

**Governing Board of Trustees**  
**AGENDA**  
**Thursday, June 21, 2012, 4:30 PM**

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

*Times Indicated are Anticipated and Serve as Guidelines for Discussion*

- 1.0 CALL TO ORDER ..... 4:30**
- 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’ Lacrosse
  - 2.4 Shareholder Reports

**3.0 COMMENTS FROM THE AUDIENCE (Agenda and Non-agenda items)..... 5:00**

Anyone wishing to address the Board on agenda, non-agenda, and/or Closed Session 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 CALENDAR ..... 5:15**

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 May 24, 2012, and Special Meeting Minutes of May 10, 2012 .....4
- 4.2 Accept Donations to the Coronado Unified School District..... 10
- 4.3 Approve Out-of-State Conference ..... 11
- 4.4 Brian Bent Memorial Aquatics Complex Update..... 12
- 4.5 Uniform Complaint Quarterly Report..... 15
- 4.6 Approve/Ratify Warrants and Purchase Orders..... 16
- 4.7 Approve/Ratify Contracts for Services..... 17

4.8	Approve the Career Technical Education Application for 2012-2013 Funding to Implement the Carl D. Perkins Career and Technical Education Improvement Act of 2006 .....	20
4.9	Approve Administrative Personnel Register .....	21
4.10	Approve Certificated Personnel Register .....	22
4.11	Approve New Certificated and Classified Job Descriptions .....	24
4.12	Approve Resolution Accepting the Revised Funding Terms and Conditions for the 2011-2012 School Year for the California State Preschool Programs at Silver Strand and Village Elementary Schools and Authorizing Staff to Sign the Contract.....	38
4.13	Award Bid for the Coronado Unified School District 2011/12-005 Conduit Project at Coronado High and Coronado Middle Schools.....	40
<b>5.0</b>	<b>ACTION ITEMS.....</b>	<b>5:20</b>
5.1	Authorize the Superintendent to Solicit and Award a Contract for Bid for the Village Elementary School Courtyard Beautification Project (30 minutes) .....	41
5.2	Approve the Proposal for Creation of Crown Preschool, a Fee-Based Preschool District Enterprise (30 minutes) .....	47
5.3	Approve the Tentative Agreement between the Association of Coronado Teachers and Coronado Unified School District (10 minutes).....	56
5.4	Approve the Tentative Agreement between CSEA, Chapter 386, and the Coronado Unified School District (10 minutes) .....	58
5.5	Adopt Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits (20 minutes) .....	59
<b>6.0</b>	<b>REPORTS.....</b>	<b>7:00</b>
6.1	Annual Report on School Trips (written) .....	60
6.2	Director of Learning Report – Grant Award of \$1.62 Million from Department of Defense (DoDEA) (20 minutes).....	62
6.3	Director of Human Resources – Changes in Personnel (20 minutes) .....	65
6.4	Verizon Wireless Contract for Placement of Communication Equipment on District Property (5 minutes).....	66
6.5	Budget Update – 2012-13 Budget (20 minutes).....	67
<b>7.0</b>	<b>ORGANIZATIONAL BUSINESS .....</b>	<b>8:05</b>
7.1	Superintendent’s Management of Board Goals for 2011-2012 (5 minutes) .....	70
7.2	Proposed List of Agenda Items for Future Board Meetings (5 minutes) .....	72
7.3	Future Agenda Items/Comments from Board Members	
7.4	Next Regular Meeting is Thursday, June 28, 2012, 4:30 PM, to adopt the 2012-2013 Budget	
	Next Regular Meeting is Thursday, August 23, 2012, 4:30 PM	

<b>8.0</b>	<b>CLOSED SESSION (Conference Room)</b> .....	8:15
8.1	Public Employee Performance: Annual Formal Evaluation of Superintendent Dr. Felix, Government Code 54957 and Board Policy 2140	
<b>9.0</b>	<b>RECONVENE TO OPEN SESSION (District Board Room)</b>	
9.1	The Board will report out on the results of Superintendent Dr. Felix’s Annual Formal Performance Evaluation .....	9:00
<b>10.0</b>	<b>ADJOURN</b> .....	9:10

<p>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.</p>
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**AGENDA – June 21, 2012**

**4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**DISTRICT ORGANIZATION AND BOARD OPERATION**

4.1 Approve the Regular Meeting Minutes of May 24, 2012, and Special Meeting Minutes of May 10, 2012 (Action)

**Background Information:**

Presented for Board Approval:

- May 24, 2012, regular meeting minutes; and
- May 10, 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  
May 24, 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 4:32 PM at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

**Roll Call**

The following Board Members were present: Ledyard Hakes, Bruce Shepherd, Dawn Ovrom, and Doug Metz. Member Brenda Kracht was absent. Also present were Jeffrey Felix, Superintendent, Randie Allen, Associate Superintendent, and Richard Erhard, Assistant Superintendent. Student Board Representative Will Funk introduced Emily Kob, Incoming Student Board Representative. Emily Kob was seated at this meeting. The Board and Superintendent thanked Will Funk for his support and service and wished him success at Stanford University in the fall..

**2.0 OPEN SESSION**

**2.1 Pledge of Allegiance**

**2.2 Approve the Agenda**

**#60**

Motion: Metz Second: Hakes Vote: 4-0.

**2.3 Board Recognition**

2.3.1 The Board Recognized Teacher Leaders in CUSD who significantly impact student learning, assessment of student learning, and the professional development of CUSD teachers, by participating in leadership roles in our District: Kathy Shady, Jeffrey Beckley, John Cox, Ellen Cody, Caroline Dinnen, Nancy Ratcliffe, Nikki Gelso, Heather Bice, Robyn Fullmer, Toni Neubert, Amber MacDonald, and Linda Kullmann.

**2.4 Student Report**

➤ Autumn Shea and Emma Coomes reported on Coronado Middle School activities

**2.5 Stakeholder Reports**

➤ Rich Brady updated the Board on CoSA events

➤ President Lina Douglas updated the Board on SEPAC activities

➤ Dr. Felix announced that a private audit was conducted regarding student fees and he said he will bring a report to the Board in June; On March 14, 2012, at the Coronado Schools Foundation Telethon the District will begin planning our 100<sup>th</sup> Birthday celebration. A super committee will be established with Assistant Principal Jenny Moore taking the lead; Monday, May 28<sup>th</sup>, is Memorial Day and all schools and the District will be closed. Dr. Felix said it was his sad duty to inform us that Connor Carvajal passed away today. Connor was a first grade student at Village Elementary School in Eileen Farrell's class. He valiantly battled neuroblastoma cancer for the last three years. There will be grief counselors at the school for the next few days to lend their support.

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

None

### 4.0 APPROVAL OF CONSENT AGENDA

Motion: Metz Second: Hakes Vote: 4-0

#61

- 4.1 Approve the Regular Meeting Minutes of April 26, 2012
- 4.2 Approve/Ratify Warrants and Purchase Orders
- 4.3 Approve/Ratify Contracts for Services
- 4.4 Approve Certificated Personnel Register
- 4.5 Approve Classified Personnel Register
- 4.6 Approve Out-of-State Conferences
- 4.8 Approve Declaration of Need for Fully Qualified Educators for the 2012-2013 School Year
- 4.9 Approve Request for Continuing Membership and Agreement to the Conditions of Membership between the Coronado Unified School District and the California Interscholastic Federation, San Diego Section for the 2012-2013 School Year
- 4.10 Authorize Karl Mueller, Coronado High School Principal, as School League Representative to California Interscholastic Federation, San Diego Section for the 2012-2013 School Year
- 4.11 Adopt Resolution Authorizing the Temporary Transfer of Funds from the County Treasurer during the 2012-13 Fiscal Year
- 4.12 Approve Resolutions for Routine Payroll and Financial Reports to the San Diego County Office of Education
- 4.13 Approve Revisions to Board Policy, Administrative Regulation, and Exhibit 1330, Use of School Facilities
- 4.14 Brian Bent Memorial Aquatics Complex (BBMAC) Third Quarter Financial Report

### 5.0 ACTION ITEMS/PUBLIC

- 4.7 **Approve a Five Year Extension to the Agreement between the Coronado Unified School District and the Coronado School of the Arts Foundation for Naming Rights of Selected Facilities** #62

Motion: Shepherd Second: Metz Vote: 4-0 to approve the extension of the Agreement between CUSD and CoSA for Naming Rights of selected facilities with changes in 3.2 – Marketing Plan: If within ~~twenty-four (24)~~ Twelve (12) months of the effective date of this Agreement the Foundation has not made any reasonable, ~~good-faith~~ progress towards a meaningful endowment ~~efforts~~ to raise funds under this Agreement, the District may elect to terminate this Agreement. In such case, the right to issue naming rights under this Agreement shall revert to the District. In addition, an update will be brought to the Board yearly.

- 5.1 **Approve Memorandum of Understanding between the Coronado Unified School District (CUSD) and Coronado Student and Family Enrichment Organization (SAFE)** #63

Executive Director Andrea Webster presented SAFE's Annual Report. The Board thanked Ms. Webster and commended her on the excellent job she is doing with the families and students in the community on behalf of SAFE.

Motion: Ovrom Second: Hakes Vote: 4-0

- 5.2 **Approve Closure of State Preschool Program at the Early Childhood Development Center** #64  
 The following individuals addressed the Board on this item: Pamela Maskevich; Deanna Latendresse; Chris Scheil; and Sonia Tucker. Each was concerned with closing the preschool at ECDC saying there is a need in Coronado for more preschools. Most Coronado preschools are full and have a waiting list. Closing this preschool will be hardship to the community. Dr. Felix continues to work on developing a fee-based preschool at ECDC. A proposal for that preschool will be brought to the Board in June.  
 Motion: Metz Second: Hakes Vote: 3-1. Motion passes.
- 5.3 **Adopt the Transitional Kindergarten Policy and Approve Implementation of the Transitional Kindergarten Program for the 2012-2013 School Year** #65  
 Motion: Hakes Second: Shepherd Vote: 4-0
- 5.4 **Adopt Revisions to Administrative Regulation 6154, Homework Policy** #66  
 Community Member Suzanne Ramirez addressed the Board. She would like to see a web-based learning management system so it will be easier to monitor her child's classes. Member Ovrom thanked Mrs. Ramirez for her comments and the Committee for all their hard work.  
 Motion: Shepherd Second: Metz Vote: 4-0
- 5.5 **Approve Resolution to Adopt the Common Core State Standards** #67  
 Motion: Ovrom Second: Hakes Vote: 4-0
- 5.6 **Public Hearing on Tier III Categorical Flexibility and Approval of the Proposed Use of Funding** #68  
 Member Shepherd called the Public Hearing to order at 6:37 PM. There were no comments and the Public Hearing was closed at 6:37 PM.  
 Motion: Hakes Second: Metz Vote: 4-0 to approve the proposed use of funding.

## 6.0 REPORTS

- 6.1 **Coronado Schools Foundation Annual Report**  
 Patty Cowan, Executive Director of Coronado Schools Foundation and Tom DeSanto, Board Chairman of Coronado Schools Foundation, presented the Foundation's Annual Report. Members thanked Ms. Cowan for doing a great job. There has been a tremendous growth in the organization since she assumed the position of Executive Director.
- 6.2 **Director of Learning Report: Assessment of Character Education at all Coronado Unified School District Sites**  
 Coronado Unified School District adopted Character Counts as a District-wide model for character education in 2009. Since the inception of Character Counts in all Coronado Unified School District (CUSD) schools and by many organizations in the City of Coronado, each CUSD school site has incorporated the Six Pillars of Character into discipline plans, character education instruction, and the culture of each school.

The Governing Board established Strategic Planning goal 4.3 “to develop an assessment plan to show the effectiveness of character education”. Director of Learning Claudia Gallant, along with Principal Kevin Nicolls and Assistant Principal Tom Bevilacqua outlined the current impact of each CUSD site’s character education program on students, teachers, and the overall school culture. Each school’s assessment included quantitative and/or qualitative data.

**6.3 Director of Human Resources – Certificated Evaluation Process**

This was a written report to the Board provided by Director Rebekah Barakos-Cartwright.

**6.4 Budget Update – May Revise**

Associate Superintendent Randie Allen gave an overview of the Governor’s May Revise and said State’s budget shortfall has grown from \$9.2 billion to \$15.7 billion. Dr. Felix informed the Board that this District will cease to exist financially at the end of the 2014 school year. He said that the District will have no choice next year but to lay off one-fifth of the certificated and classified staff to meet this deficit.

There was a consensus on reports

**7.0 PROPOSALS/FIRST READINGS**

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

**8.0 ORGANIZATIONAL BUSINESS**

**8.1 Superintendent’s Management of Board Goals 2011-2012**

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

A Student Fee Audit Report; and a Fee-based Preschool Action Item will be added to the June 21<sup>st</sup> Meeting; and a mid-year CoSA report will be added to next May’s agenda which will include the progress of naming rights of selected facilities.

