

Governing Board of Trustees
AGENDA
Thursday, April 26, 2012, 4:30 PM

Ledyard Hakes ♦ Brenda Kracht ♦ Doug Metz ♦ Dawn Ovrom ♦ Bruce Shepherd
Student Board Representative: Will Funk
Superintendent/Secretary: Jeffrey Felix Recording Secretary: Maria Johnson

**The Board and the Public will have an opportunity to meet
Whitney DeSantis, the new principal of Village Elementary School, from 4:00 – 4:30 PM**

Times Indicated are Anticipated and Serve as Guidelines for Discussion

1.0 CALL TO ORDER4:30

2.0 OPEN SESSION 4:30

 2.1 Pledge to the American Flag

 2.2 Approval of the Agenda: Any changes for either the full agenda or the consent calendar must be made at this time

 2.3 Board Recognition

 2.3.1 CIF Champions CHS Boys’ and Girls’ Soccer

 2.3.2 Classified Employees of the Year: Cathy Hewitt, Karen Maggio, Kathy Redding, Sue Rippel, and Julie Salvatierra

 2.3.3 Manning Donation – Presentation by Principal Jay Marquand

 2.4 Village Elementary School Student Report

 2.5 Shareholder Reports

3.0 COMMENTS FROM THE AUDIENCE (Agenda and Non–agenda items).....5:30

Anyone wishing to address the Board on agenda and non–agenda items may do so. Individual speakers will be limited to three minutes. Total public input on any one subject will be limited to twenty minutes, and may be extended at the discretion of the Board President. Comments on an agenda item will be taken when the agenda item is discussed by the Board. Comments on non–agenda items will be held before the Consent Motion if there are three yellow cards or less per topic. If there are more than three yellow cards per topic then the comments from the audience will be held until the end of the agenda.

4.0 APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR5:45

The purpose of the consolidated motion is to expedite action on routine agenda items. All agenda items, which are not held for discussion at the request of a member of the Board, will be approved as written as part of the consolidated motion. Items designated or held for discussion will be acted upon individually. Any member of the audience who wishes to speak to an agenda item should **complete a yellow card** and present it to the Recording Secretary **before the agenda is approved.**

 4.1 Approve the Regular Meeting Minutes of February 16, 2012, and Special Meeting Minutes of February 2 and February 23, 20123

 4.2 Approve the Regular Meeting Minutes of March 12, 2012, and Special Meeting Minutes of March 22, 2012..... 12

 4.3 Approve/Ratify Warrants and Purchase Orders..... 18

 4.4 Approve/Ratify Contracts for Services..... 19

4.5	Approve Certificated Personnel Register	21
4.6	Approve Classified Personnel Register	23
4.7	Approve Classified Job Description: High School Registrar	25
4.8	Brian Bent Memorial Aquatics Complex Update.....	30
4.9	Uniform Complaint Quarterly Report.....	32
4.10	Approve Coronado Unified School District 2012 School Site Strategic Plans	33
5.0	ACTION ITEMS/PUBLIC HEARINGS	5:50
5.1	Approve the Employment of Whitney DeSantis as the New Principal of Village Elementary School (10 minutes)	35
5.2	Public Hearing on Proposed Developer Fee Increase (5 minutes)	36
5.3	Adopt Resolution Authorizing Developer Fee Increase (5 minutes)	37
6.0	REPORTS	6:10
6.1	Director of Human Resources – Evaluation Document Progress (written)	41
6.2	State Preschool Program - Early Childhood Development Center (20 minutes)	43
7.0	PROPOSALS/FIRST READINGS	6:40
7.1	Adopt Revisions to Administrative Regulation 6154, Homework Policy (First Reading) [10 minutes].....	47
8.0	ORGANIZATIONAL BUSINESS	6:50
8.1	Superintendent’s Management of Board Goals for 2011-2012	55
8.2	Proposed List of Agenda Items for Future Board Meetings	57
8.3	Future Agenda Items/Comments from Board Members	
8.4	Next Board Workshop is May 10, 2012, 4:30 PM. The Board will hear the first annual report on progress made within the Technology Department to fulfill the recommendations from the July 2011 Fiscal Crisis and Management Assistance Team (FCMAT) Technology Review. Technology Coordinator Ramona Loiselle and representatives from Techmasters will present this report. Next Regular Meeting is Thursday, May 24, 2012, 4:30 PM	
9.0	CLOSED SESSION (Conference Room)	7:00
9.1	Negotiations Discussion: Employee Organizations: ACT and CSEA	
9.2	Superintendent’s Evaluation	
10.0	RECONVENE TO OPEN SESSION (District Board Room)	
10.1	Report Any Action Taken in Closed Session (No Actions Expected).....	8:00
11.0	ADJOURN	8:05

Individuals who require special accommodation (American Sign Language Interpreter, accessible seating, documentation in accessible formats, etc.) should contact the Superintendent or designee at least two days before the meeting date. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting, may be viewed at 201 Sixth Street, Coronado, CA 92118, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Maria Johnson, Executive Assistant to the Superintendent/Board, at (619) 522-8900, ext. 1025.

AGENDA – April 26, 2012

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION AND BOARD OPERATION

4.1 Approve the Regular Meeting Minutes of February 16, 2012, and Special Meeting Minutes of February 2 and February 23, 2012 (Action)

Background Information:

This item was Tabled at the March 12, 2012, Board Meeting, and is now Presented for Board Approval:

- February 16, 2012, regular meeting minutes;
- February 2, 2012, organizational meeting minutes; and
- February 23, 2012, special meeting minutes

Superintendent's Recommendation: *JPF*

That the Board approve the attached minutes with any necessary modifications.

Moved by _____ Seconded by _____

Ayes _____ Noes _____ Absent _____ Student _____

CORONADO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
UNADOPTED MINUTES
February 16, 2012, at 4:00 PM

Ledyard Hakes ♦ Brenda Kracht ♦ Dawn Ovrom ♦ Doug Metz ♦ Bruce Shepherd
Student Board Representative: Will Funk
Superintendent/Secretary: Jeffrey Felix ♦ Recording Secretary: Maria Johnson

Order of Business

1.0 CALL TO ORDER

President Shepherd called the meeting to order at 4:15 PM at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

Roll Call

The following Board Members were present: Ledyard Hakes, Brenda Kracht, Bruce Shepherd, Dawn Ovrom, and Doug Metz. Also present were Jeffrey Felix, Superintendent, Randie Allen, Associate Superintendent, Richard Erhard, Assistant Superintendent, and Will Funk, Student Board Representative.

2.0 CLOSED SESSION

The Board convened to Closed Session at 4:15 PM and reconvened to Open Session at 4:34 PM

3.0 OPEN SESSION

3.1 Report Any Action Taken in Closed Session

None

3.2 Pledge of Allegiance

3.3 Approve the Agenda

#38

Action Item 5.12, Approve Tentative Agreement for the 2012-2013 Calendar between the Coronado Unified School District and Association of Coronado Teachers, was removed from the Consent Agenda.

Motion: Ovrom Second: Hakes Vote: 5-0.

3.4 Student Report

➤ Will Funk reported on Coronado High School activities

3.5 Stakeholder Reports

➤ Nick Andrews updated the Board on the upcoming 24th Annual Coronado Schools Foundation Telethon, March 15th from 5-9. This will be the first ever student produced event. Supporters can watch the show via Internet Streaming through the CSF website as well as on local television on ITV Channel 16. This year, CSF hopes to connect our community to support our schools while raising \$165,000 for the five public schools in the Coronado

➤ Rich Brady updated the Board on the upcoming events for the Coronado School of the Arts and SAFE

4.0 COMMENTS FROM THE AUDIENCE ON NON-AGENDA AND AGENDA ITEMS

Deeba Zaher thanked Rotary and Optimist for their donations to Everyone a Reader at both Silver Strand and Village Elementary Schools. In addition, she congratulated the Robotics team as first place winners in the Lego League Invitational.

5.0 APPROVAL OF CONSENT AGENDA

Motion: Ovrom Second: Metz Vote: 5-0

#39

- 5.1 Approve the Regular Meeting Minutes of January 19, 2012, and Special Meeting Minutes of January 5, 2012
- 5.2 Accept Donations to the Coronado Unified School District
- 5.3 Approve/Ratify Warrants and Purchase Orders
- 5.4 Approve/Ratify Contracts for Services
- 5.5 Approve Certificated Personnel Register
- 5.6 Approve Classified Personnel Register
- 5.7 Brian Bent Memorial Aquatics Complex (BBMAC) Second Quarter Financial Report
- 5.8 Approve Interdistrict Attendance Agreements for 2012-2013
- 5.9 Approve Coronado Unified School District and Student Services 2012 Strategic Plans
- 5.10 Adopt Resolution Regarding Release and/or Non-reelection of Employment of Temporary Certificated Employees
- 5.11 Approve Verizon Wireless Contract for Placement of Communication Equipment on District Property

6.0 ACTION ITEMS

- 5.12 **Approve Tentative Agreement for the 2012-2013 Calendar between the Coronado Unified School District and Association of Coronado Teachers #40**

Member Ovrom said she has a grave concern about the message we send if we approve this calendar at this time. In addition to the hours spent with the negotiating team there were many hours spent by staff and our community in three forums, as well as a Superintendent's Committee which consisted of administrators, teachers, parents, and students. Most of the Committee Members also attended all three of the forums. The first forum was targeted for the Board in a Workshop. The second forum was held at the end of Professional Day and there were mostly teachers there, some staff and parents. The third forum was targeted at the parents. Member Ovrom said the Superintendent is correct in the agenda where he states the calendar largely supports the guidelines, which were established by the committee and ultimately approved by the Board. The calendar was based on the opinions and information gathered at the public forums and she said she applauds the work of both Dr. Felix, his office and teaching staff; however the calendar before the Board differs on a major academic point in that it creates a 21 day disparity in academic semesters which becomes very important in the middle and high school levels and therefore goes against the work of the committee and community. Based on teacher input at the forums and especially at the committee meetings, a guideline was created about the disparity between semesters and it was at the outside 15 days. Really they would like less than that in terms of the number of days put in the semester. Member Ovrom said for these reasons she will not vote to approve the calendar at this time. She would like either the calendar sent back to the superintendent to renegotiate on this point, have the Board hash it out and remove the disparity between the semesters.

Member Metz said he shares Mrs. Ovrom's concern. She attended the forums and the committee meetings and had an opportunity to discern the consensus of the committee. Member Metz said he is concerned the negotiation team on behalf of the unions chose to disregard the guidelines that were adopted by the Board for purpose of negotiations. He said to him this represents a slap in the face of the committee and of this Board.

Member Metz said rarely has he heard of a Board going out to the community with respect to the calendar. The Calendar affects students, it affects parents, but most emphatically it affects student learning. This was a major principle in the guideline that was voted on by the Board. Member Metz said we try to be transparent, we try to have community input and outreach, and he thinks it's important for this Board to indicate its concern over this type of conduct in negotiations. He for one would not put the calendar as a matter of negotiations for next year at all. He said he really thinks that the negotiations team has lost, on behalf of the people they represent, the opportunity of negotiations of a calendar. This District has expended over \$25,000 in outreach for a processes, 10 to 12 hours of negotiations after six weeks or more of this process in negotiating something that does not conform to the fundamental principles voted on by this Board. He said he thinks it is reprehensible and he will vote against it.

