district schools, and one (1) school district surveyed in this summary have an average population of approximately 554 students.

Of the educational leaders sampled, the average total compensation package (base salary plus other compensation) is approximately \$188,761. The average base salary is approximately \$158,580. The range of base salary is \$141,869 to \$169,720. Salaries can range based on many factors such as experience, tenure at the school, student populations, staff size, and location of the charter school.

These salaries are from the 2020 and 2021 calendar years. As a result, conservatively adding 5% for each year to reach updated figures for the 2023-2024

school year would provide an average total compensation range of \$207,637 to \$217,075, and an average base salary range of \$174,438 to \$182,367.

Knightsen Elementary School District (Contra Costa County)	587 Students
Superintendent	
Total Compensation Package	\$176,204
Base Salary	\$151,441
Other Compensation (Benefits and Retirement)	\$24,763
Wagner Ranch Elementary (Contra Costa County)	420 Students
Principal	
Total Compensation Package	\$198,540
Base Salary	\$171,055
Other Compensation (Benefits and Retirement)	\$27,485
Vista Oaks Charter (Contra Costa County)	903 Students
Executive Director	
Total Compensation Package	\$209,406
Base Salary	\$161,300
Other Compensation (Benefits and Retirement)	\$48,106
Black Diamond Middle School (Contra Costa County)	343 Students
Senior Director	
Total Compensation Package	\$219,134
Base Salary	\$169,720
Other Compensation (Benefits and Retirement)	\$49,414
Lone Tree Elementary (Contra Costa County)	484 Students
Principal	
Total Compensation Package	\$186,935
Base Salary	\$155,020
Other Compensation (Benefits and Retirement)	\$31,915
Marina Vista Elementary (Contra Costa County)	575 Students
Principal	
Total Compensation Package	\$199,868
Base Salary	\$163,009
Other Compensation (Benefits and Retirement)	\$36,859
Happy Valley Elementary (Contra Costa County)	446 Students
Principal	
Total Compensation Package	\$195,386
Base Salary	\$165,394
Other Compensation (Benefits and Retirement)	\$29,992
Oakland School for the Arts (Alameda County)	791 Students
Interim Executive Director	
Total Compensation Package	\$164,965
Base Salary	\$141,869
Other Compensation (Benefits and Retirement)	\$23,096
Creative Arts Charter School (San Francisco County)	435 Students
Executive Director	
Total Compensation Package	\$148,413

Base Salary	\$148,413
Other Compensation (Benefits and Retirement)	\$0

Per the School's request, we also sampled various continuation high schools throughout Northern California and performing arts schools throughout California.

Bidwell High School (Contra Costa County)	133 Students
Principal – Secondary	
Total Compensation Package	\$188,010
Base Salary	\$143,011
Other Compensation (Benefits and Retirement)	\$44,999
Island High (Continuation) (Alameda County)	72 Students
Continuation High Principal	
Total Compensation Package	\$175,785
Base Salary	\$145,606
Other Compensation (Benefits and Retirement)	\$30,179
Liberty High (San Joaquin County)	127 Students
Principal - Continuation High School	
Total Compensation Package	\$189,861
Base Salary	\$163,783
Other Compensation (Benefits and Retirement)	\$26,078
Plaza Robles High (San Joaquin County)	146 Students
Principal - Continuation High School	
Total Compensation Package	\$175,015
Base Salary	\$150,835
Other Compensation (Benefits and Retirement)	\$24,180
Duncan-Russel Continuation (San Joaquin County)	19 Students
Principal - Continuation High School	
Total Compensation Package	\$174,911
Base Salary	\$140,596
Other Compensation (Benefits and Retirement)	\$34,315
Julia Lee Performing Arts Academy (Riverside County)	370 Students
Executive Director	
Total Compensation Package	\$100,132
Base Salary	\$100,132
Other Compensation (Benefits and Retirement)	\$0
Creative Performing and Media Arts (San Diego County)	726 Students
Principal	
Total Compensation Package	\$210,496
Base Salary	\$160,862
Other Compensation (Benefits and Retirement)	\$49,634
El Sol Science and Arts Academy (Orange County)	936 Students
Executive Director	
Total Compensation Package	\$208,824
Base Salary	\$171,172
Other Compensation (Benefits and Retirement)	\$37,652
School of Arts and Enterprise (Los Angeles County)	698 Students
Executive Director	
Total Compensation Package	\$124,482

Base Salary	\$121,804
Other Compensation (Benefits and Retirement)	\$2,678
Los Angeles Academy of Arts and Enterprises (Los Angeles County)	296 Students
Principal	
Total Compensation Package	\$177,236
Base Salary	\$145,237
Other Compensation (Benefits and Retirement)	\$31,999