**8.3 Future Agenda Items/Additional Comments**

**8.4 Board Meetings/Workshops**

June 21, 2012, Regular Board Meeting, 4:30 PM

June 28, Regular Board Meeting, 4:30 PM, Adopt the CUSD Budget

**9.0 CLOSED SESSION**

The Board adjourned to Closed Session at 8:15 PM

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

The Board reconvened to Open Session at 9:15 PM. The Board reconvened to Open Session and announced the following action: Student Matters – the Board voted unanimously to approve the Settlement Agreement, Case #2012030176 & 2012050518.

**11.0 ADJOURNED**

Meeting was adjourned at 9:15 PM

Approved:

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



CORONADO UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES

**SPECIAL BOARD MEETING**  
UNADOPTED MINUTES  
May 10, 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 4:30 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, and Doug Metz. Member Dawn Ovrom was absent. 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**

**#59**

Motion: Metz Second: Hakes Vote: 4-0

**3.0 COMMENTS FROM AUDIENCE NON-AGENDA ITEMS**

None

**4.0 WORKSHOP**

**4.1 First Annual Report on Technology**

The Board heard the first annual report on progress that was made within the Technology Department. This report fulfilled the recommendations from the July 2011 Fiscal Crisis and Management Assistance Team Technology Review. Technology Coordinator Ramona Loiselle and Skip Sharp from Techmasters presented this report. The Board was very pleased with the tremendous amount of progress accomplished in the past year. Members thanked Ramona Loiselle and Skip Sharp for all of their leadership and urged them to continue their important work. The Board was concerned that this progress was not being communicated fully to the staff and community on the success we have achieved with technology. The Board asked the Superintendent to communicate the status of our progress in our infrastructure highlighting the following: 1. Reduction of failure points; 2. Greatly expanded accessibility; 3. Improved tracking mechanisms for problems; 4. Email has been upgraded; and 5. Security installed.

**5.0 ORGANIZATIONAL BUSINESS**

5.1 Future Agenda Items/Additional Comments

5.2 May 24, 2012, Regular Board Meeting, 4:30 PM, District Office Board Room

**6.0 ADJOURNMENT**

The meeting was adjourned at 6:22 PM

**Approved:**

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

**AGENDA – June 21, 2012**

**4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**DISTRICT ORGANIZATION AND BOARD OPERATION**

**4.2 Accept Donations to the Coronado Unified School District (Action)**

The following described donations to the Coronado Unified School District have been approved for acceptance.

**Report:**

- The Optimist Club of Coronado donated \$500 to Coronado Middle School Robotics Club, and \$491.98 to Coronado Middle Schools Book Club;
- The Soroptimist International of Coronado donated \$540 towards the cost of Sixth Grade Camperships;
- Mrs. Pasquel donated \$300 to the Coronado Unified School District to help fill the state deficit in attendance revenue; and
- The Gomez Family donated \$150 to the Coronado Unified School District to help fill the state deficit in attendance revenue.

**Financial Impact:**

Positive financial impact to the District and support for our students.

The District is grateful for the above donations.

**Superintendent's Recommendation:** *JPF*

That the Board approve and accept with gratitude the donations as listed.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_ Student \_\_\_\_\_

AGENDA – June 21, 2012

4.0 **CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**BUSINESS AND FISCAL MANAGEMENT**

4.3 Approve Out-of-State Conference (Action)

**Background Information:**

Board Policy 3350 requires that out-of-state travel be approved. Board Policy further establishes that the Governing Board shall authorize payment for actual and necessary expenses, incurred by any employee performing authorized services for the district.

In addition, the Board of Trustees has authority, under Education Code Sections 35044, 35172, and 44032, to reimburse employee for necessary travel expenses.

**Report:**

The following employee will be attending out of state conference:

Randy Burgess will be attending the American Association of Health Physical Education Recreation and Dance conference held in Turtle Bay Resort, Hawaii, from June 13 to June 16, 2012. The conference relates to Health and Physical Education Curriculum which will enhance the Coronado High School Department curriculum. Mr. Burgess will also be a presenter during the conference (non-stipend).

**Financial Impact:**

Conference cost is approximately \$1,620 and is supported from the CSF Block Grant Fund and Coronado High School Instruction Fund.

**Superintendent’s Recommendation:**

*JPF*

That the Board approve out-of-state travel for staff listed above and that the Board approves the actual and necessary expenses, including travel that will be incurred.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstained \_\_\_\_\_ Student \_\_\_\_\_

**AGENDA – June 21, 2012**

**4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**DISTRICT ORGANIZATION AND BOARD OPERATION**

**4.4 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.

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This report is provided to the Board for information.

*JPF*



**Brian Bent Memorial Aquatics Complex Update**  
**June 21, 2012 - Board Meeting**

1. The BBMAC has been incredibly busy in May, starting with the CNSA AB swim meet the first weekend in May. With the City Pool being closed for their annual maintenance, many swimmers and varied users enjoyed our facility.
2. We provided some minimal hours of lap swim to the public for the duration of the City Pool maintenance. Lap swimmers consistently enjoyed the water making it the most profitable lap swim we have had.
3. I am very excited to announce we will be running a half page advertisement in the 2012 US Swimming Olympics Trials program held in Omaha, Nebraska! Additionally, we will run another ad on the bottom of the heat sheets. The print work for the half page is done and we will be able to track it by the hook line on the ad for mentioning it when groups call for reservations.
4. We proudly hosted the Canadian Olympic Swim team in May. They were here for one week and enjoyed the pleasant weather. They typically have gone to Arizona in April and said they would much rather be here with the temperature in the 70's. They made the decision before leaving, to return to the BBMAC and Coronado in May 2013. Many Coronado merchants benefitted from the team's presence.
5. We are busy with private and semi-private lessons. Registration for summer lessons began on May 7 and attendance has increased. Spring private lessons ended with the pool booked to capacity. Summer lessons will run June 11 - August 16. June has just a handful of lessons open between three instructors. We will run lessons Monday-Thursday from 8:55 am -5:55 pm.
6. On Sunday, May 20<sup>th</sup>, we conducted our first combined all day training with the City of Coronado Aquatics Center. Staff was at the City Pool to do a day of training for first aid, CPR, rescue, and Emergency Action Plan drills. This event helped facilitate cohesiveness between the two facilities and encouraged collaboration within our own staff.
7. On May 25<sup>th</sup>, we saw the first "Don't Fry Day" event from the CHS Octagon Club. The students were encouraging people to lessen their exposure to sunlight by using various lotions, clothing, and hats. The event was a success with KUSI televising live all morning from the facility. The Mayor issued a proclamation and many community members had a chance to visit the facility. We already set a date for the 2<sup>nd</sup> annual "Don't Fry Day" for May 24, 2013.
8. Winter break's calendar is beginning to fill in nicely with more teams. UNLV will be back and we have a quote out with Seattle University. Seattle University found us through a Google search. Additionally, we have a new team from Denmark coming in February 2013. This team heard of us through the swim coach at UCSD. They are looking at February 2013. I am excited to see more teams coming through during a usually slow month and I am proud to say we have had at least one short term rental team visit us nine months out of the year.

9. BBMAC was also the location for several end-of-the year pool parties. We had the CHS Senior Class on June 1; the Village Elementary 5<sup>th</sup> graders on June 4; and the CMS 6<sup>th</sup> Graders on June 6.
10. The BBMAC will be the facility of choice in August for our first Frogman Challenge! This is an entirely new rental for us with the potential to become an annual event. The contract and deposit are already in place. The Frogman Challenge is made up of Crossfit training exercises. Crossfit classes are a new fitness industry favorite for the variety of the exercise and the strength and balance gained from working out in this method of training. The competition will include a combination of land and pool based fitness activities. This should be very exciting to see. For more info go to <http://www.frogmanchallenge.com/>
11. July will be a very busy month as well with activities each weekend. We kick off July 1 with the CHS Annual Alumni Water Polo Games; July 6-8 we will have a Shores Water Polo Tournament; July 13-15 there will be a CAC Water Polo Tournament; July 20-22 the Cal State Games; and July 26-29 the Long Course Junior Olympics. For more info on the Long Course Junior Olympics go to <http://www.si-swimming.com/Meets/2012%20SI%20LCJO.pdf>
12. With the unusually warm weather, we have been using the heaters less for most of the last five weeks. As our temperature increases, we will turn the heaters off all pools and stop covering the 50 meter pool.

AGENDA – June 21, 2012

4.0 **CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**DISTRICT ORGANIZATION AND BOARD OPERATION**

4.5 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 fourth quarter of the 2011-2012 school year reporting period. The District has received no complaints.

**Financial Impact:**

None.

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This report is provided to the Board for information.

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

**AGENDA – June 21, 2012**

**4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**BUSINESS & FISCAL MANAGEMENT**

4.6 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	#12-043645 - #12-054913	\$595,135.91
Purchase Orders	May 1 through May 31, 2012	\$508,774.66

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**Superintendent's Recommendation:**

*JPF*

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

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_ Student \_\_\_\_\_



**AGENDA – June 21, 2012**

**4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**BUSINESS AND FISCAL MANAGEMENT**

**4.7 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:

<b>Name</b>	<b>Dates</b>	<b>Amount</b>	<b>Source of Funds</b>
<b>ACES Master Contract</b> Non-Public Agency	7/01/12-6/30/13	Per Fee Schedule	Special Ed
<b>ACES</b> Student A	6/11/12-6/30/13	\$47,542	Special Ed
<b>AccentCare Master Contract</b> Non-Public Agency	7/01/12-6/30/13	Per Fee Schedule	Special Ed
<b>AccentCare</b> Student B	7/01/12-6/30/13	\$70,129.95	Special Ed
<b>Balboa City School</b> <b>Master Contract</b> Non-Public School	7/01/12-6/30/13	Per Fee Schedule	Special Ed
<b>Balboa City School</b> Student C	6/25/12-7/10/12	\$3,874.20	Special Ed
Student D	7/01/12-6/30/13	\$26,990.26	
<b>Banyan Tree Foundations</b> <b>Academy Master Contract</b> Non-Public School	7/01/12-6/30/13	Per Fee Schedule	Special Ed
<b>Banyan Tree Foundations</b> <b>Academy</b> Student E	7/01/12-6/30/13	\$46,299.30	Special Ed
<b>Banyan Tree Learning Center</b> <b>Master Contract</b> Non-Public Agency	7/01/12-6/30/13	Per Fee Schedule	Special Ed

<b>Bridges Educational Corporation</b> Nonpublic Agency Services	7/01/12-6/30/13	Per Fee Schedule	Special Ed
<b>Camp Able</b> Summer Camp Program	7/09/12-7/13/12	\$3,375	Special Ed
<b>Dr. Gary Sneag</b> Student F	6/07/12-6/30/13	\$1,100	Special Ed
<b>Employment and Community Options Adult Day Care Program</b> Student G	7/01/12-6/30/13	\$8,000	Special Ed
<b>Family Guidance Center</b> Student H Consultant	5/18/12-6/30/13 1/27/12-6/30/12	\$1,255 \$1,800	Special Ed
<b>Harris Computer Systems</b> Data Integration Software Student Information System and Cafeteria Point of Sale [POS]	8/25/12-6/30/13	\$2,923.45	Cafeteria
<b>Jennifer Gaviola</b> Consultant	4/18/12-4/19/12	\$463.54	Special Ed
<b>Kirsten Green Custom Mosaics</b> Consultant – Installation of 35 Donor Name Tiles on Water Mosaic at BBMAC	6/01/12-7/31/12	\$400	BBMAC
<b>Knorr Systems, Inc.</b> BBMAC Pool Care	7/01/12-6/30/13	\$13,180	PORF
<b>Language Translation</b> Consultant – Interpretation Service	7/01/12-6/30/13	\$5,000	Special Ed
<b>Nancy von Langen-Scott</b> E-rate Program 2012-2013	7/01/12-6/30/13	\$5,200 Filing Fee Additional Services Per Fee Schedule	General Fund
<b>Pioneer Day School Master Contract</b> Non-Public Agency	7/01/12-6/30/13	Per Fee Schedule	Special Ed
<b>Pioneer Day School</b> Student I	7/01/12-6/30/13	\$66,421.53	Special Ed
<b>PT in Motion</b> Student J	5/24/12-6/30/13	\$800	Special Ed

<b>Name</b>	<b>Dates</b>	<b>Amount</b>	<b>Source of Funds</b>
<b>Public Transportation / Vons</b> Transition Program	7/01/12-6/30/13	\$2,268	Special Ed
<b>Rady Children's Hospital</b> <b>San Diego</b> Mandated Screenings for Vision and Hearing	7/01/12-6/30/13	As Per Fee Schedule Approx. \$6,100	General Fund
<b>Techmasters, Inc.</b> Professional Services-Technology Management Support-As Needed	7/01/12-6/30/13	\$125 Per Hour Approx. \$55,000	General Fund
<b>Techmasters, Inc.</b> Professional Services-Technology Maintenance & Network Support	7/01/12-6/30/13	\$56,000	Lottery Technology
<b>The Winston School</b> <b>Master Contract</b> Non-Public School	5/16/12-6/30/12 7/01/12-6/30/13	Per Fee Schedule	Special Ed
<b>The Winston School</b> Student K	5/21/12-6/30/12 7/01/12-6/30/13	\$2,478.66	Special Ed
<b>Widco Inc. dba Technical Services</b> Technical Services for Maintenance and Repair of Audio Video Equipment	1/01/12-1/01/13	Increase by \$12,000 Total \$24,000	General Fund

**Financial Impact:**

It is estimated that the total General Fund unrestricted contribution for Special Education services will be \$2,135,278 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 – June 21, 2012**

**4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES**

4.8 Approve the Career Technical Education Application for 2012-2013 Funding to Implement the Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Action)

**Background Information:**

Carl D. Perkins Career and Technical Education Improvement Act of 2006 funding provides financial support for some specialized career technical education classes at Coronado High School. Because of the small amount of funding allocated to Coronado Unified School District (CUSD), we are presently in a consortium with the San Diego County Office of Education/ROP (SDCOE/ROP) for the purposes of submitting the application. In November 2008, CUSD submitted a five-year plan for Career Technical Education through the SDCOE/ROP consortium to the California State Department of Education.