Member Kracht said she can appreciate the view point of her colleagues. However, since our Superintendent, as our chief negotiating officer, has brought this calendar to us, out of respect for that, she will vote for the calendar tonight. She said she would like the following remarks added to the process. Board goal #3 says "Improve the content and frequency of communications with and among shareholders by using written, digital, and face to face methods." Member Kracht said the forums provided face to face lively discussions and really serious study. One of the forums that she attended, and she attended two of them, was with approximately 80-90 teachers who looked at what was being presented, worked with the process, and seemed from her observation to be in agreement with the transparent way we were looking at a calendar. She said what a marvelous opportunity it was for our education community, our students, the parents and the teachers to get together and study the formation of school calendar which is sort of a structure for learning. Therefore she recommends 1) that Dr. Felix and the District continue to use the forum approach since it bears out the request of the teaching community that our actions be transparent. She also encourages 2) that next time we gather and discuss the calendar using the forum approach that we encourage a pilot program that all of us can work cohesively with great respect for the time invested and continue to advance the learning of our students.

Member Hakes said rather than repeat the comments from the other Board Members; he would like them to know that he found their arguments to be valid. He said he attended all three forums and was also on the committee. The meetings were a mixed group. Most of the committee took time away from their families to attend and right now they are not happy and neither is he. However, he said we have to move the process along and not continue to ask our staff to spend more time and money; we need to go forward. He wants to say no, but he is going to vote in favor of the calendar. As Mrs. Kracht said, we should pilot a new program next year that enhances some of the things that the high school does, like testing before the semester break, which was one of the guiding factors for the Calendar Committee.

Member Shepherd said there is only one High School class that would be affected by an early semester break, so parents should have comfort that if we did the semester break proposal, the teachers will figure out how to moderate it. It shouldn't change just because you have an imbalanced number of days.

Dr. Felix said that this calendar does not reflect, nor does it mandate, nor is he asking the school board to make a decision on the days on when to end the semester. The principals are working on that issue with their staff.

Member Shepherd said he has heard over and over again from members of our faculty that they would like to have greater opportunities for discussion and input and that the forums were structured precisely to be responsive to that request. The frustration I think we are hearing from the Board members is that we are getting the “Heisman” in response to that and basically being told that the output from that committee should be of no presidential or guiding effect and that is a little frustrating for us.

Member Metz said these (draft calendars produced by the Calendar Committee) are the products of the attempt to be transparent. (Member Metz held up all the paperwork and calendars that the committee used). He said we reached out to the community to involve all stakeholders. Everyone had an opportunity to design his/her own calendar – now what you have done is thrown this in the trash can.

Member Ovrom said she would like to make another comment, first of all to clarify that her attendance at the forum committees was as an observer. She was not placed on the committee except the first forum which she participated in but she strictly went there to see what the committee, the teachers, the administrators had to say about this issue. She has a concern over the AP course and to her it comes down to instructional minutes but anyone who has had a kid go to college finds out that those AP courses can come in handy to give them some flexibility to study abroad. Although she has a lot of respect for the Superintendent, the Superintendent’s recommendation is just that, it is a recommendation and we as a Board have to make this decision. She hopes to get at least two members vote.

Motion: Hakes Second: Kracht to approve the Tentative Agreement between the Coronado Unified School District and Association of Coronado Teachers.

Member Shepherd said after some discussion he would like to ask Members Hakes and Kracht to consider, following on a comment made by Mr. Metz, a slight addendum to the motion to we agree, we as a board, will negotiate to remove calendar from negotiations.

Student Board Representative Will Funk said he also agrees with the motion and he believes a lot of students and teachers of the high school do as well. So if we vote to approve this then we are completely removing calendar from being negotiated from stakeholders besides the board themselves?

Member Shepherd replied we cannot unilaterally remove something from the topic of items negotiated, but we can place on a list to negotiate to remove the calendar from an item that henceforth would be negotiated. He said he does not want to speak for the Board, but in his own view, we don’t think that this was negotiated properly.

Student Representative Will Funk said after all these negotiations isn’t this pretty much the same exact calendar that we had this year? Superintendent Felix agreed this is very similar to last year’s calendar.

Member Metz said he supports that part of the motion which instructs the Superintendent not to include the calendar as a subject of negotiations from the calendar next year but he certainly opposes the motion to approve this.

Amended Motion:

Motion: Hakes Second: Kracht to approve the Tentative Agreement between the Coronado Unified School District and Association of Coronado Teachers; and, to negotiate not remove from an item that henceforth would be negotiated.

Vote: 3-2. Members Hakes, Kracht, and Shepherd voted yes; Members Ovrom and Metz voted no.

6.1 Approve Resolution Authorizing the Issuance of CUSD (San Diego, CA) 2012 General Obligation Refunding Bonds #41

Representatives from Stone and Youngberg presented a proposal to refinance the District's GO bonds. School districts typically refinance bonds once present value savings reach 3.0% and this opportunity is almost 6 times that benchmark. Since the median home value in Coronado is \$1.1M, refinancing will save taxpayers approximately \$93 annually from 2013 through 2016 or an average tax savings of \$8.43 per \$100,000 of assessed valuation. Refinancing the bonds at this time does not gain the District any financial benefit but does for the Coronado community.

Motion: Ovrom Second: Metz Vote: 5-0.

6.2 Postpone Adopting the Transitional Kindergarten Policy and Approve the Kindergarten Implementation Program for 2012-2013 #42

Motion: Hakes Second: Kracht Vote: 5-0, with the caveat to add that there is a potential impact if the decision is made to create a transitional kindergarten.

6.3 Approve Revisions to Board Protocols #43

Motion: Hakes Second: Kracht Vote: 5-0.

6.4 Nominate 2012 CSBA Delegate Assembly Representatives #44

The Board nominated the following candidates as representatives for the 2012 CSBA Delegate Assembly: Comischell Bradley-Rodrigues, Katie Dexter, James Grier, Jr., Barbara Groth, Steve Lilly, Dan Lopez, Raqual Marques Maden, Anne Renshaw, and Jay Petrek.

Motion: Ovrom Second: Hakes Vote: 5-0,

7.0 REPORTS

7.1 Report from the Director of Learning

Director Claudia Gallant this month highlighted Measures of Academic Progress (MAP)

- 7.2 **Report from the Director of Human Resources**
Director Rebekah Barakos-Cartwright highlighted six categories: organizational structure, staff procurement, staff selection, staff development, conditions of service, and investigations of No Child Left Behind/Elementary and Secondary Education Act
- 7.3 **Superintendent’s State of the District Address – Part II**
Dr. Felix delivered his fourth State of the District Address – Part II. Dr. Felix addressed: comparisons from like districts on finance, staff totals, student ratios, academic assessment, core subjects, and graduation rates.

There was a consensus on reports

8.0 PROPOSALS/FIRST READINGS

- 8.1 **Adopt Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits (First Reading)**

9.0 ORGANIZATIONAL BUSINESS

- 9.1 **Superintendent’s Management of Board Goals 2011-2012**
9.2 **Proposed List of Agenda Items for Future Board Meetings**
9.3 **Future Agenda Items/Additional Comments**

Members apologized for the audio going off during the meeting. Time Warner’s equipment is responsible for the problem. Dr. Felix said that the District is very close to web streaming our meetings.

Member Kracht commended the Police Department to help alleviate the traffic issues at ECDC. She said they are getting a lot of grief from some community members but this is a very serious issue.

- 9.5 **Board Meetings/Workshops**
February 2, 2012, 4:30 PM, Workshop on refinancing of GO Bonds
February 16, 2012, 4:30 PM Regular Board Meeting
February 23, 2012, 4:30 PM, Workshop

10.0 ADJOURNED

Meeting was adjourned at 6:33 PM

Approved:

Jeffrey Felix, Ed. D.
Secretary to the Board of Education

CORONADO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

SPECIAL BOARD MEETING
UNADOPTED MINUTES
February 2, 2012

Ledyard Hakes ♦ Brenda Kracht ♦ Doug Metz ♦ Dawn Ovrom ♦ Bruce Shepherd
Student Board Representative: Will Funk
Superintendent/Secretary: Jeffrey P. Felix ♦ Recording Secretary: Maria Johnson

Order of Business

1.0 CALL TO ORDER

President Shepherd called the meeting to order at 4:33 PM at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

Roll Call

The following Board members were present: Bruce Shepherd, Brenda Kracht, Ledyard Hakes, Dawn Ovrom, and Doug Metz. Also present were Jeffrey Felix, Superintendent.

2.0 OPEN SESSION

2.1 Pledge of Allegiance

2.2 **Approve the Agenda**

#37

Motion: Metz Second: Ovrom Vote: 5-0

3.0 COMMENTS FROM AUDIENCE NON-AGENDA ITEMS

None

4.0 WORKSHOP

4.1 Bond Refinancing

Representatives from Stone and Youngberg presented a proposal to refinance the District's GO bonds. The District currently has \$13.58 million in outstanding general obligation bonds from the 1998 election.

The Series A and B bonds can both be refinanced today to achieve lower rates which will save District taxpayers \$2.36 million in present value or 17.68% of the bonds being refunded over the life of the bonds, net of all costs estimated at \$180K.

School districts typically refinance bonds once present value savings reach 3.0% and this opportunity is almost 6 times that benchmark. Since the median home value in Coronado is \$1.1M, refinancing will save taxpayers approximately \$93 annually from 2013 through 2016 or an average tax savings of \$8.43 per \$100,000 of assessed valuation.

The Board will be asked to take action on this proposal at its regular meeting on February 16, 2012

5.0 ORGANIZATIONAL BUSINESS

5.1 Future Agenda Items/Additional Comments

5.2 February 16, 2012, Regular Board Meeting, 4:30 PM, District Office Board Room

6.0 ADJOURNMENT

The meeting was adjourned at 5:45 PM

Approved:

Jeffrey Felix, Ed. D.
Secretary to the Board of Education

CORONADO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

SPECIAL BOARD MEETING
UNADOPTED MINUTES
February 23, 2012

Ledyard Hakes ♦ Brenda Kracht ♦ Doug Metz ♦ Dawn Ovrom ♦ Bruce Shepherd
Student Board Representative: Will Funk
Superintendent/Secretary: Jeffrey P. Felix ♦ Recording Secretary: Maria Johnson

Order of Business

1.0 CALL TO ORDER

President Shepherd called the meeting to order at 4:35 PM at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

Roll Call

The following Board members were present: Bruce Shepherd, Brenda Kracht, Ledyard Hakes, Dawn Ovrom, and Doug Metz. Also present were Jeffrey Felix, Superintendent; Randie Allen, Associate Superintendent, and Richard Erhard, Assistant Superintendent.

2.0 OPEN SESSION

2.1 Pledge of Allegiance

2.2 **Approve the Agenda**

#45

Motion: Shepherd Second: Ovrom Vote: 5-0

3.0 COMMENTS FROM AUDIENCE NON-AGENDA ITEMS

None

4.0 WORKSHOP

4.1 **Coronado Unified School District Finances**

Associate Superintendent Randie Allen presented an update on the state of the District Finances. Ms. Allen highlighted the following: Key Dates – 2012-2013 Budget Development; Governor’s 2012-13 Budget Proposal; San Diego County Office of Education Second Interim MYP; and Coronado’s Story: Glide to a Crash Landing.

The Second Interim Budget will be brought to the Board at the March 12th meeting for approval.

