



201 Sixth Street, Coronado, CA 92118
619.522.8900 www.coronadousd.net

Governing Board of Trustees
AGENDA
Thursday, August 18, 2011, 4:30 p.m.

Ledyard Hakes ♦ Brenda Kracht ♦ Doug Metz ♦ Dawn Ovrom ♦ Bruce Shepherd
Student Board Representative: Will Funk
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 p.m.
- 2.0 OPEN SESSION (District Board Room)** 4:30 p.m.
 - 2.1 Pledge to the 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 School or District Committees: representatives speaking on behalf of official committees must complete a yellow card in order to be recognized
 - 2.4 Association Reports: ACT and CSEA
 - 2.5 Superintendent Announcements
 - 2.6 Comments from Board Members
- 3.0 COMMENTS FROM THE AUDIENCE (Agenda and Non-agenda items)**..... 5:00 p.m.

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

- 4.0 REPORTS** 5:10 p.m.
 - 4.1 Superintendent Project Management Schedule for 2011-2012 – (10 minutes)..... 4
 - 4.2 Project Manager – (10 minutes) 6
 - 4.3 Human Resources – (20 minutes)..... 8
 - 4.4 Data and Assessment Report – (10 minutes)..... 10
 - 4.5 District Calendar Discussion – (10 minutes)..... 11
 - 4.6 Update on School Homework Study Committee – (10 minutes)..... 15

4.7	Financial Crisis Management Assistance Team – (20 minutes).....	16
4.8	Technology Updates – (20 minutes).....	41
5.0	PROPOSALS/FIRST READINGS	7:00 p.m.
5.1	Proposed List of Agenda Items for Future Board Meetings – (5 minutes).....	42

6.0 APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR . 7:05 p.m.

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.**

6.1	Approve the Regular Meeting Minutes of June 16 and June 30, 2011, and Special Board Meeting Minutes of July 7, 2011	45
6.2	Approve/Ratify Warrants and Purchase Orders	54
6.3	Approve/Ratify Contracts for Services.....	55
6.4	Approve Request for Continuing Membership and Agreement to Conditions of Membership between the District and the California Interscholastic Federation (CIF), San Diego Section for 2011-2012.....	57
6.5	Approve New Technology Coordinator (Management) Job Description	59
6.6	Approve Management Personnel Register	66
6.7	Approve Certificated Personnel Register	67
6.8	Approve Classified Personnel Register	69
6.9	Brian Bent Memorial Aquatics Complex Update.....	71
6.10	Approve Changes to the Agreement (Article 19.7) between the Association of Coronado Teachers and District, July 1, 2011-June 30, 2013.....	73
6.11	Approve Agreement for Participation in Regional Occupational Program (ROP) for 2011-2012	74
6.12	Approve Resolution Accepting the Child Care and Development 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	75
6.13	Approve Transfer of General Fund Moneys to Coronado High School Associated Student Body	77
6.14	Approve Memorandum of Understanding between Warner Unified School District and the Coronado Unified School District to Support LEP, Title III.....	78
6.15	Ratify Bid for Site Preparation for Turf Replacement at Coronado Village Elementary School.....	81
6.16	Adopt Resolution for Emergency Waiver to the Competitive Bidding Requirement.....	82

6.17	Accept the Financial Crisis Management Assistance Team Study of the Technology Department and Network Infrastructure.....	84
6.18	Accept Proposal for Negotiations Presented by Association of Coronado Teachers (ACT) to the Coronado Unified School District.....	85
7.0	ACTION ITEMS	7:10 p.m.
7.1	Adopt Resolution Naming Randie Allen Associate Superintendent	86
8.0	ORGANIZATIONAL BUSINESS	7:30 p.m.
8.1	Future Agenda Items/Additional Comments	
8.2	Next regular Board meeting will be on September 15, 2011, at 4:30 p.m. Board Workshop on October 6, 2011, at 4:30 p.m. will be a Calendar Forum	
9.0	CLOSED SESSION (District Office Conference Room)	7:35 p.m.
9.1	Negotiations Discussion: Employee Organizations: ACT, CSEA, and Certificated Administrators; Agency Negotiator: Superintendent Felix	
9.2	Public Employee Dismissal (GC §54957)	
9.3	Public Employee Performance Evaluation: Food Service Worker (GC §54957)	
9.4	Liability Claim (GC §54956.95); Claimant: #10-2312 - Agency Claimed Against: Coronado Unified School District	

10.0 ADJOURN

<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 – August 18, 2011

4.0 DISTRICT ORGANIZATION AND BOARD OPERATION

4.1 Superintendent Project Management Schedule for 2011-2012 (Report)

Report:

The Board has requested several projects that will require careful management of staff time and resources. Attached is a rough draft in graphic form of the first five months of those projects.