**Report:**

The Career Technical Education Application for 2012-2013 funding is based on the CUSD five-year plan for Career Technical Education submitted through the consortium to the California State Department of Education in November 2008.

**Financial Impact:**

Coronado Unified School District will receive approximately \$10,000 from the Career Technical Education Application for 2012-2013.

*JPF*

**Superintendent’s Recommendation:**

That the Board approve the Career Technical Education Application for 2012-2013 to implement the Carl D. Perkins Career and Technical Education Improvement Act of 2006 and the CUSD five-year Career Technical Education Plan.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_ Student \_\_\_\_\_

**AGENDA – June 21, 2012**

**4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**PERSONNEL**

4.9 Approve Administrative Personnel Register (Action)

**APPROVE – EMPLOYMENT**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>DATE</u>
Schmeichel, Shane	Assistant Principal	TBD	7/01/12

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**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 Administrative Personnel Register.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstained \_\_\_\_\_ Student \_\_\_\_\_

**AGENDA – June 21, 2012**

**4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**PERSONNEL**

4.10 Approve Certificated Personnel Register (Action)

**APPROVE – EMPLOYMENT**

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>EFFECTIVE DATE</u>
Heinecke, Matthew	Music/ROP CHS/COSA	TBD	8/21/12
Leontiff, Kathryn	Mild/Moderate Special Education CMS	TBD	8/21/12
Stoever, Matthew	English CHS	TBD	8/21/12

**APPROVE – LEAVE OF ABSENCE**

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Bey, Samantha	English – CHS	Personal	9/07/12

**APPROVE – RESIGNATION**

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Bartels, Dani	Resignation to 50% Village Elementary	Personal	7/01/12
Bertelsen, Mia	Resignation to 50% Transfer from CHS to Village	Personal	7/01/12
Cox, Cynthia	Silver Strand Elementary	Personal	6/08/12
Jackson, Karrie	Fine and Applied Arts Adult Ed.	Personal	6/07/12
Jensen, Melody	Non- Academic Extended Day 2 Units	Personal	6/08/12

Nelson, Jennifer	VAPA Hourly Teacher Silver Strand	Personal	6/08/12
Sayegh, Jennifer	Math – CHS	Personal	6/08/12
Smith, Karen	Village Elementary	Personal	6/08/12

*JPF*

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**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 – June 21, 2012

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

**PERSONNEL**

4.11 Approve New Certificated and Classified Job Descriptions (Action)

**Background Information:**

Job descriptions for the following certificated positions have been created: Educationally Related Mental Health Social Worker, and Technology Resource Teacher. Job descriptions for the following classified positions have been created: Educationally Related Mental Health Case Worker, and Theater Lightning Stage Technician.

**Report:**

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

The attached job descriptions are presented for approval.

**Financial Impact:**

None for the development of job descriptions.

*JPF*

**Superintendent’s Recommendation:**

That the Board approve the certificated and classified job descriptions for Educationally Related Mental Health Social Worker; Technology Resource Teacher; Educationally Related Mental Health Case Worker; and Theater Lightning Stage Technician.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_ Student \_\_\_\_\_



### **Educationally Related Mental Health Social Worker**

**BASIC FUNCTION:** The job of the Educationally Related Mental Health Social Worker is done for the purpose/s of participating as a team member in determining eligibility of clients for service through assessment as well as providing therapy and case management services as a licensed qualified mental health professional to students at risk and/or referred due to mental health concerns. The Educationally Related Mental Health Social Worker works with students on developing emotional and social skills with peers and adults, as well as working closely with the staff on issues related to the educational and emotional success of students. An Educationally Related Mental Health Social Worker reports directly to the Assistant Superintendent of Student Services.

#### **ESSENTIAL FUNCTIONS (E)**

- Provide direct clinical services as a licensed qualified mental health professional to students diagnosed with mental health concerns **(E)**
- Perform individual assessments to determine additional mental health needs of students **(E)**
- Provide contact and consultation to student and family members **(E)**
- Prepare case history information and develop service plans **(E)**
- Provide crisis intervention and treatment interventions for students and their families **(E)**
- Establish workload priorities and meet deadlines **(E)**
- Maintain appropriate history, health and medical billing records for each student **(E)**
- Serve as part of a team to ensure that mental health services successfully assist students in achieving academic success **(E)**
- Facilitate and/or participate in group and individual meetings, including Student Study Team and Individual Education Program (IEP) meetings. **(E)**

#### **OTHER FUNCTIONS**

- Assists in monitoring and follow-up of “at-risk” students at all schools for the purpose of enhancing student success in school.
- Assists in providing communication with outside agencies for the purpose of ensuring successful participation in the academic program.
- Assists school sites in developing a safe and positive learning environment for the purpose of enhancing student success in school.
- Assists school sites with “at-risk” student referral protocols for the purpose of providing the requested information, developing plans or services, and/or making recommendations.
- Assists site administrators in planning and modifying student support services for identified “at-risk” students for the purpose of developing recommendations for services.

## **Educationally Related Mental Health Social Worker**

- Communicates with parents, teachers, administrators, and other professional staff for the purpose of assisting them in the understanding and educational planning for students who demonstrate early warning signs of being or becoming “at-risk” for mental health concerns and school failure.
- Cooperatively works with school psychologists and Individual Education Program (IEP) teams at sites for the purpose of providing services to students with disabilities who require counseling and other related services as specified in their IEP.
- Cooperatively works with site and district administrators for the purpose of providing assistance to schools during crisis interventions.
- Coordinates and provides counseling and other intervention activities to students and families for the purpose of providing support for family support programs.
- Identifies resources in the community and makes appropriate referrals for the purpose of providing support to students and families.
- Keeps informed on the content and status of current legislation as it relates to “at-risk” students and student and family support service programs for the purpose of gaining needed information and/or making recommendations
- Prepares documentation (i.e. evaluations, observations, case management records, progress, contacts with parents, teachers and outside professionals, medi-cal claim reports, etc.) for the purpose of providing written support, developing recommendations and/or conveying information.
- Provides and coordinates parent education and staff in-service for the purpose of providing information on prevention of alcohol, tobacco, and drug abuse.
- Provides classroom demonstrations on strategies (i.e. self-esteem, social skills, responsibility, coping, making wise choices, respecting others, etc.) for the purpose of ensuring successful participation in the academic program.
- Provides parent education and staff in-service training related to mental health needs.
- Performs other related duties and assignments as required.

## **SKILLS, KNOWLEDGE AND ABILITIES**

### **SKILLS, KNOWLEDGE AND ABILITIES**

#### **SKILLS**

- Effective and excellent communication, using English in verbal and written form, use correct grammar, punctuation and spelling
- Possess and perform leadership and team building skills, strong organizational skills, high self-motivation and aptitude for diversification

## **Educationally Related Mental Health Social Worker**

- Strong behavior management experience and able to work effectively with severely learning/emotionally disabled adolescents and children
- Demonstrate positive working relationship with students, staff, and parents.
- Work with diverse groups of students in varied socioeconomic and multicultural areas
- Establish workload priorities and meet timelines
- Provide services to students for the purposes of providing a safe learning atmosphere and higher academic achievement
- Operate standard office equipment including microcomputers and related software applications
- Plan and organize work
- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction.

### **KNOWLEDGE OF**

- Current professional behavior management techniques and practices in Special Education environments and technical aspects of field of specialty as well as knowledge of computers and telephones.

### **ABILITY TO**

- Work effectively as part of a team in a collaborative manner
- Understand and interpret complex data and abstract concepts
- Conduct research necessary to develop behavior treatment plans
- Physically intervene with acting out, aggressive students in prescribed situations This includes, but is not limited to restraining, escorting or lifting students, climbing or running after them.
- Lift and move at least 70 lbs
- Understand and carry out oral and written instructions
- Maintain confidentiality of student records
- Meet schedules and deadlines
- Read/interpret/apply rules, regulations, policies
- Rapidly learn methods and materials used in a variety of situations
- Willingness to travel locally at times.

## **WORKING CONDITIONS**

### **ENVIRONMENT**

- Indoor office environment
- Driving to consult with clients at their homes.

### **PHYSICAL DEMANDS**

- Hearing and speaking to exchange information in person and on the telephone;
- seeing to perform assigned duties;
- sitting or standing for extended periods of time;

## **Educationally Related Mental Health Social Worker**

- dexterity of hands and fingers to operate a computer keyboard and other office equipment
- kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies
- lifting light objects.

### **QUALIFICATIONS**

**EXPERIENCE:** Any combination of training, experience, and/or education equivalent to master's degree in psychology, social work, or mental health counseling and one year experience with children and adolescents in a mental health setting.

### **EDUCATION:**

**Licenses, Certifications, Bonding and/or Testing Required:** Possession of a valid California Commission on Teacher Credentialing Pupil Personnel Services and/or Health Services Credential in addition to registration with the California State Board of Behavior Science as a Licensed Clinical Social Worker (LCSW), prior to employment. Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided). Some positions may require bilingual Spanish skills. DOJ and FBI fingerprint clearance required and pre-placement physical.

**SALARY:** Placement on the certificated salary schedule.

**BOARD APPROVAL DATE: TBD**

## **TECHNOLOGY RESOURCE TEACHER**

**CLASS TITLE:**      **TECHNOLOGY RESOURCE TEACHER**

### **BASIC FUNCTION:**

Under the direction of site principal and the Coordinator of Instructional Technology, assist teachers in integrating technology into existing curriculum.

### **RESPONSIBILITIES:**

- Assist teacher instruction for the purpose of technology integration into classroom lessons/activities
- Research effective use of technologies as related to instruction
- Consult with site and district administrative and technical personnel to clarify program intent, identify problems, and recommend improvements.
- Advise and support site leaders regarding technology use, integration, and professional development
- Conduct various testing cycles and trial runs of programs and software applications to determine application in educational settings.
- Perform or direct revision, repair, or expansion of existing programs to increase operating efficiency or adapt to new technical and curricular requirements
- Write or contribute to instructions or manuals to guide end users
- Serve as a liaison between school site and district technology teams to communicate site needs
- Provide site level training to staff on new programs used for classroom instruction or record keeping
- Participate in the creation of professional development as it relates classroom technology integration
- Work as a member of the district team of TRTs, attend monthly EdTech Meetings
- Meet with District Technology Coordinator monthly
- Participate in CUSD Tech Plan revision
- Other duties as assigned.

# TECHNOLOGY RESOURCE TEACHER

Page 2 of 3

## KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

- Student behavior management techniques and strategies
- Classroom environments
- Correct English usage, spelling, grammar, and punctuation
- Basic mathematical concepts
- Simple record keeping and record management
- Personal computers and software, including word processing and educational software.

### ABILITY TO:

- Establish and maintain cooperative and collaborative working relationships with those contacted in the performance of required duties
- Understand and carry out oral and written directions
- Communicate effectively in oral and written form
- Develop curriculum as it pertains to technology integration and 21<sup>st</sup> Century skills
- Learn quickly and take initiative
- Effectively manage time
- Utilize patience in communicating and supporting various levels of user needs
- Work under pressure while observing high quality standards

## QUALIFICATIONS:

- Passion for curriculum development as it pertains to technology integration and 21<sup>st</sup> Century skills
- Solid communication and presentation skills
- Organized and flexible to meet site needs
- Proven mentorship skills
- Positive attitude
- Enjoys working with students, parents, teachers, district staff, and the community
- Teaching Credential.