5.0 ORGANIZATIONAL BUSINESS

5.1 Future Agenda Items/Additional Comments

5.2 March 12, 2012, Regular Board Meeting, 4:30 PM, District Office Board Room

March 22, 2012, Board Workshop, 4:30 PM, District Office Board Room; Agenda for meeting will contain a tour of the Demonstration Garden and Revision of the Goldenrod Form.

6.0 ADJOURNMENT

The meeting was adjourned at 6:00 PM

Approved:

Jeffrey Felix, Ed. D.
Secretary to the Board of Education

AGENDA – April 26, 2012

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION AND BOARD OPERATION

4.2 Approve the Regular Meeting Minutes of March 12, 2012, and Special Meeting Minutes of March 22, 2012 (Action)

Background Information:

Presented for Board Approval:

- March 12, 2012, regular meeting minutes; and
- March 22, 2012, special meeting minutes

Superintendent's Recommendation:

JPF

That the Board approve the attached minutes with any necessary modifications.

Moved by _____ Seconded by _____

Ayes _____ Noes _____ Absent _____ Student _____

CORONADO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
UNADOPTED MINUTES
March 12, 2012, at 4:30 PM

Ledyard Hakes ♦ Brenda Kracht ♦ Dawn Ovrom ♦ Doug Metz ♦ Bruce Shepherd
Student Board Representative: Will Funk
Superintendent/Secretary: Jeffrey Felix ♦ Recording Secretary: Maria Johnson

Order of Business

1.0 CALL TO ORDER

President Shepherd called the meeting to order at 4:34 PM at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

Roll Call

The following Board Members were present: Ledyard Hakes, Brenda Kracht, Bruce Shepherd, Dawn Ovrom, and Doug Metz. Also present were Jeffrey Felix, Superintendent, Randie Allen, Associate Superintendent, Richard Erhard, Assistant Superintendent, and Will Funk, Student Board Representative.

2.0 OPEN SESSION

2.1 Pledge of Allegiance

2.2 Approve the Agenda

#46

Action Item 4.1, Approve the Minutes of February 16, 2012, and Special Meeting Minutes of February 2 and February 23, 2012; and Action Item 4.6, Adopt Resolution Elimination of Classified Positions: Instructional Assistants (Pre-School); Corresponding Layoff of Classified Employees, were removed from the Consent Agenda.

Motion: Hakes Second: Ovrom Vote: 5-0.

2.3 Student Report

➤ Dakota Summers and Vivienne Kerley reported on Coronado Middle School activities

2.4 Stakeholder Reports

➤ President Lina Douglas updated the Board on SEPAC activities

➤ Rich Brady updated the Board on the upcoming events for the Coronado School of the Arts. Mr. Brady reminded all that the CoSA Annual Dinner Auction is on Saturday, March 17th at 5:30 PM at the Coronado Island Marriott Hotel. Andrea Webster, Executive Director, updated the Board on the activities of Coronado SAFE

2.5 Patty Cowan, Executive Director of Coronado Schools Foundation reported on the Foundation's plans for a Student Enrichment Program this summer using District Facilities. Ms. Cowan also reminded all that the "Connect-A-Thon is on March 15th and this is the first-ever student-produced event.

3.0 COMMENTS FROM THE AUDIENCE ON NON-AGENDA AND AGENDA ITEMS

None

4.0 APPROVAL OF CONSENT AGENDA

Motion: Metz Second: Hakes Vote: 5-0

#47

- 4.2 Approve/Ratify Contracts for Services
- 4.3 Approve Certificated Personnel Register
- 4.4 Approve Classified Personnel Register
- 4.5 Adopt Resolution Regarding Release and/or Non-reelection of Employment of Temporary Certificated Employees
- 4.7 Adopt Resolution Regarding Elimination of A Pre-School Teacher Position; Corresponding Layoff of Pre-School Teacher
- 4.8 Approve and Enter Into the Internship Credential Program Agreement between the Coronado Unified School District and Alliant International University
- 4.9 Brian Bent Memorial Aquatics Complex Update
- 4.10 Approve Comprehensive Safety Plans for Village and Silver Strand Elementary Schools, Coronado Middle School, Coronado High School, and Palm Academy

5.0 ACTION ITEMS

- 4.1 **Approve the Regular Meeting Minutes of February 16, 2012, and Special Meeting Minutes of February 2 and February 23, 2012** #48

Motion: Shepherd Second: Metz Vote: 5-0 to Table this item and have the Recording Secretary revise wording to elaborate item 5.12 - Approve Tentative Agreement for the 2012-2013 Calendar between the Coronado Unified School District and Association of Coronado Teachers. The Minutes will be brought back for approval at the April 26, 2012, Meeting.

- 4.6 **Adopt Resolution Regarding Elimination of Classified Positions: Instructional Assistants (Pre-School); Corresponding Layoff of Classified Employees** #49

The following individuals addressed the Board: Eileen Rodriguez, Benita Puente, Pamela Maskevich, Sally Pusch, and Christopher Scheil. Each asked the Board to please reconsider and keep the preschool open at ECDC.

Motion: Ovrom Second: Kracht not adopt Resolution regarding elimination of Classified Positions: Instructional Assistants (Pre-School). Members Ovrom and Kracht voted yes. Members Shepherd, Hakes, and Metz voted no. Motion Failed 2-3.

Motion: Shepherd Second: Metz to adopt Resolution regarding elimination of Classified Positions: Instructional Assistants (Pre-School) as proposed and direct the Superintendent to explore the budget and demand for fee-based preschool. Members Shepherd, Hakes, and Metz voted yes. Members Ovrom and Kracht voted no. Motion Passed 3-2.

Dr. Felix will bring an item to the Board on April 26, 2012, on a proposal for a fee-based preschool and additional information on current pre-school expense.

- 5.1 **Adopt Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits** #50

Motion: Hakes Second: Metz Vote: 5-0.

5.2 **Authorize District Certification of Second Period Interim Budget State Report
Period Ending January 31, 2012** #51

Motion: Hakes Second: Kracht Vote: 5-0

A Board Workshop is scheduled for March 22, 2012, at 4:30 PM to discuss revisions to the Goldenrod Sheet.

6.0 REPORTS

6.1 **Report from the Director of Human Resources**

Director Rebekah Barakos-Cartwright provided a written update to the Board on the progress of the Evaluation Document.

6.2 **Report from the Director of Learning**

Director Claudia Gallant this month – along with Principal Karl Mueller - highlighted Coronado High School Mathematics Program.

6.3 **Summary from Doug Metz Regarding the Dissolution of the Community Development Agency**

Board Member Metz gave an oral report to the Board on the status and steps of the dissolution of the Community Development Agency.

6.4 **Coronado Schools Safety and Security Assessment and Recommendations from Assistant Superintendent Richard Erhard**

Assistant Superintendent Richard Erhard provided a brief update to the Board on Coronado Schools Safety and Security Assessment and Recommendations.

There was a consensus on reports

7.0 ORGANIZATIONAL BUSINESS

7.1 **Superintendent's Management of Board Goals 2011-2012**

7.2 **Proposed List of Agenda Items for Future Board Meetings**

Report on a Coronado fee-based Preschool will be added to the April agenda; a report will be added in June on traffic and safety issues.

7.3 **Future Agenda Items/Additional Comments**

Member Kracht said the time has come for a report on traffic safety issues so our community becomes aware of the wonderful job the stalwart men and women of the Coronado Police Department are doing in behalf of the kids. Member Kracht would like the Coronado Police Department to come to a Board meeting so the Board and community can recognize the hard work they have been doing, both here at ECDC and up at Village, to manage traffic.

Member Kracht thanked Director of Human Resources, Rebekah Barakos-Cartwright, for a wonderful public relations job. There were 88 applicants screened for the principal position of Village Elementary. Member Kracht said that Mrs. Cartwright brings a level of professionalism to this District.

Member Metz shared a news article from President Brenda Smith of the local teachers union in Douglas County, Colorado. She was advocating opening up negotiations to the public. Ms. Smith said it would be a benefit for the parents, taxpayers, and employees to see an open dialog around district policies.

Mr. Metz said he would like an opportunity to talk about the nature of our bargaining process sometime in the future.

7.4 **Board Meetings/Workshops**

March 22, 2012, 4:30 PM, Workshop on revising the Goldenrod Sheet

April 26, 2012, 4:30 PM Regular Board Meeting

8.0 CLOSED SESSION

The Board adjourned to Closed Session at 7:50 PM

9.0 RECONVENT TO OPEN SESSION (Report any action taken in Closed Session)

The Board reconvened to Open Session at 8:45 PM.

Motion: Ovrom Second: Metz Vote: 5-0, approved the Settlement Agreement – Student Matters – #20120312 **#52**

Motion: Ovrom Second: Metz Vote: 5-0, the Board of Education voted to provide notice of administrative release and non-reelection of employment effective June 30, 2012, to certificated administrative employee: Assistant Principal. **#53**

10.0 ADJOURNED

Meeting was adjourned at 8:50 PM

Approved:

Jeffrey Felix, Ed. D.
Secretary to the Board of Education

CORONADO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

SPECIAL BOARD MEETING
UNADOPTED MINUTES
March 22, 2012

Ledyard Hakes ♦ Brenda Kracht ♦ Doug Metz ♦ Dawn Ovrom ♦ Bruce Shepherd
Student Board Representative: Will Funk
Superintendent/Secretary: Jeffrey P. Felix ♦ Recording Secretary: Maria Johnson

Order of Business

1.0 CALL TO ORDER

Vice President Ovrom called the meeting to order at 4:30 PM at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

Roll Call

The following Board members were present: Bruce Shepherd (arrived at 4:45 PM), Brenda Kracht, Ledyard Hakes, Dawn Ovrom, and Doug Metz. Also present were Jeffrey Felix, Superintendent and Randie Allen, Associate Superintendent.

2.0 OPEN SESSION

2.1 Pledge of Allegiance

2.2 **Approve the Agenda**

#54

Motion: Metz Second: Hakes Vote: 4-0

3.0 COMMENTS FROM AUDIENCE NON-AGENDA ITEMS

None

4.0 WORKSHOP

4.1 **Demonstration Garden**

Landscape Architect Martin Schmdit and Coronado Unified School District Supervisor of Maintenance and Operations Jim Mazurkiewicz explained the premise of the Demonstration Garden. The Board toured the Garden.

4.2 **Goldenrod Sheet**

The Board discussed revisions they would like to see on the Goldenrod Sheet. Superintendent Felix and Associate Superintendent Randie Allen will work on those changes.

5.0 ORGANIZATIONAL BUSINESS

5.1 Future Agenda Items/Additional Comments

5.2 April 26, 2012, Regular Board Meeting, 4:30 PM, District Office Board Room

6.0 ADJOURNMENT

The meeting was adjourned at 6:06 PM

Approved:

Jeffrey Felix, Ed. D.
Secretary to the Board of Education

AGENDA – April 26, 2012

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

BUSINESS & FISCAL MANAGEMENT

4.3 Approve/Ratify Warrants and Purchase Orders (Action)

Background Information:

Warrants submitted for ratification and approval represent invoiced payments against purchase orders previously approved. Warrants were audited and approved by the County Superintendent of Schools prior to payment. A list of all purchase orders has been submitted to the Governing Board per Education Code 39657.

Report:

Separate cover

Financial Impact:

Commercial Warrants	#12-009131 - #12-030787	\$927,362.06
Purchase Orders	February 1 through February 29, 2012	\$374,198.91
	March 1 through March 31, 2012	\$265,731.75

Superintendent's Recommendation:

JPF

That the Board approve/ratify the listed warrants and purchase orders.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – April 26, 2012

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

BUSINESS AND FISCAL MANAGEMENT

4.4 Approve/Ratify Contracts for Services (Action)

Background Information:

Board Policy 3312 states “The Superintendent or designee may enter into contracts on behalf of the District. All contracts must be approved or ratified by the Governing Board. No contract made under this delegation of power shall be valid until the Board approves or ratifies the contract.”

Report:

The following contracts need the approval/ratification of the Board:

Name	Dates	Amount	Source of Funds
Ann Wettrich Consultant – Organizing Committee Member Travel Reimbursement for Create the State at CoSA	3/30/12-3/31/12	\$700	Perkins Leadership Contract
Debora B. Rocha Munoz Student A Student B	2/06/12-6/30/12 4/12/12-6/30/12	\$800 \$800	Special Ed
Dolinka Group Financial Advisory Services for Facilities Funding	3/15/12-6/30/13	\$15,000	Capital Fund
Dr. Gary Sneag Student C Student D	3/14/12-6/30/12 3/13/12-6/30/12	\$1,100 \$600	Special Ed
Dr. Jill Weckerly Student E	10/27/11-6/30/12	\$2,550	Special Ed
Dr. Rienzi Haytasingh Student F	3/13/12-6/30/12	\$5,000	Special Ed
Language Translation Consultant – Telephonic Interpretation Services	3/09/12-6/30/12	\$1,000	Special Ed
Lorraine Boyle Consultant – DoDEA Grant Application	3/01/12-4/11/12	\$9,281.25	DoDEA Grant

Patricia Arteaga Student G Student H Student I Student J	3/01/12-6/30/12 3/01/12-6/30/12 3/01/12-6/30/12 3/01/12-6/30/12	\$1,700 \$2,000 \$1,800 \$1,600	Special Ed
Patty Taylor Consultant – Speaker Fee and Travel Reimbursement for Create the State at CoSA	3/30/12-3/31/12	\$1,300	Perkins Leadership Contract
San Diego Center for Vision Student K	3/28/12-6/30/12	\$1,700	Special Ed
Sarah Cunningham Consultant – Speaker Fee and Travel Reimbursement for Create the State at CoSA	3/30/12-3/31/12	\$2,000	Perkins Leadership Contract
Scripps Memorial Student L Student M	2/17/12-6/30/12 3/13/12-6/30/12	\$817.32 \$850.32	Special Ed
Strategos Consulting, LLC Consultant - District Wide Security and Safety Services	5/01/12-4/30/13	NTE \$60,000	Capital Funds
Widco Inc. dba Technical Services Technical Services for Maintenance and Repair of Audio Video Equipment	1/01/12-1/01/13	NTE \$12,000	General Fund

Financial Impact:

It is estimated that the total General Fund unrestricted contribution for Special Education services will be \$2,067,760 for the 2011-12 school year. In addition, the contracts listed above are included in the 2011-12 budget.

JPF

Superintendent's Recommendation:

That the Board approve/ratify the contracts for services.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – April 26, 2012

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

PERSONNEL

4.5 Approve Certificated Personnel Register (Action)

APPROVE – EMPLOYMENT

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Fancy, Jeff	Special Ed. Teacher– CMS	Transfer from CHS	7/01/12
Resovsky, Leslie	Teacher - CMS	Added one period	7/01/12
Russell, Patrick	Counselor 50% Village and Silver Strand	Range 4, Step 3	3/15/12
Schumeyer, Brian	Intervention Math – CMS	Added 16.67% one period	3/07/12

APPROVE – LEAVE OF ABSENCE

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Rojas, Karena	Teacher CMS	Personal	2012/2013

APPROVE – RESIGNATION

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Beckley, Jeff	Teacher - CMS 16.67% (1 period of Health Careers)	Personal	6/06/12
Parra, Kimberly	Teacher CMS	Personal	6/06/12
Waller, Amie	ASE Teacher (Hourly) Silver Strand	Personal	4/20/12

JPF

Superintendent’s Recommendation:

Subject to passage of a pre-placement physical and all pre-placement processing on all new hires, the Superintendent recommends Board approval of the Certificated Personnel Register.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – April 26, 2012

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

PERSONNEL

4.6 Approve Classified Personnel Register (Action)

APPROVE EMPLOYMENT

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>EFFECTIVE DATE</u>
Aurich, Scott	Instructional Assistant Village (6 hours/5 day week)	Range 3, Step 3	3/06/12
Coburn, Charles	Computer Technician District (19.5 hours/week)	Range 10, Step 3	4/12/12 - 6/06/12
Cordallos, Jessica	Campus Assistant Silver Strand (6 hours/5 day week)	Range 3, Step 3	3/13/12
Dayrit, Antonio	Food Service Work. II Rover	Range 3, Step 3	3/01/12
Hecht, Steven	Food Service Work. II CHS (2.5 hours/5 day week)	Range 3, Step 1	4/12/12
Herrera, Hilda	Food Service Work. II CHS	Range 3, Step 1 (2 hours/5 day week.)	4/04/12
Jones, Barbara	Instructional Assistant Strand (6 hours/5 day week)	Range 3, Step 3	1/27/12
Miles, Lynn	Library Media Tech. 8 Village (8 hours/5 day week)	Range 8, Step 3	3/13/12

Reinks, Kelly	Clerk Typist 1 CMS (3.75 hours/5 day week)	Range 7, Step 3	4/16/12
Schulman, Mary Rose	Instructional Assistant ECDC (3 hours/5 day week)	Range 3, Step 3	2/14/12

APPROVE – RESIGNATION

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Adams, Frances F	Campus Aide	Personal	6/06/12
Herman, Kelley	Food Service Work. II	Personal	3/07/12
Rawlings, Jan	Clerk Typist CMS	Personal	2/21/12
Reinks, Kelly	Instructional Assistant Silver Strand	Personal	4/13/12

Superintendent's Recommendation:

JPF

Subject to passage of a pre-placement physical and all pre-placement processing on all new hires, the Superintendent recommends Board approval of the Classified Personnel Register.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – April 26, 2011

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

PERSONNEL

4.7 Approve Classified Job Description: High School Registrar (Action)

Background Information:

Job description for the following position has been created: High School Registrar.

Report:

District staff defined the job tasks and responsibilities for this position. A search of job descriptions from other districts provided models for writing the job description.

The attached job description is presented for approval.

Financial Impact:

This position will be funded through the general fund.

JPF

Superintendent's Recommendation:

That the Board approve the job description for High School Registrar.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

HIGH SCHOOL REGISTRAR

BASIC FUNCTION

Under the direction of the Principal and/or Assistant Principal, independently perform various technical and complex clerical duties related to the permanent records of high school students according to established policies and procedures; utilize specialized automated student information software and hardware; establish, maintain and monitor student records, grades, coursework compiled, and credits earned for graduation; communicate with counselors and other guidance staff, teachers, administrators, parents and students; assure complete and accurate records.

REPRESENTATIVE DUTIES

- Independently perform various technical and complete clerical record-keeping duties relating to the enrollment or withdrawal of high school students in compliance with applicable laws, codes, rules and regulations, as well as District administrative procedures, including State education code, privacy and archiving. *E*
- Prepare and maintain permanent records, cumulative and special education files, and demographic information on current, past and new incoming students; request necessary records and initiate telephone and written communication with previous schools related to student record history. *E*
- Interpret and analyze incoming student national and international transcripts and transcribe to conform with State and District requirements; notify counselors of student credit deficiencies or unusual placement possibilities. *E*
- Communicate with students, parents, administrators, teachers and staff to assure student records are current and accurate; communicate graduation deficiencies and eligibilities to appropriate administrators, parents and counselors; communicate with a variety of District personnel, parents and outside agencies to exchange information, resolve issues, answer questions and coordinate activities. *E*
- Respond to inquiries and assist students, counselors, parents and other schools and personnel in person or on the telephone regarding student records, transcript requests, graduation, student attendance, statistical information, grade point averages, enrollment procedures and other technical inquiries. *E*
- Prepare withdrawal papers, retrieve files and print transcripts; process and forward transcripts, secondary school reports and records to colleges and other institutions from student permanent records according to established guidelines and procedures; assure compliance with deadlines and requirements to assure potential student acceptance. *E*
- Prepare junior and senior class rankings and establish deciles; compute, record and process grade point averages to include repeated classes and grade changes; submit grade point averages to appropriate outside agencies; inform counselors and appropriate administrators of student progress based on changes. *E*

- Assist in general clerical functions of a school office; compose letters related to assigned activities; sign appropriate forms. *E*
- Operate a variety of office equipment including a computer, calculator, copier, fax machine, and assigned software. *E*
- Prepare accurate list of graduates' names for commencement program; order diplomas for graduation; prepare final credit deficiency list of seniors for counselors; compile list of failing grades to create the final list of diploma recipients; analyze final grades to establish annual valedictorian and salutatorian; post graduation date on student records file; send final transcripts for graduates complying with college deadlines. *E*
- Establish junior decile rank to allow participation in ELC (Eligibility in the Local Context) Program; file transcripts with University of California ELC Office within established timeframe.
- Utilize course database to prepare senior grade point averages in compliance with State guidelines; file grade point averages electronically with the California Student Aide Commission by designated deadline. *E*
- Prepare and maintain a variety of records and reports including State and District reports and files; provide CBEDS/CALPADS statistical data determining school dropouts and number of graduates. *E*
- Register and enroll new students according to established policies and procedures; verify and assure accuracy of registration information; input data into Student Information System, distribute registration records to appropriate departments; request and make sure student records from previous school are received in a timely manner; make appointment with Counselors; notify teachers of new student.
- Maintain confidential and sensitive student cumulative records, update with grades, test scores and other student information; transfer cumulative records to other schools for existing students.
- Receive and process student grades and grade changes; prepare, print and mail progress/report cards; notify teachers, counselors and parents of academic issues.
- Input and assure accuracy of master schedule courses; assist with preparing the master schedule; assist school staff, counselors and teachers regarding master schedule issues; provide and receive information related to the master schedule, schedule changes, conflicts, course codes and other issues as required.
- Prepare and maintain a variety of reports related to students, class schedules, class list, staff and instructional programs; prepare a variety of forms, applications and packets; compile and duplicate related material.
- Maintain and update Naviance (a program for college applications and electronic submission of transcripts).
- Monitor inventory levels of counseling forms, office supplies and order as necessary.
- Counseling secretary duties; maintain calendars, make appointments and process department mailings.
- Organize and oversee Fall registration for all students; work with the District Office staff; various clubs and organizations; photographer; location; handing out student schedules.
- Work with the District Office regarding IDTs, caregivers and joint residencies issues.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF

- Transcript evaluation and student enrollment procedures and requirements. District curriculum and detailed course descriptions.
- State regulations regarding permanent student records maintenance and confidentiality. Accurate record-keeping methods and practices.
- State and District requirements for graduation.
- Advanced data processing and computer student information systems software. Operation of a computer and assigned software.
- Modern office practices, procedures and equipment including filing and typing. Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable sections of the State Education Code and other applicable laws. Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies and objectives.

ABILITY TO

- Assist in general clerical functions of a school office.
- Evaluate, maintain and record course work and credits, grades, test scores and other student data. Monitor and update student records.
- Communicate with students, parents, administrators, teachers and staff to assure student records are current and accurate.
- Organize, compile and evaluate data pertaining to student course work, grades and enrollment. Learn District curriculum and detailed course descriptions.
- Learn accreditation of schools and verification procedures. Interpret and analyze national and international transcripts. Utilize effective problem-solving and issue resolution skills. Plan and organize work.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned software.
- Maintain records and prepare reports.
- Type or input data at an acceptable rate of speed. *
- Add, subtract, multiply and divide quickly and accurately. Work independently with little direction.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines.
- Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE

- Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience, including at least two years involving student contact in a secondary school setting and maintaining automated and manual records.