## EXPERIENCE:

- Training and/or experience sufficient to demonstrate possession of the knowledge and abilities detailed above
- Experience working with students in a unified school district.

# TECHNOLOGY RESOURCE TEACHER

Page 3 of 3

## WORKING CONDITIONS:

### ENVIRONMENT:

- School and office environment.

### PHYSICAL DEMANDS:

- Sitting for extended periods of time.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person or on the telephone.
- Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.

### TERMS OF EMPLOYMENT:

Instructional Year; Valid Driver's License, Department of Justice (DOJ) and FBI Department Fingerprint Clearance, Physical Examination conducted by District contracted medical facility and TB Clearance. Fingerprints will be at the employee's expense and must be scanned at a District contracted facility.

### SALARY:

Placement on the Certificated Salary Schedule

### **Educationally Related Mental Health Case Worker**

#### **BASIC FUNCTION**

The job of Educationally Related Mental Health Case Worker is done for the purpose/s of participating as a team member in determining eligibility of clients for services, assess needs and provide case management services as an unlicensed qualified mental health professional to students diagnosed with mental health needs. The Mental Health Case Worker works with students on developing emotional and social skills with peers and adults, as well as working closely with the staff on issues related to the educational and emotional success of students. A Mental Health Case Worker reports directly to the Assistant Superintendent of Student Services.

#### **ESSENTIAL FUNCTIONS (E)**

- Provide case management services as an unlicensed qualified mental health professional to students diagnosed with mental health problems. **(E)**
- Perform case assessments to determine additional needs of students. **(E)**
- Provide contact and consultation to student and family members. **(E)**
- Prepare case history information and develop service plans. **(E)**
- Provide crisis intervention and treatment interventions for students and their families. **(E)**
- Establish workload priorities and meet deadlines. **(E)**
- Maintain appropriate history, health and medical billing records for each student. **(E)**
- Serve as part of a team approach to ensure that mental health services successfully assist students in achieving academic success. **(E)**
- Participate in group and individual meetings, including Student Study Team meetings. **(E)**
- Perform related duties as assigned. **(E)**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

##### **SKILLS**

- Effective and excellent communication, using English in verbal and written form, use correct grammar, punctuation and spelling
- Possess and perform leadership and team building skills, strong organizational skills, high self-motivation and aptitude for diversification
- Strong behavior management experience and able to work effectively with severely learning/emotionally disabled adolescents and children
- Demonstrate positive working relationship with students, staff, and parents.
- Work with diverse groups of students in varied socioeconomic and multicultural areas
- Establish workload priorities and meet timelines
- Provide services to students for the purposes of providing a safe learning atmosphere and higher academic achievement
- Operate standard office equipment including microcomputers and related software applications
- Plan and organize work



- Analyze situations accurately and adopt an effective course of action
- Work independently with little direction.

#### KNOWLEDGE OF

- Current professional behavior management techniques and practices in Special Education environments and technical aspects of field of specialty as well as knowledge of computers and telephones.

#### ABILITY TO

- Work effectively as part of a team in a collaborative manner
- Understand and interpret complex data and abstract concepts
- Conduct research necessary to develop behavior treatment plans
- Physically intervene with acting out, aggressive students in prescribed situations  
This includes, but is not limited to restraining, escorting or lifting students, climbing or running after them.
- Lift and move at least 70 lbs
- Understand and carry out oral and written instructions
- Maintain confidentiality of student records
- Meet schedules and deadlines
- Read/interpret/apply rules, regulations, policies
- Rapidly learn methods and materials used in a variety of situations
- Willingness to travel locally at times.

#### WORKING CONDITIONS

##### ENVIRONMENT

- Indoor office environment
- Driving to consult with clients at their homes.

#### PHYSICAL DEMANDS

- Hearing and speaking to exchange information in person and on the telephone;
- seeing to perform assigned duties;
- sitting or standing for extended periods of time;
- dexterity of hands and fingers to operate a computer keyboard and other office equipment
- kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies
- lifting light objects.

#### EDUCATION AND EXPERIENCE

##### EDUCATION

- **Licenses, Certifications, Bonding and/or Testing Required:** Must be registered with the California State Board of Behavior Science with the intent to obtain a mental health clinician license as a Licensed Clinical Social Worker (LCSW), Marriage and Family Therapist (MFT), or Licensed Clinical Psychologist prior to employment. Possession of a valid California driver's license and availability of private transportation (mileage

expense allowance provided). Some positions may require bilingual Spanish skills. DOJ and FBI fingerprint clearance required and pre-placement physical.

**EXPERIENCE**

- Any combination of training, experience, and/or education equivalent to master's degree in psychology, social work, or mental health counseling and one year experience with children and adolescents in a mental health setting.

**RANGE: TBD**

**BOARD APPROVAL DATE: TBD**

### **Theater Lighting Stage Technician**

#### **BASIC FUNCTION**

The job of Theater Lighting Stage Technician was established to work as an instructional and practical assistant for Technical Theatre and Stagecraft students, grades 9-12 under the direction of the Performing Arts Facilities Manager. This position provides technical support and oversight of the theater operations including equipment and facility maintenance, audio/video set-up and operations, inventory, training and functional supervision of students, technical staff and facility users of the Coronado High School Performing Arts Center; overseeing technical needs and some staffing components for performances, events and related functions in other district facilities appropriate to the District's short and long term goals.

#### **ESSENTIAL FUNCTIONS (E)**

- Assist Technical Theatre Dept. Chair/Technical Director in a classroom and scene shop setting and during production preparation as assigned. E
- Prepare light, audio, and other production systems for events for the purpose of operating such systems during events with responsibility to independently make artistic judgments, interpreting requirements and anticipating and resolving problems in order to accomplish successful presentations. E
- Design lights for productions as needed. E
- Assist student designers. E
- Assist District personnel, students and community users for the purpose of ensuring safe operation and protection of theater/performance equipment. E
- Assist with maintaining stage and media equipment for the purpose of ensuring the availability and functioning of required tools and equipment within a safe work area. E
- Perform routine maintenance on assigned equipment as necessary for the purpose of assisting in arranging for major repairs if needed and troubleshooting system problems. E
- Monitor inventory levels of supplies and equipment as necessary for the purpose of assisting in ordering, receiving and maintaining inventory of supplies and materials. E
- Assist in maintaining inventory of theater items for the purpose of providing security of tools, equipment, supplies, props and sets in the theater. E
- Secure facilities and grounds for the purpose of minimizing property damage, loss and liability and ensuring safety at work site. E
- Communicate with District personnel and outside agencies for the purpose of exchanging information and resolving issues or concerns. E

#### **OTHER FUNCTIONS**

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit. E

## **SKILLS, KNOWLEDGE AND ABILITIES**

### **SKILLS**

- Perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. E
- Operate equipment used in theater production; adhering to safety practices. E
- Plan and manage theatrical projects. E
- Possess some carpentry skills for set-building. E
- Understand fundamentals of audio/sound design. E
- Possess ability to program digital and analog boards. E

### **KNOWLEDGE OF**

- Program lighting boards (ION, ETC 48/96, Strand Palette)
- Move stage lights
- Proficiency in Vectorworks and Lightwright 5
- Algebra and/or geometry as these areas relate to technical theatre
- Principles of sound
- Transmission and amplification
- Stage lighting and stage machinery
- Use and basic repair of stage equipment
- Concepts of stage production and support

### **ABILITY TO**

- Schedule activities
- Gather and/or collate data
- Consider a variety of factors when using equipment
- Be flexible and work with others in a variety of circumstances
- Work with data utilizing defined and similar processes
- Utilize equipment under a variety of conditions for multiple purposes
- Work with a diversity of individuals and/or groups
- Work with a variety of data
- Read technical information
- Compose a variety of documents, and/or facilitate group discussions
- Solve practical problems
- Utilize a variety of job-related equipment
- Problem solve to identify issues and create action plans
- Problem solve using data which requires independent interpretation of guidelines
- Problem solve in relation to equipment
- Adhere to theater and technical safety practices
- Meet deadlines and schedules
- Work under time constraints
- Work extended or nonstandard hours

## **RESPONSIBILITIES**

- Work under limited supervision following standardized practices and/or methods
- Lead, guide, and/or coordinate others
- Operate within a defined budget
- Utilize resources from other departments to perform the job's functions
- Recognize opportunities for continual impact on the organization's services

## **WORKING CONDITIONS**

### **ENVIRONMENT**

- Location - Coronado High School - Coronado School of the Arts
- Days and some pre-arranged evenings
- Generally hazard free environment and in a clean atmosphere

### **PHYSICAL DEMANDS**

- Occasional lifting, carrying, pushing, and/or pulling
- Some climbing and balancing
- Frequent stooping, kneeling, crouching, and/or crawling
- Significant fine finger dexterity
- Generally requires 50% sitting, 20% walking, and 30% standing

## **EDUCATION AND EXPERIENCE**

### **EDUCATION**

Any combination equivalent to graduation from high school or equivalent

### **EXPERIENCE**

Previous experience as a light designer and stage electrician or experience in telecommunications, stage production, or related fields is required.

### **Required Testing Certificates and Licenses**

- None Specified

### **Continuing Education**

- None Specified

### **Training Clearances**

- Pre-Placement Physical Exam
- TB Clearance
- Criminal Justice Fingerprint/Background Clearance

## **SALARY**

- Placement on the Classified Salary Schedule, Range 9

## **WORK YEAR**

- Instructional Year

**AGENDA – June 21, 2012**

**4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES**

4.12 Approve Resolution Accepting the Revised Funding Terms and Conditions for the 2011-2012 School Year for the California State Preschool Programs at Silver Strand and Village Elementary Schools and Authorizing Staff to Sign the Contract (Action)

**Background Information:**

Each year the Governing Board authorizes a resolution accepting funds for that school year from The California Department of Education to establish preschool programs. The Board approved the funds for the 2011-12 school year on August 18, 2011.

**Report:**

The District has received a revised contract from the California Department of Education. Changes include the Maximum Reimbursable Amount (MRA) from \$112,439 to \$115,712. The new amount is authorized to account for a waiver from 180 to 175 days of operation.

**Financial Impact:**

The agreement states that the District will be reimbursed at a rate not to exceed \$34.38 per child per each day of attendance, with a Maximum Reimbursable Amount (MRA) of \$115,712 for the 2011-12 school year.

*JPF*

**Superintendent's Recommendation:**

That the Board approve Resolution #11-12-22 accepting the Child Care and Development Funding amendment and authorizing staff to sign the contract.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstain \_\_\_\_\_ Student \_\_\_\_\_

**RESOLUTION**

This resolution must be adopted in order to certify the approval of the Governing Board to enter into this transaction with the California Department of Education for the purpose of providing child care and development services **and to authorize the designated personnel to sign contract documents for Fiscal Year 2011-12**

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RESOLUTION

BE IT RESOLVED that the Governing Board of Coronado Unified School District

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authorizes entering into local agreement number/s CSPP-1451 and that the person/s who is/are listed below, is/are authorized to sign the transaction for the Governing Board.

<u>NAME</u>	<u>TITLE</u>	<u>SIGNATURE</u>
<u>Jeffrey P. Felix</u>	<u>Superintendent</u>	_____
<u>Randie A. Allen</u>	<u>Associate Superintendent</u>	_____
<u>Richard Erhard</u>	<u>Assistant Superintendent</u>	_____

PASSED AND ADOPTED THIS 21<sup>st</sup> day of June 2012, by the  
Governing Board of Coronado Unified School District  
of San Diego County, California

I, Brenda Kracht, Clerk of the Governing Board of  
Coronado Unified School District, of San Diego, County, California,

certify that the foregoing is a full, true and correct copy of a resolution adopted by the said Board at a regular meeting thereof held at a regular public place of meeting and the resolution is on file in the office of said Board.

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(Clerk's Signature)

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(Date)

**AGENDA – June 21, 2012**

**4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR**

**SITES AND CONSTRUCTION**

4.13 Award Bid for the Coronado Unified School District 2011/12-005 Conduit Project at Coronado High and Coronado Middle Schools (Action)

**Background Information:**

A bid notice was placed in the *San Diego Union-Tribune* and the *San Diego Daily Transcript* on May 24, 2012, and May 31, 2012. The bids were received and opened on June 12, 2012.

**Report:**

The results of the bids will be available at the Board Meeting.

**Financial Impact:**

There is no impact to the general fund as construction is funded from the Special Reserve Fund and CDA bonds.