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS

* This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 45 words per minute. Applicants must certify in writing that they have such skills. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING CONDITIONS

ENVIRONMENT

Office environment. Constant interruptions.

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone. Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Reaching overhead, above the shoulders and horizontally to retrieve and file materials. Bending at the waist, kneeling or crouching to retrieve and file materials.
- Lifting

SALARY

- Placement on the Classified Salary Schedule, Range 13

WORK YEAR

- 12 month

AGENDA – April 26, 2012

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION AND BOARD OPERATION

4.8 Brian Bent Memorial Aquatics Complex Update

Background Information:

Carrie Fisher-Fernan, Director of the Brian Bent Memorial Aquatics Complex (BBMAC), provides the Board a monthly report.

Report:

See Attached.

Financial Impact:

There is no impact to the general fund as a result of this report.

This report is provided to the Board for information.

JPF



Brian Bent Memorial Aquatics Complex Update
April 26, 2012 - Board Meeting

1. The weather has hit the BBMAC fairly hard in the last couple of months with the extreme weather patterns that came through during the weekends in March. The extreme winds created unsuitable tarping conditions for one weekend. On another occasion, we ended up with tarps tangled and blown across the pool because the weather hit during the weekend. While the staff had secured the tarps since they were already in place, the wind was fierce enough to cause a significant tangle. Staff was forced to have teams go into the instructional pool in order to get them in on time.
2. I have been working on compiling a standard list of information to give to all rental groups who inquire about the BBMAC in a BBMAC form that can be sent as an attachment. In past years, most groups only inquired about hotel information. I had already developed a standard reply that went to all inquiries. Between the Danish team and the Toronto Swim Club, I compiled a variety of different items from restaurants, catering, activities and transportation. The list grows with each group that comes, and as I have researched items or asked groups about what they have used while here, the list has grown significantly.
3. We had the Toronto Swim Club out in March. They enjoyed the facility and the overall experience and were very helpful in sharing information with me that I can add to our growing list of services offered in Coronado.
4. I have connected with most of the local club teams that have used the BBMAC for summer training in the past. Unfortunately for us, the new Granite Hills pool is a 50 meter pool so we have lost Heartland and CAST both from the schedule for this summer. We will still see Mission Valley YMCA and Peninsula YMCA.
5. Where we have lost one group we can add another. There will be a new rental group and program here at the BBMAC beginning on May 22. It is a company called Aquatic Boot Camp. We are still ironing out some of the details, but in the meantime they have already added this facility to their website: <http://www.aquaticbootcamp.com/San-Diego-Brian-Bent-Memorial-Aquatics-Complex/>. They will be a year round rental that will help fill the gap left open on Tuesday and Thursday evenings and help flesh out our Saturday mornings a bit more. Additionally, our short term rental groups might enjoy participating in a program like this. I see a lot of positive potential with this addition to our Long Term Rental groups.
6. Spring private swimming lessons are filling up quickly.
7. The Santa Clara Swim Club came out in April. This was their second visit with the BBMAC.
8. We are starting to work on our Winter 2012/2013 Winter Training Season. With the school calendar being set, we will be able to fill the pool time with great rentals.
9. We are also already seeing requests for the end of March 2013.

AGENDA –April 26, 2012

4.0 **CONSOLIDATED MOTION FOR CONSENT CALENDAR**

DISTRICT ORGANIZATION AND BOARD OPERATION

4.9 Uniform Complaint Quarterly Report

Background Information:

In May 2000 the ACLU and other public interest law firms and organizations filed a lawsuit alleging that the state of California lacked equal access to instructional materials and basic resources; provided inadequate instruction; and had massive overcrowding and inadequate, unsafe and unhealthy facilities. A settlement was reached in August 2004 resulting in several pieces of legislation requiring immediate implementation. Many of the new requirements apply to low performing schools, and some apply to all school districts and schools.

The Williams Settlement requires school districts to submit quarterly reports to the San Diego County Office of Education (SDCOE) on complaints each district has received related to instructional materials, emergency facilities issues, and teacher vacancies and misassignments.

Report:

This is the third quarter of the 2011-2012 school year reporting period. The District has received no complaints.

Financial Impact:

None.

This report is provided to the Board for information.

The logo consists of the letters 'JPJ' in a stylized, blue, cursive font.

AGENDA – April 26, 2012

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

4.10 Approve Coronado Unified School District 2012 School Site Strategic Plans (Action)

Background Information:

Since 2005, Coronado High, Coronado Middle, Palm Academy, Silver Strand Elementary, and Village Elementary Schools have each developed a Site Strategic Plan, required by the Coronado Unified School District as well as Californian Education Code (termed Single Plan for Student Achievement (SPSA) by the state).

During the 2010-11 school year, an analysis of district and site strategic planning was conducted by Claudia Gallant, Director of Curriculum and Learning. Mrs. Gallant reviewed CA Education Code guidelines, and worked with the San Diego County Office of Education and Carolyn Perino, strategic planning consultant to Coronado Unified School District (CUSD), to review strategic planning compliance and best practices. This year-long analysis resulted in the CUSD Strategic Planning Handbook which includes guidelines for District, Department, and Site strategic planning and several changes in CUSD's strategic planning process, including:

- A revised timeline beginning in the fall of each school year; the District Annual Strategic Plan to be held in the fall, followed by the Student Services Department's annual meeting, followed by each site's annual meeting. The cycle of annual meetings concludes in January.
- A revised document template for use by all CUSD strategic plans, aligned to CUSD Board Goals.
- Guidelines for roles and responsibilities of all shareholders involved in the strategic planning process.

CUSD Strategic Planning Handbook is available at www.coronadousd.net Departments>Educational Services>District Strategic Planning.

Report:

School Site Strategic Planning

Coronado Unified School District's annual cycle of strategic planning meetings for all CUSD sites began in December, following the District and Student Services Department annual strategic planning meetings. Site Strategic Planning meetings were held on the following dates:

- | | |
|----------------------------|------------------|
| • Palm Academy | December 9, 2011 |
| • Village Elementary | January 9, 2012 |
| • Silver Strand Elementary | January 12, 2012 |
| • Coronado Middle School | January 23, 2012 |
| • Coronado High School | January 27, 2012 |

At these recent annual meetings, each site's Strategic Planning Team was comprised of representative members of parents, the community, and staff. Coronado Middle and High Schools included several student members at their annual meetings. A CUSD governing board member was in attendance as an observer at most site annual meetings. At each site annual meeting, members listened to brief presentations on site goal successes and next steps for various academic areas, 21st century learning, and Character Education. Based on the academic performance and other areas of need determined by each site's staff, the following specific topics were the focus of each site's annual meeting:

- **Palm Academy:** Western Association of Schools and Colleges (WASC) accreditation for Palm Academy
- **Village Elementary:** reading and writing, mathematics, and character education
- **Silver Strand Elementary:** 21st century learning, Academic Support and Enrichment services (ASE), Measures of Academic Progress (MAP) formative assessment; Common Core State Standards
- **Coronado Middle School:** assessment and transitions, reading/writing, mathematics, science, character education
- **Coronado High School:** enrichment opportunities, student-staff connections and relationships, assessment/intervention, and experiential learning opportunities

All site plans have been fully revised on a new document template for use by all CUSD strategic plans and aligned to CUSD Board Goals in the areas of 21st Century Learning, Fiscal, Communication, Character Education, and Assessment.

Each Site Strategic Plan will be available on the District website www.coronadousd.net, Educational Services link, pending Board approval, as well as each site's website under Strategic Plan. Additionally, schools will post a one-page summary of site strategic planning on the school website. Plans were provided to the Board under separate cover and are available for the public to see at the District Office.

The plans will guide the work of each school staff for the next school year and beyond. Next year's District Strategic Planning meeting will take place in fall 2012, with Student Services and each site annual meeting from November 2012-January 2013.

Claudia Gallant and site administration co-facilitated each meeting.

Financial Impact:

None.

Superintendent's Recommendation:



That the Board approve the Site Strategic Plans for 2012-13 for Silver Strand Elementary, Village Elementary, Coronado Middle, Palm Academy, and Coronado High Schools.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – April 26, 2012

5.0 PERSONNEL

5.1 Approve the Employment of Whitney DeSantis as the New Principal of Village Elementary School (Action)

Background Information:

The criteria developed by parents and staff through the community forums held by Dr. Felix in the fall of 2011 were used throughout the application process as the screening and interview panels reviewed numerous applications from qualified applicants.

Whitney DeSantis has a strong background in education and the military. She comes highly recommended to Coronado Unified School District (CUSD). Her military experience in the Civilian Personnel Office and the Naval Investigative Service Headquarters in Virginia and Maryland connects her with CUSD’s military families. Her emphasis on an engaging and supportive environment for all will ensure that CUSD’s students and staff are challenged, inspired, and poised to excel.

Report:

Whitney DeSantis is recommended to the CUSD Board of Education by Dr. Jeffrey Felix as the new principal of Village Elementary School starting the 2012-2013 school year. Mrs. DeSantis is currently the principal of Alvin Dunn Elementary in San Marcos.

Whitney DeSantis has been an educator for 18 years beginning as a teacher’s aide. She arrived in San Marcos Unified four years ago beginning as an Assistant Principal and BTSA Administrator. Prior to San Marcos Unified she was an instructional leader, teaching all grades K-5 at the Diocese of San Diego and at Temecula Valley Unified. She served on several leadership committees, opened two elementary schools, served as a guided reading coach, developed and coordinated several intervention and enrichment programs, and provided professional development on research based instructional strategies at the site and district level.

She received her bachelor’s degree from San Diego State University, and earned an administrative credential, teaching credential, and master’s degree from California State University San Marcos. She is currently enrolled in Walden University’s doctoral program.

A native of Virginia, this is Whitney’s second career, working at several military bases and installations in civil service on the east coast prior to arriving in San Diego in 1992.

Whitney and her family are active duty military. Her husband is a naval officer and her son is completing the Special Warfare program and they are both stationed at the Naval Amphibious Base in Coronado. Her daughter is a student at CSUSM finishing her Special Education program.

Financial Impact:

This position will be funded through the general fund.

JPF

Superintendent’s Recommendation:

That the Board approve the employment of Whitney DeSantis as Principal of Village Elementary School starting July 1, 2012.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – April 26, 2012

5.0 **BUSINESS AND FISCAL MANAGEMENT**

5.2 Public Hearing on Proposed Developer Fee Increase

Background Information:

Government Code Sections 65 995 and Education Code Section 17620 authorize school districts to levy a fee on new commercial/industrial and residential development. The Board of Education must conduct a public hearing to consider the increase of existing developer impact fees. Said fees are collected to implement the District's school construction program and to participate in the State's School Facility Program.

Report:

It is recommended that opportunity be provided for public comment at this meeting through the announcement by the President as follows:

“Now is the time and place for comments from the public concerning the developer fee increase. Are there any comments?”

Financial Impact:

Holding of a public hearing carries no financial consideration.

AGENDA – April 26, 2012

5.0 BUSINESS AND FISCAL MANAGEMENT

5.3 Adopt Resolution Authorizing Developer Fee Increase (Action)

Background Information:

Government Code Sections 65 995 and Education Code Section 17620 authorize school districts to levy a fee on new commercial/industrial and residential development. In 1986 school fee legislation, Assembly Bill 2926, was approved. AB 2926 (Chap. 887) authorized school districts to levy development fees and at the same time placed a cap on the total amount of fees that could be levied. The caps were \$1.50 per square foot of residential development, and \$0.25 per square foot of commercial/industrial development. Later updates to the code authorized the State Allocation Board to increase the fee cap every two years. On January 25, 2012, the State Allocation Board approved an increase in fees.

Report:

Districts are authorized to increase school development impact fees up to \$3.20 per square foot of residential development, and \$0.51 of commercial/industrial development provided that a Fee Justification Report supports the proposed increase. The Fee Justification Report has been provided under separate cover and is available in the District Office, Business Services Department. If approved, the District can begin collecting the new fee after 60 calendar days of Board approval. Staff recommends using July 1, 2012.

A public hearing for this issue was duly advertised and scheduled for April 26, 2012. Any written comments received up to the time of the public hearing will be presented to the Board for review and consideration.

The attached resolution provides the basis of findings for the proposed fee increase.

The California Environmental Quality Act exempts school impact fees from CEQA analysis, and a Notice of Exemption has been prepared.

Financial Impact:

Increased revenue to the District due to a fee increase.

Superintendent’s Recommendation:

JPF

That the Board adopt Resolution #11-12-15 increasing fees on development projects and approve the fee increase effective July 1, 2012. Direct staff to notify the City of Coronado of the fee increase.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

RESOLUTION #11-12-15

**RESOLUTION OF THE GOVERNING BOARD
OF THE CORONADO UNIFIED SCHOOL DISTRICT
INCREASING FEES ON DEVELOPMENT PROJECTS
PURSUANT TO GOVERNMENT CODE SECTION 65995**

On motion of Member _____, seconded by Member _____, the following resolution is adopted:

WHEREAS, the San Diego Association of Governments' (SANDAG's) adopted housing and development forecast confirms that the Coronado Unified School District can expect to experience growth in new residential and commercial and industrial construction; and,

WHEREAS, the 2012 *Coronado Unified School District Development Impact Fee Justification Report* demonstrates that the anticipated increase in construction will cause an increase in student enrollment; and,

WHEREAS, existing school facilities will be adversely impacted by the new development and place demands upon the District's capital facilities; and,

WHEREAS, Government Code Section 65995 and Education Code Section 17620 authorizes school districts to levy a fee, charge, dedication, or other form of requirement against a development project, for the construction or reconstruction of school facilities; and,

WHEREAS, Government Code section 65995 subdivision (b) paragraph (3) provides that the maximum fee rates allowed under section 17620 of the Education Code shall be increased by the State Allocation Board annually in January every two years after 1990 according to the adjustment for inflation in the statewide cost index for class B construction; and,

WHEREAS, on January 25, 2012 the State Allocation Board has set the maximum fee rates under Section 17620 of the Education Code for 2012 at \$3.20 per square foot for residential development and \$ 0.51 for commercial/industrial development; and,

WHEREAS, this Governing Board received and considered at a duly noticed public meeting a report from its Superintendent analyzing the capital facilities needs of the district and the revenue sources available, as well as other evidence; and,

WHEREAS, this Governing Board has concluded that it is necessary and appropriate to continue to levy fees under the authority of sections 17620 of the Education Code and 65995 of the Government Code and to increase the fees in the amounts stated below; and,

NOW THEREFORE BE IT RESOLVED by the governing Board of the Coronado Unified School District as follows:

1. Based on the findings and evidence presented to this board and the report of its superintendent, attached hereto as Exhibit 1 and incorporated herein by reference, the Board finds:

The purpose of the fees adopted herein is to finance the construction or reconstruction of school facilities, the need for which arises from students generated from new residential, commercial, and industrial development; and

The amounts of the fees to be paid bear a reasonable relationship and are limited to the needs of the community for elementary school facilities and are reasonably related and limited to the need for schools caused by residential, commercial, or industrial development; and

The amounts of the fees to be paid under this resolution do not exceed the estimated reasonable costs of construction or reconstruction of school facilities necessitated by new development upon which fees are charged.

2. This Board adopts and levies the following fees upon any development project within the boundaries of the District, for the construction or reconstruction of school facilities:

(a) \$3.20 per square foot of all assessable residential space as defined by Government Code Section 65995 subdivision (b) paragraph (1); and

(b) \$0.51 per square foot of all chargeable covered and enclosed space as defined by Government Code Section 65995 subdivision (b) paragraph (2); and

3. This Board finds the amounts of the above fees bear a reasonable relationship and are limited to the needs of the community for elementary school facilities as caused by such development. This finding is based upon the report from its superintendent analyzing the capital facilities needs of the District and the revenue sources available. The Board hereby adopts the findings set forth in these reports which are incorporated by reference as if fully set forth herein.

4. Before the levying of fees upon any greenhouse or other space that is covered or enclosed for agricultural purposes, the board shall comply with the requirements of Education Code Section 17620 as may from time to time be amended or any successor law thereto.

5. The District shall levy fees upon a manufactured or mobile home in accordance with the provision of Education Code Section 17620 as may from time to time be amended or any successor law thereto.

6. Fees collected are directed to be placed in a separate account and expended or committed for the lawful purposes authorized under Education Code 17620.

7. Fees collected pursuant to this resolution are hereby directed to be collected at the time of application for building permits.

8. The Superintendent is directed to deliver a copy of this Resolution, supporting documents and a map clearly indicating the boundaries of the area subject to the fee to the building officials of the San Diego County and to request that no building permit be issued after June 27, 2012, the 60th day from the date of adoption of this resolution, for any development subject to the above fees absent certification from this District of compliance with said fee requirements.

PASSED AND ADOPTED by the Board of Coronado Unified School District of San Diego County, California, on this 26th day of April, 2012, by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

STATE OF CALIFORNIA)
SS)
COUNTY OF SAN DIEGO)

I, Jeffrey P. Felix, Secretary of the Board of the Coronado Unified School District of San Diego, County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted by said Board at a regular meeting thereof on the date and by the vote above stated, which resolution is on file and of record in the office of said Board.

Secretary to the Governing Board of the
Coronado Unified School District

AGENDA – April 26, 2012

6.0 DISTRICT ORGANIZATION AND BOARD OPERATION

6.1 Director of Human Resources – Evaluation Document Progress

Background Information:

Certificated Evaluation Process

In order to support continuous professional development for certificated employees and to ensure high levels of student learning, the Coronado Unified School District (CUSD) Board of Education requested a revised evaluation instrument be researched, discussed and developed. The Professional Development Committee completing this process consists of certificated employees: site and district administrators, teachers representing each school site in the district and an ACT negotiating team member.

Common Language of Instruction

To support the use of a common language of instruction, a district wide book study of The Art and Science of Teaching by Robert J. Marzano is close to completion. Each school site's certificated employee group discusses this comprehensive framework for effective instruction. During staff meetings and Professional Learning Community (PLC) time existing teaching practices and elements of instruction are discussed and implemented in daily instruction.

In addition, the Principal's Professional Learning Community (PPLC), which consists of all site administrators, is also close to completing the study of this book.

Summary

Evaluations should address professional development needs, intervene when there are persistent performance issues and differentiate how to accelerate student success.

The CUSD Board of Education anticipates future discussions regarding the 2013-2014 iteration of the Certificated Evaluation Process include student assessment, parent and student feedback and individualized, professional development for each teacher according to specific needs.

Report:

Certificated Evaluation Process

The Professional Development Committee met throughout the 2011-2012 school year to discuss, update and develop a new Certificated Evaluation Process. Periodically members of this committee share drafts of the Certificated Evaluation Process with site certificated employees.

This collaborative work will result in Draft 1 of the Certificated Evaluation Process. April 25, 2012 will be the final meeting of the school year to finalize the following drafts:

- Evaluation Process (Appendix D)
 - Form 1 (Evaluation Goals)
 - Form 2 (Assistance Plan)
 - Form 3 (Certificated Employee Reflection)
 - Form 4 (Standards Based Observation Form)

The ACT negotiating team will have an opportunity to review the drafts developed by the Professional Development Committee on April 30, 2012, during the regularly scheduled negotiating session. Pending a tentative agreement between ACT and CUSD, the first draft of the Certificated Evaluation Process will be piloted during the 2012-2013 school year.

On May 9, 2012, District certificated employees will convene from 3:30-4:30PM at the Coronado Middle School Library to discuss the draft Certificated Evaluation Process. This will be another opportunity for certificated employees to review the amended forms and process.

A Principal's Academy will be held this summer (June 14, 2012, and August 13, 2012). Site administrators will review the draft Certificated Evaluation Process and forms and be trained to observe classrooms, access evidence, and provide feedback.

AGENDA—April 26, 2012

6.0 INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

- 6.2 State Preschool Program - Early Childhood Development Center (Report and Discussion)

Background Information:

Coronado Unified School District (CUSD) has operated state-funded preschool programs at both Silver Strand Elementary School and at Village Elementary School's Early Childhood Development Center (ECDC) for many years. Until SY 2010-11, CUSD operated three state-preschool classes, two at Silver Strand and one at ECDC; CUSD closed one state-funded preschool classroom at Silver Strand due to inadequate state funding. Two state-funded preschool classrooms remain, one at each site. Programs at both sites have required CUSD general fund contributions due to the inability of the State of California to fully fund these programs. In evaluating anticipated income and expenditures for the 2012-2013 school year, the Governing Board of the Coronado Unified School District voted at the March 12, 2012, meeting that the best interests of this District would be served by the elimination of services being provided in certain classified employee positions and, based upon such elimination of services, classified employees will be subject to layoff for lack of work and/or lack of funds within the meaning of Education Code section 45308. The Board did this to comply with state law that compels this type of decision occur before the new budget has been approved. The Board then asked for additional information on the current preschools as well as a proposal for a fee-based preschool.

CUSD administration is recommending that one state-funded preschool classroom at the ECDC be closed for SY 2012-13. The state-funded preschool class at Silver Strand Elementary would remain open. Special Education preschool services will remain, housed at the ECDC. Following are details of the financial information requested by the Governing Board regarding these state preschool programs, as well as information on CUSD's investigation of operating a fee-based preschool at the Early Childhood Development Center in the future.

Report of the State Preschool Program - Early Childhood Development Center:

Financial Information

Each CUSD state-funded preschool program operates at a deficit, drawing upon the CUSD general fund as shown below:

**Coronado Unified School District Business Services
State Preschool Program Budget (One Classroom)**

Description	2011-12 Budget	2012-13 *Projected
Revenue		
State Revenue 21.22 per student per day MRA cap = \$56,220	56,220	42,165
Total Revenue	56,220	42,165
Expense		
Teacher Salary and Benefits 6 hours per day	50,098	50,098
Instructional Aides 2 IAs 3.5 hours per day	29,886	29,886
Clerical Support	8,000	8,000
Site Attendance, etc.	2,500	2,500
Preschool Lunch IDC	4,072	4,072
Total Expense	94,556	94,556
Net GF Contribution	(38,336)	(52,391)

* 2012-13 Projected: 25% decrease in funding

Military-connected families affected by the closing of the ECDC preschool classroom may find alternative preschool programs at both Naval Base Coronado installations which have new preschool facilities and programs. These new facilities drastically change the preschool needs for children of military parents. Non-military families who qualified based on low income for preschool services will need to seek other local preschool programs, such as the many faith-based programs already existing.