**Superintendent's Recommendation:**

*JPF*

That the Board award the bid for the Coronado Unified School District 2011/12-005 Conduit Project at Coronado High and Middle Schools and authorize Administration to sign all documents.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Student \_\_\_\_\_



**AGENDA – June 21, 2012**

**5.0 DISTRICT ORGANIZATION AND BOARD OPERATION**

5.1 Authorize the Superintendent to Solicit and Award a Contract for Bid for the Village Elementary School Courtyard Beautification Project (Action)

**Background Information:**

Environs Landscape Architecture (ENV) was requested by the Superintendent to visit the Village Elementary School (VES) site to assess the condition of the existing landscape and provide a recommendation. ENV documented the existing landscape and conditions and generated a detailed report.

Large trees in the VES inner courtyards are a liability. Their surface roots have caused damage to the drainage system and are lifting the concrete paving causing damage to the structures. Some classroom doors are difficult or impossible to close. The surface roots also prevent lawn mowing and the trees constantly fill the gutters with leaf litter generating maintenance issues. Severe trimming of the trees has failed to mitigate the damage.

Overgrown Viburnum shrubs planted along the base of the buildings were originally overplanted, and it is a challenge to keep the plants trimmed below the window sill for air and light to enter the classrooms. The lawn is weak and unhealthy due to the shaded condition causing bare ground conditions around the surface roots.

As a result of the ENV recommendations, the trees, shrubs and lawn have been removed. The Superintendent recommends new landscape be installed that will not cause damage to the buildings, will be easy to maintain, and facilitates learning in a child-centered environment. ENV designed a new courtyard learning space and maintainable landscape consistent with the Demonstration Garden philosophy at the District Office. This landscape renovation includes an additional outdoor classroom area. The project and the construction documents are ready for consideration by the Governing Board. If approved, the project can be brought to bid, awarded and implemented this summer and completed before August 15.

Landscape Architect Martin Schmidt prepared a power point (attached) and will be available to answer Board questions.

**Financial Impact:**

ENV estimates the project will cost approximately \$55,000 to \$65,000 for the completed landscape renovation and the outdoor classroom area. Funds for this project will come from Fund 40. No General Funds will be used for this project.

*JPF*

**Superintendent's Recommendation:**

That the Board authorize the Superintendent to solicit and award a contract for bid for the Village Elementary School Courtyard Beautification Project, and authorize Administration to sign all documents.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Student \_\_\_\_\_



## VILLAGE ELEMENTARY SCHOOL

CORONADO UNIFIED SCHOOL DISTRICT

### EXISTING CONDITIONS



TALL SHRUBS AGAINST LOW WINDOWS



TREE ROOTS UPHEAVING PAVEMENT

VILLAGE ELEMENTARY SCHOOL – CORONADO, CA

## EXISTING CONDITIONS



LEANING TREE



LEANING TREE

VILLAGE ELEMENTARY SCHOOL – CORONADO, CA

## EXISTING CONDITIONS



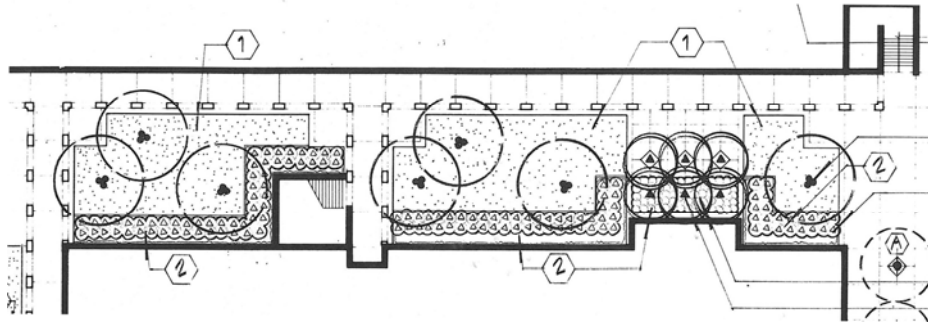
ROOTS DAMAGING CATCH BASIN



REMOVEABLE OF SQUARE HARDSCAPE POCKETS

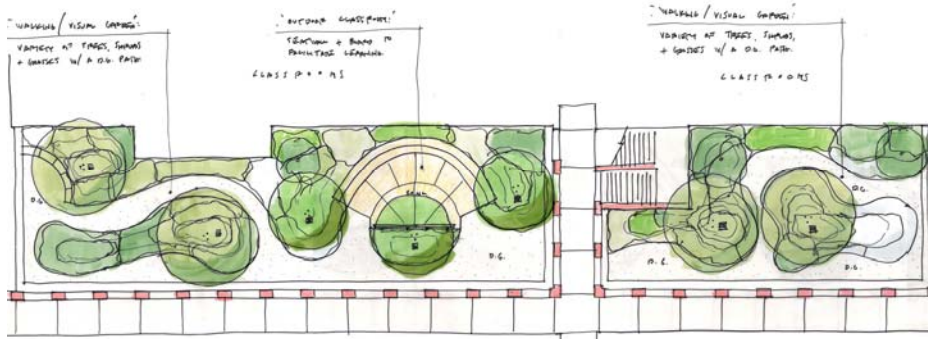
VILLAGE ELEMENTARY SCHOOL – CORONADO, CA

# EXISTING LANDSCAPE



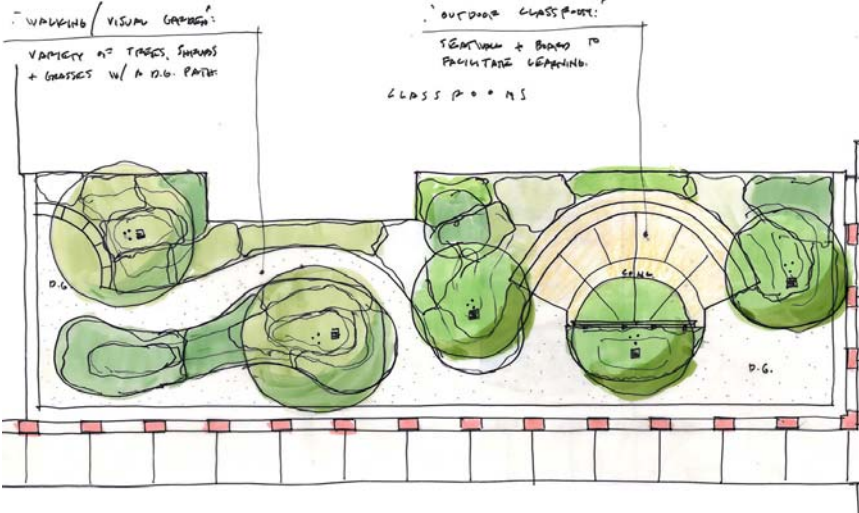
VILLAGE ELEMENTARY SCHOOL – CORONADO, CA

# CONCEPT DESIGN



VILLAGE ELEMENTARY SCHOOL – CORONADO, CA

# OUTDOOR CLASSROOM



# SITE FEATURES



EXISTING OUTDOOR CLASSROOM



PROPOSED STADIUM SEATING

VILLAGE ELEMENTARY SCHOOL – CORONADO, CA

## PROJECT SCOPE & SEQUENCE

Task	Start	Finish
1. Board Authorization to Proceed with Project	6/21/12	6/21/12
1. Prepare Construction Bid Documents	6/22/12	6/26/12
1. First Advertisement in the Newspaper	6/26/12	6/26/12
1. Second Advertisement in the Newspaper	7/3/12	7/3/12
1. Pre-Bid Site Walk	7/3/12	7/3/12
1. Bid Opening	7/10/12	7/10/12
1. Associate Supt Approve Bid	7/11/12	7/12/12
1. Successful contractor provide bonds, insurance, and signed contract to Jim Mazurkiewicz	7/12/12	7/18/12
1. District to issue contractor a Notice to Proceed	7/19/12	7/19/12
1. Construction Period ( 4 weeks – 20 working days)	7/20/12	8/16/12
1. Punchlist Site Walk	8/13/12	8/16/12
1. Contractor 90 day maintenance period	8/17/12	11/17/12
1. Landscape Architect write up & distribute punchlist	8/17/12	8/21/12
1. District Board to Approve a Notice of Completion: Assumes Punchlist is complete	9/13/12	9/13/12
1. District Records Notice of Completion: within 10 calendar days after board approval of N.O.C.	9/24/12	9/24/12
1. Last Day for Filing of Stop Notice(s): 35 days after recordation of N.O.C.	10/30/12	10/30/12
1. Final Retention to be released: within 60 calendar days of approval, and not before 35 days after approval.	10/30/12	11/14/12
District responsible for maintenance of site	11/17/12	ONGOING

## PROJECT COST ESTIMATE

### Village Elementary School Courtyard Landscape Improvement

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
<b>Demo / Grading + Drainage</b>				
Clearing and grubbing	7,525	SF	\$0.30	\$2,258
Demo Existing Concrete	1,030	SF	\$3.00	\$3,090
Grading/Drainage (7 catch basins)	1	LS	\$2,500.00	\$2,500
<b>Hardscape</b>				
Concrete	500	SF	\$8.00	\$4,000
Concrete - Seatwall (55' L.F.)	1	LS	\$8,000.00	\$8,000
<b>Inert Material</b>				
weed fabric (1,500 sq. ft)	5	ROLL-EA	\$25.00	\$125
Decomposed Granite	2,500	SF	\$1.00	\$2,500.00
Cobble	10	TON	\$100.00	\$1,000
Root Barrier	295	LF	\$7.00	\$2,065
Header / Edging for DG	537	LF	\$3.00	\$1,611
18" Tall Temporary edging	537	LF	\$2.00	\$1,074
<b>Irrigation</b>				
Irrigation - Shrub area	4,330	SF	\$2.00	\$8,660
<b>Planting</b>				
Soil Preparation & Fine Grading	4,330	SF	\$0.25	\$1,083
Mulch	4,330	SF	\$0.10	\$433
Tree - 24" box	7	EA	\$250.00	\$1,750
Shrubs / Groundcover - 1 gallon	3,800	SF	\$2.50	\$9,500
Shrubs - 5 gallon	30	EA	\$25.00	\$750
<b>SUBTOTAL</b>				<b>\$50,398.00</b>
<b>10% CONTINGENCY</b>				<b>\$5,039.80</b>
<b>TOTAL</b>				<b>\$55,437.80</b>

**5.0 INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES**

- 5.2 Approve the Proposal for Creation of Crown Preschool, a Fee-Based Preschool District Enterprise (Action)

**Background Information:**

Coronado Unified School District (CUSD) leadership has been investigating operating a fee-based preschool at the Early Childhood Development Center (ECDC) for several months. Different ideas have been presented to the Board during that time. At the April 26, 2012, meeting, the Board requested an action item on this issue be presented at the May 24, 2012, Governing Board meeting. This item was postponed until the June 21, 2012, Governing Board meeting to allow for the results of a community survey of the need for a fee-based preschool program in Coronado.

**Report:**

A survey of CUSD parents and the community regarding a proposal for opening a fee-based preschool at the ECDC was recently conducted. As of the writing of this item, 88 responses have been logged. Results of this survey are as follows:

- 90% of the responders were from the Village area; 7% from Naval Base Coronado. A few responders indicated they were local grandparents.
- 67 % of responders have current preschool aged children; 32% of these responders have no preschool-aged children; 72% of responders have children who attend local preschools
- 73% of responders indicated that within the next 12-24 months there would be preschool-aged children living in the home; 37% of responders answered that in the next 12-24 months there would not be a preschooler in the home
- 80% of responders indicated that they were either very or extremely in favor of CUSD opening a fee-based preschool at the ECDC; 14% were uncertain or not sure; 6% not in favor
- Responders indicated that they would like to see a preschool offering for the following ages:
  - 70% for age 3
  - 50% for age 4
  - 20% for age 5

- Responders indicated the following with regard to the number of days/week and the schedule they prefer for their child:
  - 19% prefer 2 days/week
  - 50% prefer 3 days/week
  - 68% prefer 5 days/week
  - 58% prefer half day (morning)
  - 5% prefer half day (afternoon)
  - 37% prefer full day
  - 24% prefer extended day/child care as well
- Only eight responders entered comments that were not in favor of Crown Preschool, which included requests not to move Kindergarten from ECDC; services at Naval Base Coronado fit their needs; budget and facility space concerns.
- 32 responders entered comments in favor of Crown Preschool, many of which expressed concerns that Coronado does not have enough preschool programs and the need is high. Others expressed that having an academically based program connected to CUSD K-12 was desired and needed. Other comments included keeping Kindergarten at the ECDC; having bilingual services, extended care, and scholarships available; and inter-district transfer requests.

See attached proposal for Crown Preschool.

**Financial Impact:**

Revenue generated from the annual operation of Crown Preschool and increased Child Care services will have a positive financial impact to the District.

Startup costs for the endeavor include cosmetic renovation of the current preschool classroom, marketing and promotion of the enterprise, hiring of temporary staff, and hiring of permanent staff. These costs are estimated at approximately \$45K for staff, renovation, and marketing. Funds for this project will come from carryover in the Child Care program and Fund 40.