Fee-based Preschool

Coronado Unified School District believes that there is a need for more preschool services in Coronado. CUSD administration is discussing and investigating the opening of a fee-based preschool for SY 2013-14. A proposed “Crown Preschool,” to be located at the Early Childhood Development Center, would fulfill the original vision of CUSD to provide a complete education continuum as a lifelong foundation for our community’s children. The primary focus of Crown Preschool would be to prepare children for kindergarten and the years ahead. The curriculum would integrate with existing CUSD curricula and combine it with learning designed to enhance cognitive development and establish the basic building blocks for a successful education for 21st century learners. Crown Preschool would, with Board approval:

- Serve full- and part-time students, and provide extended day services (child care)
- Employ CA credentialed teacher(s) with appropriate early childhood education credits and expertise
- Be a not-for-profit entity as a complement to CUSD; the program would fully fund ongoing expenses through family tuition
- Integrate into the existing CUSD organization as a pre-kindergarten grade level and would build upon existing operations for administration, staffing, student services, and maintenance
- Use existing facilities in the Early Childhood Development Center
- Employ a preschool director, required by state guidelines. The Director would be responsible for running all District preschool programs, and would be hired first following Board approval to begin creating the necessary details involved in the endeavor
- Align with CA Preschool Foundations and Common Core State Standards; the program would also include alignment with CUSD enrichment opportunities such as literacy/library, technology, visual and performing arts, science lab, music and movement, health education, etc.
- Have a strong parent/child/teacher component, and begin a Personalized Education Plan for each preschool student

Tuition would be determined after Governing Board approval of the Initial Proposal.

Timeline for the proposed fee-based preschool would be as follows:

June 2012	Approval from CUSD Governing Board to launch project/Initial Proposal
September 2012	Preschool Director hired
December 2012	Licensing completed
January 2013	Marketing begins
February 2013	Registration begins (A “soft” opening in spring 2013 could also be considered based on marketing results)
August 2013	School opens (CUSD first day of school)

The addition of Crown Preschool to CUSD’s list of outstanding services would place CUSD at the leading edge of providing a premier early childhood education experience in a public school and give families the option of such a program in their own neighborhood.

AGENDA – August 26, 2012

7.0 DISTRICT ORGANIZATION AND BOARD OPERATION

7.1 Adopt Revisions to Administrative Regulation 6154, Homework Policy (First Reading)

Background Information:

The Board voted to revise Board Policy 6154 (Homework Policy), approved revised structure and template of Administrative Regulation 6154, and directed the Superintendent to create an ad hoc committee to continue revisions. The recommendations are to be brought to the Board for adoption at the regular May 2012 Board Meeting.

A committee consisting of students, teachers, parents and administrators representing Elementary, Middle and High school levels began meeting in in September of 2011 to review, research, discuss, debate and draft recommendations for appropriate guidelines and responsibilities on the subject of homework in our District. The product of this work comes before the Board for a first reading tonight. (See attached current and proposed Administrative Regulation)

The Superintendent's committee recommends the following be added to Administrative Regulation 6154:

1. Section I: Guideline For All Grade Levels as well as Grade-Level Guidelines to set and communicate expectations to all parties, and
2. Section III: Responsibilities of the parties involved in homework; namely students, parents, teachers and administrators.

The committee recommends that the School-Site Homework Plan be retained as Section II.

For more information about the homework committee schedule, agendas, research and membership, click on the 'Homework Committee' folder in the contents area of the District website, or use the following link:

http://www.edline.net/pages/Coronado_USD/Homework_Committee.

Financial Impact:

There is not impact to the general fund.

797

This item is provided to the Board for first reading, submitted by Board Member Dawn Ovrom.

Instruction

AR 6154(a)

School-Site Homework Plan

The principal and staff at each school shall develop and regularly review a school-site homework plan which includes guidelines for the assignment of homework and describes the responsibilities of students, staff and parents/guardians. The plan shall identify all of the following:

1. For each grade level, the amount of time that students shall be expected to spend on homework
2. For each grade level, the extent to which homework assignments shall systematically involve participation by parents/guardians
3. The means by which parents/guardians shall be informed about:
 - a. Homework expectations
 - b. How homework relates to the student's grades
 - c. How best to help their children
4. Techniques that will be taught to help students allocate their time wisely, meet their deadlines and develop good personal study habits
5. The access that students shall have to obtain:
 - a. Resource materials from the library media center
 - b. Assistance and/or tutoring through telephone help lines and/or after-school centers
6. The means by which teachers shall coordinate assignments so that students do not receive an overload of homework one day and very little the next
7. For each grade level, the extent to which homework assignments shall emphasize independent research, reports, special reading and problem-solving activities

Instruction

AR 6154(b)

Makeup Work

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205. (Education Code 48980)

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 5145.6 - Parental Notifications)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Regulation
approved: August 19, 2010

CORONADO UNIFIED SCHOOL DISTRICT
Coronado, California

Coronado USD

Administrative Regulation

Homework/Makeup Work

PROPOSED

AR 6154 Instruction

Homework is an integral component of education that deepens student learning and understanding. Although teachers are not required to assign homework, when it is assigned, K-12 students will participate in homework that is meaningful, purposeful and appropriate, as determined by the teaching staff. While we understand that homework is merely one of many components of a student's life, it is inevitable that at times, choices will need to be made between homework and other obligations.

Section I. General Guidelines for All Grade Levels

Guidelines in this policy are based on the needs of the average student. Assignments and homework may be differentiated for individual students, or represent different levels of challenge for students; therefore, amount of homework, or time required to complete homework, may be variable.

1. Teachers are not required to assign homework but are required to apply professional discretion and flexibility in determining the balance of in- and out-of-class schoolwork for the purpose of meeting standards and curricular and individual students' needs.
2. The purpose, meaning, and value of homework and its role in assessment of students should be clearly communicated. Expectations, required materials and resources, and timelines for homework and long-term project assignments are to be clearly communicated to students and families, particularly as they relate to group projects.
3. Since parents are the primary educators of their children, and their involvement is recognized as a critical dimension of effective schooling, the Board expects teachers at all grade levels to involve parents/guardians as a contributing resource. (cf. 6020 Parent Involvement)
4. Homework is meant to be completed largely independently by students (see grade level guidelines). Homework should inspire curiosity and thoughtful performance.
5. Homework may:
 - a. Reinforce skills or further understanding of information introduced during daily lessons (practice),
 - b. Introduce students to new material to be reviewed and reinforced the next day (preparation), and/or
 - c. Provide an opportunity for students to independently apply knowledge gained in school (extension).
6. Timely assessment of homework or the provision of self-assessment tools is necessary to ensure that students and families are aware of progress and skills acquisition.
7. Open communication between students, families, and teachers regarding homework is vital. Students and parents are encouraged to contact teachers with questions and concerns about homework and achievement in school. If a student repeatedly fails to complete homework, the teacher shall notify parents/guardians in a timely manner. (cf. 5020 Parents' Rights and Responsibilities)

Grade-Level Guidelines

Elementary School

The purpose of homework in elementary school is to practice and encourage mastery of basic skills and to provide opportunities for students to connect classroom learning with daily life.

1. Except for reading and work on projects assigned over a week or more, weekend and holiday homework is not to be assigned.
2. Long-term or multi-step projects should be initiated and primarily undertaken in the classroom. While portions of projects may require completion at home, these tasks should not require group participation, significant assistance from parents, or costly materials. Long-term assignments should include clear benchmarks with which to monitor progress toward completion.

See general guidelines.

Middle School

The purpose of homework in middle school is to develop and reinforce good study habits and personal responsibility for time management and mastery of skills. Middle school homework provides opportunities for students to recognize the relevance of classroom learning to the outside world.

1. Weekend and holiday homework assignments should be carefully considered in terms of necessity and appropriateness; however, weekends may provide an appropriate opportunity for students to read independently, complete projects assigned over several weeks, and take advantage of extra-credit opportunities.
2. Homework, projects, and assessments requiring in-depth study should be scheduled with an awareness of and sensitivity to major tests, assignments, and projects for other classes/disciplines and/or all-school events and holidays occurring simultaneously.
3. Students opting to enroll in honors courses should expect rigorous content and homework, reading, and project time commitments which exceed those of regular courses, including the potential necessity to review material over weekends and holidays.
4. Long-term, multi-step, or group projects should be initiated in the classroom. Time in class should be provided for group collaboration, acknowledging the logistical challenges of group work after school hours. While portions of projects may require completion at home, these tasks should not require significant assistance from parents or costly materials. Long-term assignments should include clear benchmarks with which to monitor progress toward completion.

See general guidelines.

High School

The purpose of homework in high school is to expand and reinforce good study habits, personal responsibility, time management, and mastery of skills. High school homework provides opportunities for students to explore and envision learning as an integral part of lifetime growth.

1. Course syllabi should include specific information regarding the types and role of homework in the assessment of student achievement.
2. Weekend and holiday homework assignments should be considered in terms of necessity and appropriateness. It is acknowledged that students in high school assume greater responsibility for time management and long-term project planning; therefore, student may decide to use weekends as opportunities to catch up, get ahead, or work on long-term assignments.
3. When possible, homework and assessments requiring in-depth study should be scheduled with an awareness of and sensitivity to major tests, assignments, and projects for other classes/disciplines and/or all-school events and holidays occurring simultaneously.

4. College Board Advanced Placement courses are college-level courses with curricula which may earn a student college credit. Students opting to enroll in AP or honors-level courses should expect rigorous content and homework, reading, and project time commitments which exceed those of regular college-preparation courses, including the potential necessity to review material over weekends and holidays.

See general guidelines.

Section II. School-Site Homework Plan

The principal and staff at each school shall develop and regularly review a school-site homework plan, which includes guidelines for the assignment of homework and describes the responsibilities of students, staff and parents/guardians. The plan shall identify all of the following:

1. For each grade level, the amount of time that students shall be expected to spend on homework
2. For each grade level, the extent to which homework assignments shall systematically involve participation by parents/guardians
3. The means by which parents/guardians shall be informed about:
 - a. Homework expectations
 - b. How homework relates to the student's grades
 - c. How best to help their children
4. Techniques that will be taught to help students allocate their time wisely, meet their deadlines and develop good personal study habits
5. The access that students shall have to obtain:
 - a. Resource materials from the library media center
 - b. Assistance and/or tutoring through telephone help lines and/or after-school centers
6. The means by which teachers shall coordinate assignments so that students do not receive an overload of homework one day and very little the next
7. For each grade level, the extent to which homework assignments shall emphasize independent research, reports, special reading and problem-solving activities

Makeup Work

The Superintendent or designee shall notify parents/guardians that no student may have his/her grade reduced or lose academic credit for any excused absence when missed assignments and tests are satisfactorily completed within a reasonable period of time. Such notification shall include the full text of Education Code 48205.

(cf. 5121 - Grades/Evaluation of Student Achievement) (cf. 5145.6 - Parental Notifications)

The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension.

(Education Code 48913) (cf. 5144.1 - Suspension and Expulsion/Due Process)

Section III. Responsibilities

It is understood that these responsibilities evolve as students develop.

Students are responsible for:

1. Being prepared for the school day and class assignments by regularly reviewing previously covered information and materials and practicing good study habits and strategies.
2. Producing work to the best of their abilities and demonstrating academic honesty, being accountable for choices, and completing assignments with integrity.

3. Working with teachers to catch up on instruction and assignments when absent (in accordance with teacher, department, and attendance policy), and working with teachers to review assessments in order to solidify understanding and to determine missed material.
4. Creating a support group of peers from whom to ask for help with class information and assignments.
5. Communicating with teachers about external factors affecting classroom and homework performance.
6. Understanding his or her own strengths and areas of growth as a learner, and working with parents, counselors, and teachers to form expectations for him/herself and set appropriate personal academic and extracurricular paths and college and career goals.
7. Considering the time commitment and workload of honors and AP courses before enrolling in them, and speaking with counselors and teachers, as well as other students who have taken the course(s), in order to gauge expectations and rigor.
8. Working with parents to manage the demands of extracurricular and academic obligations, prioritizing when necessary.
9. Keeping records/a calendar of homework, projects, and assignments, and checking and monitoring progress and achievement through online grade reports.

Parents/Guardians are responsible for:

1. Supporting the teacher's goals in providing education to students and fostering positive relations between their child and his or her teacher(s) in order to facilitate learning.
2. Recognizing the integral role they play in the success of students and providing a supportive environment for homework and sharing of learning.
3. Helping their child understand his/her strengths and areas of growth as a learner, and working with counselors and teachers to form expectations and set appropriate personal academic and extracurricular paths and college and career goals.
4. Guiding their child to advocate for him/herself and, when necessary, advocating for their child.
5. Reinforcing effective study habits and strategies, including but not limited to time management and organization, reading for pleasure, goal setting, and review of content.
6. Supporting students in setting priorities and managing healthy balance between extracurricular and academic obligations.
7. Encouraging their child to communicate, to teachers, counselors and/or administrators, external factors that might affect their performance and/or attentiveness to school.
8. Providing feedback for teachers on their student's ability to complete homework independently and efficiently (within a reasonable amount of time) so that appropriate steps can be taken to support the student.
9. Recognizing that the parents' role in homework and class assignments evolves as their child matures.
10. Reviewing their child's agenda/calendar of homework, projects, and assignments, and checking and monitoring progress and achievement through online grade reports.

Teachers are responsible for:

1. Assigning standards-based homework with purpose, meaning, and value and communicating clearly the expectations, objectives, and parameters of homework and class assignments.
2. Encouraging a partnership between family and students that promotes timely and clear communication about classwork, homework, and long-term projects and assignments.

3. In the context of the subject, providing timely feedback on homework.
4. Considering the resources, time, and logistics required for homework and projects (and families' potential limitations therein), particularly as they relate to group projects.
5. Assisting parents and students in understanding that homework is a multi-faceted opportunity, with tasks and outcomes that may vary in order to encourage creative thinking, analysis, synthesis, evaluation, patient problem-solving, mechanical practice, and a necessary degree of challenge.

Administrators are responsible for:

1. Guiding and serving as advocates for students, families, and teachers in their approach to and responsibilities for school, assignments, and homework.
2. Facilitating communication between students, families, and teachers.
3. Providing course descriptions, to students and parents that describe course rigor and define expectations.
4. Reviewing course syllabi and teacher and department policies to ensure accordance with board policies and ed. code.
5. Supporting teachers in exercising discretion in determining the balance of in- and out-of-class schoolwork for the purpose of meeting standards and curricular and individual students' needs.

Regulation CORONADO UNIFIED SCHOOL DISTRICT
previously approved: August 19, 2010 Coronado, California

Regulation CORONADO UNIFIED SCHOOL DISTRICT
proposed as FIRST READING: April 26, 2012 Coronado, California

AGENDA – April 26, 2012

8.0 ORGANIZATIONAL BUSINESS

DISTRICT ORGANIZATION AND BOARD OPERATION

8.1 Superintendent’s Management of Board Goals for 2011-2012 (Report)

Report:

The Board requested several projects that will require careful management of staff time and resources. At the August 15, 2011, Regular Board Meeting, the Superintendent provided a draft in graphic form of the first five months of those projects. The Board requested this graphic be brought back each month to use as an update and to monitor the progress of the projects.

Attached are the updated projects in graphic form.

Financial Impact:

There is no impact to the general fund as a result of this report.

This report is provided to the Board for information.

A stylized, cursive logo consisting of the letters 'JPF' in a dark blue color, positioned to the right of the horizontal line.

Coronado Unified School District Superintendent Management of Board Goals for 2011-2012

Projects	Board Goals	Feb 6-10	Feb 13-17	Feb 20-24	Feb 27-2	Mar 5-9	Mar 12-16	Mar 19-23	Mar 26-30	Apr 9-13	Apr 16-20	Apr 23-27	Apr 30-4	May 7-11	May 14-18	May 21-25	May 28-1	Jun 4-8	Jun 11-15	Jun 18-22	Jun 25-29			
1 Admin Cabinet	1, 3, 5		Meeting		Meeting Prep	Meeting		Meeting Prep	Meeting	Meeting Prep	Meeting		Meeting Prep	Meeting				Meeting Prep	Meeting					
2 Gov Board Meetings	1, 2, 3, 4, 5	Meeting Prep	Meeting	Meeting Prep	Meeting Prep	Meeting	Meeting Prep	Workshop			Meeting Prep	Meeting	Meeting Prep	Workshop	Meeting Prep	Meeting			Meeting Prep	Meeting	Meeting			
3 Common Core Standards	1, 5	Ongoing Staff Training						Board Training				First Reading Before Adoption				Board Adoption								
4 Trans Kindergarten	1, 2, 5		Board Approval	Marketing		Enrollment																		
5 Strategic Plans	1, 2, 3, 4, 5					Board Approval																		
6 Tech Plan	1, 2, 3, 5	Committee Work										Committee Work												
7 Negotiations	2, 3	Ongoing						Report to the Board	Ongoing						Report to the Board	Ongoing			Report to the Board					
8 Demonstration Garden	2	Planting Begins	Public Input	Public Input	Public Input	Public Input	Public Input	Public Input	Board Report															
9 VES Principal Selection	3	Applicants	Screening	Screening	Contact	Interviews	Interviews	Interviews	Candidate Announced			Board Approval												
10 Staff Development	1, 3, 5	Marzano Book Study																						
11 Big History Project	1, 5	State Board to Decide on AP												Ongoing Teacher Training										
12 Homework Committee	1, 3, 5											First Reading				Board Approval								
13 Calendar Forums	1, 3, 5		Board Approval																					
14 Staff Evaluation Tool	1, 2, 3, 4, 5	Discuss with Staff				Board Report	Ongoing Committee Work						Ongoing Committee Work											
15 Dig Txtbk/ BYOT	1, 2, 5							Pilot Evaluation													Report to the Board			
16 Character Ed Assmnt	4.3																							
17 Personal Educ Plan	1.3																							
18 Business Dashboard	2.1	Escape/SAS			HR Setup	Weekly Meetings and Trainings								Dashboard Pilot										
19 Academic Dashboard	2.1																							
20 Communication Assmnt	3.1																							
21 Project Based Learning	1.1, 1.2, 1.3																							
21 Charter Application	1.1, 1.2, 1.3	Charter Implementation Committee Meetings															Board Report							
22 One To One Initiative	1.1, 1.2, 1.3	Planning for 3 Day Training																			3 Day Training for 30 Staff			

updated 4/19/12

AGENDA – April 26, 2012

8.0 ORGANIZATIONAL BUSINESS

DISTRICT ORGANIZATION AND BOARD OPERATION

8.2 Proposed List of Agenda Items for Future Board Meetings (Report)

Background Information:

The Board requested that a list of topics for future Board agendas be published monthly to inform the public of proposed Board reports, items that will be discussed, and items to be voted on by the Board.

Report/Information:

To assist the Board in planning, the topics listed below are tentatively scheduled for the months indicated. Dates may vary due to the availability of necessary information. The reports are in addition to regular information and action items such as personnel and business items which appear on the agenda every month.

May 10, 2012: Board Workshop

- The Board will hear the first annual report on progress made within the Technology Department to fulfill the recommendations from the July 2011 Fiscal Crisis and Management Assistance

May 24, 2012: Regular Board Meeting

- Board Policy Update – First Reading
- Budget Update
- Director of Learning Report - STEAM
- Homework Policy (Action)
- BBMAC Third Quarter Financial Report
- Coronado SAFE Annual Report
- Coronado Schools Foundation Report
- Character Education Reports from Schools
- Capital Facilities Plan (Green Sheet)
- Common Core Standards Adoption of Resolution
- Report on the Progress of Staff Evaluation Tool

June 21, 2012: Regular Board Meeting

- California School Employee Association (CSEA) and Association of Coronado Teachers (ACT) Topics for Negotiations
- Declaration of Need for Fully Qualified Educators
- Superintendent Evaluation/Goals/Contract
- Consolidated Application
- GASB 45
- Data and Assessment Update
- Uniform Complaint Quarterly Report
- Report on School Trips
- Traffic and Safety Report
- Board Policy Update – Approval

- NWEA MAP
- 2012-2013 Budget Presentation
- Report on the Progress of Staff Evaluation Tool

June 28, 2012: Regular Board Meeting

- Adopt Budget

August 23, 2012: Regular Board Meeting

- BBMAC Fourth Quarter Financial Report
- Data and Assessment Update
- Human Resources Report
- Report on the Progress of Staff Evaluation Tool

September 6, 2012: Board Workshop

- TBD

September 13, 2012:

- Unaudited Actuals
- Williams Resolution of Sufficiency of Instructional Materials
- Resolution of Character Counts
- Assessment Report (STAR/Advanced Placement)
- Board Policy Update – First Reading
- Report on the Progress of Staff Evaluation Tool

October 4, 2012: Board Workshop

- Candidate Training

October 18, 2012: Regular Board Meeting

- Student Enrollment Report
- Coronado School of the Arts Report
- Uniform Complaint Quarterly Report
- Data and Assessment Update
- Superintendent's Evaluation
- Board Policies – Approval
- Report on the Progress of Staff Evaluation Tool
- Approve All Site Safety Plans

November 15, 2012: Regular Board Meeting

- BBMAC First Quarter Financial Report
- Language Arts Report
- Data and Assessment Update
- Report on the Progress of Staff Evaluation Tool

November 29 - December 1, 2012:

- CSBA Educational Conference and Annual Trade Show

December 13, 2012: Regular Board Meeting

- Annual Organizational Meeting
- Board Protocols
- First Interim Budget

December 20, 2012: Regular Board Meeting

- Islander Sports Foundation Update
- Data and Assessment Update
- Approve District Strategic Plan
- Report on the Progress of Staff Evaluation Tool

January 2013: Regular Board Meeting TBD

- State of District Address
- Silver Strand Elementary Strategic Plan Update
- Superintendent's Evaluation
- Audit
- Uniform Complaint Quarterly Report
- Approve District Strategic Plan
- Board Policy Update – First Reading

February 2013: Regular Board Meeting

- California School Boards (CSBA) Delegate Assembly Election
- Interdistrict Transfer (IDT) Agreements between South County School Districts
- MAP Update
- STEAM Report
- BBMAC Second Quarter Financial Report
- Human Resources Report
- Board Policy Update – Approval

March 2013: Regular Board Meeting

- Second Interim Budget
- English Language Arts
- Approve All Site Strategic Plans
- Local Board Policy Review
- Special Education Report
- Superintendent's Evaluation

Financial Impact:

There is no impact to the general fund as a result of this report.

This report is provided to the Board for information.