*JPF*

**Superintendent's Recommendation:**

That the Board approve the creation and the funding of Crown Preschool, a fee-based preschool program, at the Early Childhood Development Center for the 2013-14 school year.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstained \_\_\_\_\_ Student \_\_\_\_\_





**Crown Preschool**

**Proposal to the Governing Board  
for a Fee-Based Preschool Operated by the  
Coronado Unified School District**

June 21, 2012

**Mission Statement**

*To reach out to our community  
sow the seeds of our young children  
nourish their development  
socially, intellectually, physically, and emotionally –  
and grow them into vibrant, healthy  
contributors to our world.*

## Executive Summary

Crown Preschool fulfills the original vision for Coronado Unified School District (CUSD) to provide a complete education continuum as a lifelong foundation for our community's children. The primary focus of Crown Preschool is to prepare children for kindergarten and the years ahead. The curriculum integrates with existing CUSD curricula and combines it with learning designed to enhance cognitive development and establish the basic building blocks for a successful education for 21<sup>st</sup> century learners.

The RAND Corporation studied the long-term benefits of preschools in California and found that every \$1 spent on preschool programs returns \$2 to \$4 in higher academic achievement, less remediation and even better health.

Well-designed preschool education programs produce long-term improvements in school success, including higher achievement test scores, lower rates of grade repetition and special education, and higher educational attainment. Some preschool programs are also associated with reduced delinquency and crime in childhood and adulthood.

Districts that have successfully launched fee-based preschools include Del Mar, Poway and Imperial Beach, some of which will be visited and studied by the project team.

Via a recent survey, 80% of current parents of Coronado Unified and in the community indicate overwhelming support for Crown Preschool.

The school will potentially serve both full-time students and part-time preschool students with the possibility of expanding the program in the future. Staffing includes a credentialed teacher and part-time aides. State guidelines require a director. The director will also be responsible for the state-funded preschool currently running at Silver Strand Elementary School. The director will also serve as the supervisor for the before and after school child care program currently managed by Kathy Mathis.

Crown Preschool will be set up as a not-for-profit entity as a complement to CUSD. The program will be fully funded for ongoing expenses through family tuition. Startup funds for this endeavor will come from the Child Care Program excess revenue and Fund 40.

The school will be integrated into the existing CUSD organization and will build upon existing operations for administration, staffing, student services, and maintenance. Incremental operations expenses, including salaries for the academic program, are estimated at \$15,000 per month. Physical setup of Crown Preschool will be on the Early Childhood Development Center (ECDC) site in the existing classroom.

With Governing Board approval, a Preschool Director will be hired to begin creating the necessary details of the endeavor. Marketing for the program will begin and registration for the program will begin in February/March 2013, with the first day of school in fall 2013. A "soft" opening in spring 2013 could also be considered based on marketing results.

## Matching the CUSD Mission

The mission of CUSD is to prepare students for higher education, careers, society, and life by providing them with knowledge and skills. In a close partnership with our community, CUSD endeavors to channel knowledge to develop a student's capacity to live with dignity and purpose, to enable a student to judge wisely, and to act responsibly in matters of life and conduct. The core of the District's mission is to nurture in each student the confidence to not only dream of their future, but to have the skills necessary to determine their future.

The mission of Crown Preschool is to reach out to our community, sow the seeds of our young children, nourish their development – socially, intellectually, physically, and emotionally – and grow them into vibrant, healthy contributors to our world.

In both mission statements, CUSD is conveying the message to people in the community that we are committed to developing the whole student. Our goals are to reach each student and develop him or her to the best of their abilities.

By adding Crown Preschool to the CUSD list of outstanding services provided, we will be at the leading edge to provide access to quality early education in a public school. Crown Preschool will give families in the community the option of a quality early education setting in their own neighborhood. We will also lay the beginning foundation for a life time of learning in the young minds we encounter daily.

### Curriculum

The Crown Preschool curriculum is designed to establish early academic capabilities that serve as the foundation for a lifetime of learning and is based on the California Preschool Foundations and Curriculum Frameworks. These outline key knowledge and skills that most children can achieve when provided with the kinds of interactions, instruction, and environments that research has shown to promote early learning and development. The foundations provide early childhood educators, parents, and the public with a clear understanding of the wide range of knowledge and skills that preschool children typically attain when given the benefits of a high-quality preschool program. Crown Preschool, in order to produce positive effects on children's behavior, will be designed to develop the whole child, including social and emotional development and self-regulation.

The staff of Crown Preschool will work with transitional and traditional Kindergarten teachers for a continual flow of the core academic subjects. Crown Preschool will use a pre-kindergarten version of the curriculum programs used in transitional and traditional Kindergarten, including enrichment opportunities such as Visual and Performing Arts, Science Lab, Music and Movement, Computer Lab, Library, and Health Education. The staff will also work closely with parents in providing parent education opportunities and resources on topics such as social/emotional development, reading readiness, fine motor development and early writing development, early math, gross motor development, etc.

Additionally, Crown Preschool will align with preschool education models that have proven highly effective. These models typically have reasonably small class sizes and well-educated teachers with adequate pay. Teachers at Crown Preschool will receive intensive supervision and coaching, and they will be involved in a continuous improvement process for teaching and learning. Crown Preschool staff will regularly assess children's learning and development to monitor how well they are accomplishing their goals using the CA Desired Results Developmental Profile (DRDP) assessment.

## Licensing

Crown Preschool will require licensing. Title 22 encompasses the health and safety of the children. This license incorporates square footage of facility, safety latches, adult to child ratios, and other requirements. This license incorporates the credentials of the lead teacher. Crown Preschool would need to apply for this license 4 months prior to the opening day of classes. This time allows the state of California to complete all background checks and fingerprinting for all the employees. This also allows Licensing Representatives to inspect the facility to ensure the safety of the children.

## Program Size and Daily Schedule

Crown Preschool will follow the CUSD academic calendar and would consist of 1 classroom for 24 students at a time. Staffing will include 1 teacher with a California Multiple Subject Credential and one aide position.

By providing a half day program along with a full day option, Crown Preschool will better meet the needs of the community and provide services to a greater number of students.

## Extended Day, Summer, and Holiday Program

The District's before and after school programs would also be available to children attending the preschool program. The before school program begins each day at 6:30 a.m. and the after school program concludes at 6:00 p.m. Past requests indicate a need for this service. Crown Preschool will also operate summer and holiday programs.

## Staffing

### *Requirements for Teacher*

- One adult with a California Multiple Subject Credential per classroom
- Proof of enrollment in ECE courses (12 units)
- 1 to 10 ratio in each room

### *Teacher's Aide*

- must be 18 years of age, high school graduate
- works under direct supervision of teacher
- proof on enrollment in ECE courses (6 units)

### *Volunteers*

- not included in staffing plan/ratio
- health statement and negative TB test on file

## Food

Children attending the programs would have a hot lunch from the CUSD food services. The lunch will meet all school dietary guidelines and will be part of tuition.

## Maintenance

Maintenance and custodial work will be covered by the regular CUSD staff.

## Expenses and Revenue

Projected expenses include the salary for a preschool director, the salary for one credentialed teacher position, salary for two part-time instructional aides, clerical support, lunch, instructional materials, and indirect costs. Approximate total expense would be **\$150,000 per year**.

Projected revenue from the academic preschool program, based on the CUSD academic calendar of 175 school days and the number of students enrolled in half day and full day options, would be set as follows:

- A. If the preschool enrollment included 48 half-day preschool students, the income generated would be \$285,600.00/year.
  - Half day morning (24) :  $\$8.50/\text{hour} \times 3.5 \text{ hours (8:30-12)} = 29.75/\text{day} \times 20 = \$595/\text{month}$  per student
  - Half day afternoon (24):  $\$8.50/\text{hour} \times 3.5 \text{ hours (8:30-12)} = 29.75/\text{day} \times 20 = \$595/\text{month}$  per student
- B. If the preschool enrollment included 24 full-day preschool students, the income generated would be \$195,000/year.
  - Full day only for 24 preschool students:  $\$6.25/6.5 \text{ hours (8:30-3:00)} = 40.62/\text{day} \times 20 = \$812.50$
- C. If the preschool enrollment included 12 full-day preschool students and 12 half day student, the income generated would be \$168,900/year.

Based on recent survey results, CUSD anticipates that enrollment for academic school year Crown Preschool program, would be a combination of the above, thus the income generated between \$168,900-\$285,600.00.

Other revenue will be generated from District child care services and summer/holiday preschool programs.

- **Child Care:** Child care services would be offered during the academic year from 6:30-8:30 am and 3:00-6:00 pm at:
  - 6:30-8:30 am daily:  $\$4.50/\text{day} \times 20 = \$90/\text{month}$
  - 3:00-6:00 pm daily:  $\$13.75/\text{day} \times 20 = \$275/\text{month}$
- **Summer/holiday program:** Extended year preschool will be provided during summer and holiday breaks. Revenue would be dependent upon enrollment. Fee structure is to be determined, not to exceed \$6.00/hour.

## Price Comparison

Name of Preschool	Morning Half-Day Programs	Afternoon Half-Day Programs	Full Day Programs
Baptist Preschool and Child Care Center	\$470/mo (\$6.71/hr) (8:30-12:00) \$11.70/hr OT	\$590/mo (\$3.93/hr) 7.5 hrs/day \$8.70/hr OT	\$640/mo (\$4-3.20/hr) 8.0-10 hrs/day \$8.50/hr OT
Graham Memorial Preschool	\$525/mo (\$5.83/hr) (8:30-1:00)	N/A	\$660/mo (\$4.71/hr) (8:30-3:30)
Resurrection Lutheran Preschool	\$242/mo for 3-day (\$6.72/hr) (9:00-12:00) \$387/mo for 4-day (\$6.05/hr) (9:00-1:00)	N/A	N/A
Sandpiper Montessori School	\$610/mo (\$7.62/hr) (8:00-12:00)	\$500/mo (\$6.25/hr) (12:00-4:00)	\$785 (\$4.90/hr) (8:00-4:00)

Hourly figures are based on a four week month or twenty days per month.

## Milestones

6/21/12	Approval from CUSD Governing Board to launch project
12/1/12	Preschool Director hired
1/1/13	Marketing begins
2/15/13	Registration begins
6/1/13	Licensing completed
8/24/13 TBD	School opens (CUSD first day of school)

## Conclusion

CUSD has a special opportunity to be at the forefront of a new model for preschool education in Coronado. The situation is ripe for support:

- Community support is extremely favorable;
- The District has a campus ready for the preschool;
- CUSD academic reputation is strong; and
- We offer distinct advantages over other school districts.

Crown Preschool fulfills the vision laid out by CUSD founders: to provide a complete education continuum as a lifelong foundation for our community's children. The opportunity to lead into the future is ours for the taking – and to create a legacy for years to come.



## **AGENDA – June 21, 2012**

### **5.0 DISTRICT ORGANIZATION AND BOARD OPERATION**

- 5.3 Approve the Tentative Agreement between the Association of Coronado Teachers and Coronado Unified School District (Action)

#### **Background Information:**

Under Section 1.1.3 of the District-ACT Collective Bargaining Agreement, the parties agreed to a two-year extension of the Agreement commencing July 1, 2011 and ending June 30, 2013. The parties agreed to reopen negotiations for the 2011-2012 and 2012-13 school years on the articles of the Agreement covering salary, unit member work year and health and welfare benefits. Also, the parties agreed to reopen the calendar.

The Board of Education respectfully requested that ACT agree to expand the scope of negotiations for the 2011-2012 school year to address issues of importance to both parties. In summary, the Board proposed that parties expand this year's scope of negotiations to include the following:

1. Review and revise the Agreement to eliminate redundant or outdated provisions and to clarify provisions that appear to be in conflict with other provisions.
2. Eliminate provisions in the Agreement that pertain to matters not subject to negotiations under California law.
3. Review and revise the Agreement as necessary to ensure the contract conforms to existing statutory law.
4. Focus on the evaluation process, the content of documents used in the evaluation process and performance standards related to the evaluation process.

#### **Report:**

Negotiations between representatives of the Association of Coronado Teachers (ACT) and Coronado Unified School District (CUSD) representatives commenced on September 27, 2011. ACT and CUSD representatives met a number of times during the 2011-2012 school year to discuss, clarify and revise language contained within all articles in the Agreement between ACT and CUSD.

1. Amendments to ten articles (I, III, IV, VII, IX, XI, XII, XIV – Appendix D, XV and XIX) were tentatively agreed to when negotiations were concluded on May 15, 2012. These ten articles have been reviewed and ratified by ACT membership. A revised contract will be provided to the Board and ACT membership.
2. In order to support continuous professional development for certificated employees and to ensure high levels of student learning, the 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.

ACT membership has ratified the use of the updated Evaluation Document (Appendix D) and the use of Forms 1, 2, and 3. In addition, no later than April 1 of 2014 ACT and CUSD shall meet to review the implementation of Appendix D and Forms 1, 2 and 3 to consider recommended modifications to the evaluation process.

3. ACT and CUSD negotiated seven furlough days to be implemented during the 2010-2013 school years. Since those initial negotiations the Superintendent and Associate Superintendent of Business Services review the budget to determine how funds may be allocated to decrease the number of furlough days for staff.

As a result of receiving money from the Federal Jobs Bill, ACT and CUSD agreed to four Professional Development days to be integrated into the 2010-2012 school years.

During the 2010-11 school year, the Federal Jobs Bill funds were used to pay for one day of Professional Development, resulting in six furlough days. In addition, during the 2011-2012 school year, three Professional Development days were added to the work year, resulting in four furlough days.

In order to show the value of staff to the district and despite the continued depletion of district resources the Board of Education has agreed to an increase of three work days (total 181 work days) to the certificated unit member work year for the 2012-2013 school year with a corresponding pro rata increase in annual compensation. This proposal was discussed and tentatively agreed to by both ACT and CUSD bargaining teams.

The three additional work days shall be devoted to professional development activities as determined by the District. The increase by three work days maintains the same number of work days as the 2011-2012 school year. ACT membership has ratified the increase to the certificated unit members' 2012-2013 work year.

The agreed to Professional Development days for the 2012-2013 school year are August 20, October 9, December 21.

**Financial Impact:**

Three days of Professional Development for certificated staff has an approximate cost of \$181,000. This will be budgeted from the general fund.



**Superintendent's Recommendation:**

That the Board Approve the Tentative Agreement between the Association of Coronado Teachers and Coronado Unified School District.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstained \_\_\_\_\_ Student \_\_\_\_\_

**AGENDA – June 21, 2012**

**5.0 DISTRICT ORGANIZATION AND BOARD OPERATION**

5.4 Approve the Tentative Agreement between CSEA, Chapter 386, and the Coronado Unified School District (Action)

**Background Information:**

CSEA and CUSD agreed to the following furlough days and professional development days in a tentative agreement on June 13, 2012 in the areas of hours and overtime for the 2012-2013 school year. The number of furlough and professional development days remains the same as the 2011-2012 school year.

**Article 6 – Hours and Overtime**

For the 2012-2013 school year only the unit member work year shall be reduced as follows:

Employee Work Year	Furlough Days	Professional Development Days
12 Month Employees	6 Days	3 Days
11 Month Employees	6 Days	3 Days
10.5 Month Employees	6 Days	2 Days
10 Month Employees	5 Days	2 Days
Instructional Year Employees	4 Days	1 Day

**Financial Impact:**

Three days of Professional Development for classified staff has an approximate cost of \$63,000. This will be budgeted from the general fund.

*JPF*

**Superintendent's Recommendation:**

That the Board approve the Tentative Agreement between CSEA, Chapter 386, and the Coronado Unified School District.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstained \_\_\_\_\_ Student \_\_\_\_\_

**AGENDA – June 21, 2012**

**5.0 DISTRICT ORGANIZATION AND BOARD OPERATION**

5.5 Adopt Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits (Action)

**Background Information:**

Periodically the Board is presented with recommended revisions to Board Policies (BP), Board Bylaws (BB), Administrative Regulations (AR), and/or Exhibits (E). The recommendations are based on changes in law, the Education Code, Government Code, and/or rewording for better understanding.

**Proposal:**

The Board received the proposed Policies and Regulations at the May 24, 2012, School Board Meeting for first reading.

Copies of the policies have been available for the public for viewing at the District Office.

*JPF*

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**Superintendent's Recommendation:**

That the Board adopt the Policies and Administrative Regulations as presented.

Moved \_\_\_\_\_ Seconded \_\_\_\_\_

Ayes \_\_\_\_\_ Noes \_\_\_\_\_ Absent \_\_\_\_\_ Abstained \_\_\_\_\_ Student \_\_\_\_\_

## AGENDA – June 21, 2012

### 6.0 **DISTRICT ORGANIZATION AND BOARD OPERATION**

#### 6.1 Annual Report on School Trips

##### **Background Information:**

At the June 24, 2010, Regular Board Meeting, Members authorized the Superintendent to approve school trips. They asked that an annual report be brought to them on yearly field trips taken.

##### **Report:**

The following trips as of date were approved for the 2011-2012 school year:

##### **Coronado High School Cross Country Team to San Jose, California**

- Stanford Invitational on September 23-24, 2011
- Traveled with parent by air to San Jose and arranged their own accommodations
- 10 athletes, two coaches
- Each student and their families covered their own expenses

##### **Coronado High School Varsity Men's Water Polo Team to Irvine, California**

- Southern California Invitational on October 7-8, 2011
- Traveled by two District vans and stayed in a hotel close to the Invitational
- 18 athletes, two to three coaches at all times
- \$3,250 supported through team fundraising and parent contributions through ISF-sponsored Aquatics Boosters Club

##### **Coronado High School Varsity Men's Water Polo Team to San Jose, California**

- Northern California Finis Memorial Cup on October 27-29, 2011
- Traveled by air to San Jose and coaches will drive three rental vans; stayed in a hotel in Santa Clara
- 18 athletes, three coaches, and 12 parents
- \$3,250 supported through team fundraising and parent contributions through ISF-sponsored Aquatics Boosters Club

##### **Coronado High School Navy Junior ROTC Tiger Cruise to Santa Barbara, California**

- Traveled onboard USS Milius on November 8 to November 10, 2011
- Departed Naval Air Station San Diego and departed from moorage in Santa Barbara
- 23 cadets, one female chaperone, and Certificated Staff Ken Ireland
- \$1,500 supported in total through fundraising

##### **Coronado High School Cross Country Team to Fresno, California**

- State Invitational on November 25-26, 2011
- Traveled with parent in private vehicle and arranged their own accommodations
- Seven athletes, two coaches
- \$80 per child and supported through the Booster Club and parent contributions

##### **Coronado High School Navy Junior ROTC to Phoenix, Arizona**

- Orienteering Meet conducted at First Water State Park on December 10, 2011
- Traveled via two rental minivans and stayed at Hampton Inn in Phoenix/Tempe
- Ten cadets, one female chaperone, and Certificated Staff Ken Ireland
- \$1,500 supported in total through fundraising

**Coronado High School Boys Basketball Team to Imperial, California**

- Imperial High School Basketball Tournament on December 15-17, 2011
- Traveled by District van and private vehicles and stayed in a Holiday Inn close to the Tournament
- 14 athletes, four coaches
- \$75 per child and is supported through the Booster Club
- \$4,600 covered by the Health Science Capacity grant as well as through fundraising

**Coronado High School Navy Junior ROTC to Phoenix, Arizona**

- Southwest Region Orienteering Championship Meet at the Lake Pleasant State Park on March 2-3, 2012
- Traveled via rental minivan and stayed at Hampton Inn in Anthem, Arizona
- six cadets and Certificated Staff Ken Ireland
- \$800 supported in total through fundraising

**Coronado High School Navy Junior ROTC to Oahu, Hawaii**

- Visited Military Units, nature park and historic sites on March 20-22, 2012
- Traveled via military airlift and stayed onboard Naval Station Pearl Harbor. On island traveled via 15 passenger rental vans
- 50 cadets and Certificated Staff Ken Ireland, assisted by Hanni Stuckensneider, and three other adults
- \$7,200 supported in total through fundraising and parent contributions

**Coronado High School Health Occupation Students of America to Anaheim, California**

- Participated in the Cal-HOSA State Leadership Conference on March 28-31, 2012
- Traveled via District vans and stayed at the Anaheim Marriott Suites
- Eight students and Advisor Connie Martinez
- \$2,500 supported in total through fundraising and the Health Science Grant

**Coronado High School Boys Varsity Lacrosse Team to Potomac, Maryland**

- Participated in tournament on April 1-7, 2012
- Traveled by air and 3-15 passenger rental vans were used to transport athletes. Students and parents stayed in the homes of coaches parents
- 28 students and Robin Nixon along with six other chaperones
- \$500 cost to each parent for their expenses and other expenses were provided by fundraising by the Men's Lacrosse Booster Club

**Coronado High School Student Greg Lyons Varsity Tennis Player to Ojai, California**

- Participated in junior portion of the Ojai Tournament (equivalent to state championship) on April 25-28, 2012
- Traveled by car driven by parents accompanied by Coach David Brummitt
- \$200 cost to the family. The athletic department paid for the entry fee expenses; all other expenses were provided by fundraising by the Men's Lacrosse Booster Club

## AGENDA – June 21, 2012

### 6.0 INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

- 6.2 Director of Learning Report – Grant Award of \$1.62 Million from Department of Defense

#### **Executive Summary:**

Coronado Unified School District (CUSD) was recently awarded a \$1.62 million grant for Project STEPS from the Department of Defense Education Activity (DoDEA). The grant application came from the Military Connected Local Educational Agencies for Academic and Support Programs (MCASP). Project “STEPS” implementation will range from June 2012 to September 2015.

#### **Background Information:**

In 2009, CUSD was awarded \$1.25 million dollars by the Department of Defense Education Activity (DoDEA)/Military Connected Local Educational Agencies for Academic and Support Programs (MCASP) to be used for the Students Achieving Through Technology in the 21<sup>st</sup> Century (SATT 21) Grant from June 2009-September 2012. CUSD’s military-connected student population of nearly 40% remains the largest demographic subgroup. Since that time, CUSD has faithfully implemented Project SATT 21’s interventions for identified students, both military and non-military connected, by increasing achievement in core areas for these participating students and closing the achievement gaps for military connected students due to frequent transfers between duty stations. Because of Project SATT 21, the following has become part of the instructional services for CUSD students since 2009:

- Improved achievement for identified students at all levels. Most target goals were met under SATT 21 at all levels
- Approximately 900 netbooks have been purchased, significantly bringing CUSD close to a 1:1 environment of device to student
- Sections for English Language Arts and mathematics intervention at Coronado Middle and High Schools for identified students using technology-based resources such as netbooks and web-based intervention programs; credit recovery, remediation, and independent study
- Intervention services staffed by part-time intervention teachers for K-5 at Silver Strand and Village Elementary Schools in core areas for identified students using technology-based resources such as netbooks and web-based intervention programs
- Formative assessment for identified students in grades 3-9 via Measures of Academic Progress (MAP) and for all students in grades 4, 5, 6, and 9.
- A culture of intervention leading CUSD to an initial District-wide response to intervention plan

- Differentiated learning contributing to the beginning steps of a personalized education plan for all students. SATT 21 funds will expire in September 2012, except for an allowable carryover balance of approximately \$200,000. These funds will be spent in the 2012-13 school year to ensure intervention sections at the secondary level and intervention personnel at the elementary level are in place for one more school year, as well as MAP and various web-based and software licenses purchased with SATT 21 funds.

### **Report**

In March 2012, CUSD was informed of the opportunity to submit a new application to the Department of Defense Education Activity (DoDEA)/Military Connected Local Educational Agencies for Academic and Support Programs (MCASP) for a new three-year grant. The focus of the new grant continues to be the closing of achievement gaps and counseling-related support for military-connected students, as well as a choice to focus on world languages or Science Technology Engineering Mathematics (STEM) in preparing students to be college and career ready. Comprised of former CUSD Assistant Superintendent for Curriculum and Instruction and Human Resources, Lorraine Boyle, as well as Bill Cass, Silver Strand Principal, current Director of Curriculum and Learning, Claudia Gallant, and Silver Strand Administrative Assistant, Julie Salvatierra, CUSD's writing team submitted *Project STEPS: Students, Technology, Education Plans=Success* in mid April 2012. On June 12, 2012, CUSD was awarded this grant of \$1.62 million dollars by DoDEA. Implementation of the grant will begin in August 2012 through September 2015. The goals of *Project STEPS* are to increase the knowledge of STEM principles and improve mathematics achievement of military students in the District by implementing a Personalized Education Plan for each student based on assessment data, prescriptive on-line learning curricula, and small group instruction. Significant components of Project STEPS include:

- Increase teachers' content knowledge of STEM/engineering principles, especially at the elementary level
- Send 5<sup>th</sup> grade students annually to STARBASE Atlantis Academy, a week-long STEM/engineering camp
- Provide STEM/engineering instruction for all elementary students via science lab
- Focus on mathematics interventions, math being a foundation to STEM
- Provide a concrete personalized education plan electronic document and 1:1 goal setting/conferencing for identified students
- Provide professional development for teachers on goal setting and conferencing
- Involve parents in the personalized education plan and ensure resources are accessible from home
- Provide formative assessment via NWEA's Measures of Academic Progress (MAP) for grades 3-8 and identified students in 9-12.
- Provide web-based intervention programs such as Compass Learning, tailored to individual student's needs
- Maintain intervention sections in ELA and math at CMS and CHS

- Maintain part-time intervention teachers at the elementary schools (2 for each site)
- Purchase approximately 900 netbooks over the course of the grant
- Provide unit recovery and credit recovery at CHS/Palm Academy (ALEKS, e2020) Each site will develop an implementation plan, and oversight of Project STEPS is under the Director of Curriculum and Learning, in partnership with the San Diego County Office of Education as external evaluator. The success of Project STEPS will be measured through formative and summative evaluations, improvement in classroom performance, and increased standardized test scores. Reports to the Governing Board will be quarterly and annually. DoDEA reported to CUSD that our application was one of the high-quality proposals for innovative programs and initiatives to support military connected children.

**Financial Impact**

There will be \$1.62 million additional revenue to CUSD for Project STEPS implementation from June 2012-September 2015.



**AGENDA – June 21, 2012**

**6.0 DISTRICT ORGANIZATION AND BOARD OPERATION**

6.3 Director of Human Resources – Changes in Personnel (Information)

**Background Information:**

Director of Human Resources Rebekah Barakos-Cartwright will inform the Board of personnel changes.

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This update is provided to the Board for information.

*JPF*

**AGENDA – June 21, 2012**

**6.0 DISTRICT ORGANIZATION AND BOARD OPERATION**

- 6.4 Verizon Wireless Contract for Placement of Communication Equipment on District Property (Information)

**Background Information:**

On February 16, 2012, the Governing Board approved a contract with Verizon Wireless for a cell tower in the press box at Niedermeyer Field. The Board allowed the Superintendent certain conditions for making minor changes to the final contract. The final contract that was signed by the Superintendent is available for view at the District Office; and it was provided to the Board under separate cover.

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This update is provided to the Board for information.

*JPF*

## AGENDA – June 21, 2012

### 6.0 **BUSINESS AND FISCAL MANAGEMENT**

#### 6.5 Budget Update – 2012-13 Budget (Report)

##### **Background Information:**

Education Code 42127 requires the Board of Education to adopt a budget for the new fiscal year no later than June 30<sup>th</sup>.

##### **Report:**

At the May 24<sup>th</sup> Board Meeting, staff provided a budget update for the Governor's May Revise. The attached Goldenrod Executive Summary is updated to reflect the most current information as of the May Revision. Noteworthy changes include:

- 2012-13 Section II – MYP Events
  - Structural Deficit increased to \$3 million to account for increases in Special Education expenditures.
  
- 2012-13 Section III – MYP Projection
  - Effect of Continued Flex Transfers & Furloughs decreased from \$1,118,380 to \$833,380 to account for the return of 3 professional development furlough days.
  - Cost of Step/Column/Health and Welfare increased to \$350,000 per year to account for cost of living increases to services.

Also attached is the Revenue Limit History table that has been updated to include the revised projected Revenue Limit amount that will be included in the 2012-13 budget. The history table illustrates the State cuts to District funding over the past five years.

The 2012-13 budget will be brought to the Board for approval at the June 28, 2012, meeting.

##### **Financial Impact:**

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

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This report is provided to the Board for information.



# Coronado Unified School District

## Executive Summary of Budget Events

### "The Goldenrod"

	Column I	II	III	IV	V	VI	VII	VIII	IX	X	XI
	Date	Description	Projected General Fund Combined Exp (nt 1)	Projected General Fund Unrestricted Exp	Structural Surplus/Deficit (nt 2)	Proj Operating Reserve Balance June 30, 2012	Proj Operating Reserves as % of Exp	Other Reserves or One time Revenue (nt 3)	Proj "Other Res" One Time Rev as % of Exp	Total Reserves 6/30/2012 (nt 4)	Total Reserves % of Exp
<b>CUSD 2011-12 Budget</b>	June 30, 2011	2011-12 Adopted Budget	25,564,122	19,558,771	-2,363,443	797,928	3.12%	3,030,298	11.85%	3,828,226	14.97%
	September 15, 2011	2010-11 Unaudited Actuals	25,564,122	19,558,771	-2,363,443	784,228	3.07%	3,078,235	12.04%	3,862,463	15.11%
	November 17, 2011	2011-12 First Interim	25,635,081	19,563,287	-2,216,188	931,483	3.63%	3,078,235	12.01%	4,009,718	15.64%
	March 12, 2012	Mid-Year Trigger cuts - (\$55 per ADA) retained \$672,145 as one time dollars	25,965,224	19,808,165	-2,216,188	931,483	3.59%	3,750,380	14.44%	4,681,863	18.03%
	June, 2012	Increase RL, CNS & Spec Ed Exp, restricted	26,625,837	19,938,302	-2,316,188	931,483	3.50%	3,750,380	14.09%	4,681,863	17.58%
	Date	Description		Change	Structural Deficit	Description					
<b>MYP Events</b>	November 17, 2011	2011-12 First Interim	25,635,081		-2,316,188	Reduced Potential Trigger Set Aside (\$330 per ADA, \$983,400) -147,255. Remaining trigger set aside = \$836,145					
	March 12, 2012	Governor's 2012-13 Budget Proposal	25,965,224	-393,455	-2,709,643	Trigger cuts if tax proposal fails: \$370 per ADA + 100% Transportation funding \$1,229,600 - \$836,145 = 393,455 delta					
	March 12, 2012	Increase Expense	26,130,224	-165,000	-2,874,643	K-3 CSR 25:1 in 11-12. 3 teachers funded from the Jobs Fund.					
	June, 2012	Increase Expense	26,245,224	-145,000	-3,019,643	K-3 CSR 3 teachers delta 15k per teacher + 100 K Special Ed Expenditure Growth					
	Date	Inherited Structural Deficit (nt 2)	Effect of Continued Flex Transfers & Furloughs Adopted Spring 2010*	One time Funds (nt 5)	Net Remaining Inherited Structural Deficit	Cost of Step/Column/H&W,COLA (nt 6)	Total Deficit	Portion of Deficit Funded By Draw Upon Reserves (nt 7)	Total Reserves at 06-30	Total Reserves % of Exp	
<b>MYP Projection</b>	June 30, 2013	-3,019,643	833,380	0	-2,186,263	-350,000	-2,536,263	2,536,263	2,145,600	8.07%	
	June 30, 2014 (CSR Ends)*	-3,019,643	492,000	0	-2,527,643	-350,000	-3,227,643	3,227,643	-1,082,043	-4.02%	
	June 30, 2015 (Serp x Ends)* (Flex Ends)	-3,169,643	492,000	0	-2,677,643	-350,000	-3,727,643	3,727,643	-4,809,686	-17.62%	
	*SB 70 re-authorized										

# Coronado Unified School District Executive Summary of Budget Events Notes and Comments

## Notes:

1. "Projected General Fund Combined Exp" includes expenses for which the District receives restricted revenues (e.g., title I, ROP, economic impact aid, and special ed). Generally, the revenues are sufficient to cover the expenses. To the extent the restricted revenues are not sufficient to cover these expenses, the gap is included in the projected Structural Deficit.
2. The "Structural Surplus/Deficit" figure represents a projection of the anticipated excess, for the current year, of the **on-going** projected expenses (including an annual set aside of \$117,000 for health benefits) relative to **on-going** projected revenues. Note the following:
  - (a) For purposes of this calculation, the expenses include any encroachment caused by restricted revenues being insufficient to cover the associated expenses;
  - (b) in 09-10, the District addressed that year's structural gap (1) by utilizing special authority provided by the state (for the years 09-10 through 12-13) to reallocate categorical funds to cover unrestricted general fund expenses (sometimes referred to as a "flex transfer"), with resulting savings of about \$1,100,000, (2) by sweeping approximately \$80,000 of adult education ending balance funds, and (3) by utilizing approximately \$950,000 of one-time special federal stimulus funds;
  - (c) in 10-11, the District addressed the structural gap as follows: (1) about \$1,100,000 by re-authorizing flex transfers undertaken in 09-10 and further implementing 7 furlough days (5 school days), with the furloughs saving about \$625,000/yr, (2) \$100,000 taken from site carryforward and \$200,000 from Deferred Maintenance reserves (see nt 5), (3) about \$125,000 saved by implementing the early retirement program approved in the Spring of 2010, and (4) the resulting balance will be drawn from the Operating Reserve Balance. Accordingly, a change in revenues or expenses results in a correlative change in the projected year end Operating Reserve Balance.
  - (d) In the Multi-year Projection (MYP), the spreadsheet further projects the impact on future reserves, assuming (1) continuation of the same structural gap, (2) continued **board utilization of the flex transfer authority (some of which will have to be reauthorized to use in such years), and (3) negotiated furlough days through 2012-13. The** spreadsheet also acknowledges, however, that additional expenses will be incurred through step and column and health benefit increases (see note 6).
3. **This amount consists of Fund 17 (Mandated Costs one time payment and Impact Aid PY) and Categorical Flex ending balance.**
4. "Total Reserves" includes, in addition to traditional operating reserves, the following amounts: Fund 17 and Categorical Flex ending balance. This figure does not include reserve amounts held in categorical reserves. The District's remaining categorical reserves include a \$685,000 reserve for textbooks. Generally speaking, state law limits use of categorical reserves except for the respective categorical purposes (though, as per note 2 above, an exception permits a local board to convert certain categorical reserves to cover other district expenses in 09-10 to 12-13). This figure also does not include (a) funds set aside for retirement benefits (the first such set aside is \$117,000 in calendar year 2010-11) or (b) separate reserves arising from CDA collections (including funds in Fund 40 from 2% pass through revenues).
5. This figure in 2011-12 consists of Deferred Maintenance Sweep (\$200K remaining) and \$165K from the Federal Jobs Funding to fund 3 teachers CSR 25:1.
6. As stated in note 2, projected increases in step and column and health insurance premiums will add to the deficit in future years unless offset by equivalent cuts at that time.

In addition, \$816 K one time funds included in 2010-11 due to the Adopted State Budget revenue

# Coronado Unified School District

## Revenue Limit History

Year	Revenue Limit	Decrease from 07-08	ADA	% Cut	Revenue Cut
<b>2007-08</b>	<b>5,773.72</b>				
2008-09	5,624.02	-149.70	2,934	2.66%	-439,220
2009-10	4,947.37	-826.35	2,984	16.70%	-2,465,828
2010-11	5,200.92	-572.80	2,981	11.01%	-1,707,517
2011-12	5,147.15	-626.57	2,999	12.17%	-1,879,083
2012-13 Projected*	4,762.67	-1,011.05	2,999	21.23%	-3,032,139
<b>Total</b>					<b>-9,523,787</b>

\* If tax initiative fails

**AGENDA – June 21, 2012**

**7.0 ORGANIZATIONAL BUSINESS**

**DISTRICT ORGANIZATION AND BOARD OPERATION**

**7.1 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.

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This report is provided to the Board for information.

*JPF*

## 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																						
Business Dashboard	2.1	Escape/SAS				HR Setup	Weekly Meetings and Trainings							Dashboard Pilot									
18 Academic Dashboard	2.1																						
19 Communication Assmnt	3.1																						
20 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 6/15/12



## AGENDA – June 21, 2012

### 7.0 **ORGANIZATIONAL BUSINESS**

#### **DISTRICT ORGANIZATION AND BOARD OPERATION**

##### 7.2 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.

#### **June 28, 2012: Regular Board Meeting**

- Adopt Budget

#### **August 23, 2012: Regular Board Meeting**

- BBMAC Fourth Quarter Financial Report
- Data and Assessment Update
- NWEA MAP, STEAM
- Consolidated Application
- Human Resources Report
- Business Services Report
- Student Services Report

#### **September 6, 2012: Board Workshop**

- Review of Summer Projects

#### **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
- Business Services Report
- Student Services Report

#### **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
- Business Services Report
- Student Services Report
- 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
- Business Services Report
- Student Services Report

**November 29 - December 1, 2012:**

- CSBA Educational Conference and Annual Trade Show

**December 6, 2012: Workshop**

- All Day District Strategic Planning

**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
- Business Services Report
- Student Services Report

**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
- Business Services Report
- Student Services Report
- Human Resources Report
- 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
- Business Services Report
- Human Resources Report
- Superintendent’s Evaluation

**April 2013: Regular Board Meeting**

- Uniform Complaint Quarterly Report
- Data and Assessment Update
- Business Services Report
- Human Resources Report
- Student Services Report
- Approve All Site Strategic Plans
- Coronado Schools Foundation Report
- Local Board Policy Review

**May 2013: Board Workshop**

- TBD

**May 2013: Regular Board Meeting**

- Board Policy Update – First Reading
- Budget Update
- BBMAC Third Quarter Financial Report
- Coronado SAFE Annual Report
- Character Education Reports from Schools
- Capital Facilities Plan (Green Sheet)
- Report on the Progress of Staff Evaluation Tool

**Financial Impact:**

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