Upon review of this schedule it is clear that there will be an excessive use of staff resources. The Superintendent brings this schedule to the Board's attention for their consideration and advice.

Financial Impact:

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

This report is provided to the Board for information.

JPF

Coronado Unified School District Superintendent Project Management Schedule for 2011-2012

Projects	Aug 1-5	Aug 8-12	Aug 15-19	Aug 22-26	Aug 29-2	Sept 5-9	Sept 12-16	Sept 19-23	Sept 26-30	Oct 3-7	Oct 10-14	Oct 17-21	Oct 24-28	Nov 1-4	Nov 7-11	Nov 14-18	HOLIDAY			Nov 28-2	Dec 5-9	Dec 12-16
Administrative Cabinet		Meeting					Meeting				Meeting			Meeting							Meeting	
Staff Development				Staff Training Day	Evaluate Training	Meetings with staff	Meetings with staff	Create Training	Create Training	Create Training	Staff Training Day	Evaluate Training	Meetings with staff	Meetings with staff						Create Training	Create Training	Create Training
School Board Meetings			Regular		Workshop Preparation	Workshop	Meeting Preparation	Regular	Workshop Preparation	Workshop	Meeting Preparation	Regular	Workshop Preparation	Workshop	Meeting Preparation	Regular				Workshop	Meeting Preparation	Regular
Homework Committee			Board Discussion			Initial Committee Meeting			Committee Study and Discussion Meeting			Committee Study and Discussion Meeting				Committee Draft Proposal Meeting					Committee Draft Proposal Meeting	
School Calendar Forums			Board Discussion					Calendar Committee Formed	Forum 1	Forum 2	Forum 3	Committee Creates Calendar	Committee Creates Calendar	Committee Creates Calendar	Committee Creates Calendar	Proposal to the Board						
ACT Contract Negotiations						Meeting		Meeting		Meeting		Meeting		Meeting		Meeting					Meeting	
New Staff Evaluation Tool					Staff Study & Discuss	Staff Study & Discuss	Staff Study & Discuss	Proposal to the Board	Discuss with Staff	Discuss with Staff	Volunteer Request for Pilot	Volunteer Request for Pilot	Training Begins	Training Begins	Training Begins	Report to the Board				Continue Training	Continue Training	Schedule Spring Pilot

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4.0 SITES AND CONSTRUCTION

4.2 Project Manager (Report)

Background Information:

At the meeting of May 27, 2010, the Board approved a Facilities Support Services Agreement with the San Diego County Office of Education. On June 30, 2011, the Board extended their contract to June 30, 2012.

Report:

Tom Silva, from SDCOE, will present an update on all current projects.

Attached is a summary of the 2011 Summer Work.

Financial Impact:

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

**FACILITIES UPDATE - BUSINESS SERVICES DIVISION
CORONADO UNIFIED SCHOOL DISTRICT 2011 SUMMER PROJECTS**

School	Improvement	Status
Coronado High School	Theater/Dance Room Projector Extension	Complete
	Dance Room 1 Projector and ENO Board	Complete
	Dance Room 2 Projector and ENO Board	Complete
	Engineering Room Remodel	Complete
	Concrete Certain Planter Areas	Complete
	Security Fencing - Phase 2 of pre-existing ADA project	In Progress: 35% Complete
	Security Fencing - Phase 1 USS CAL ADA project	USS CAL Removed from project
	600 Building Server Upgrade - Room HVAC: Delta Controls	Complete
	ASB Room Remodel - Relocated Engineering Room	In Progress - Team to regroup after school starts
	Replace Exterior Lighting at specific buildings	Cost proposals are being secured
	HVAC Duct Upgrade at Theater Building	Will be a priority after summer work is completed
Coronado Middle School	Fencing Replacement along Front of School	Completed
	Mac Lab (Rooms 124 and 1210)	Building Improvements are completed
	Library Upgrade: ENO Board, and Projector	Completed
	ENO Boards in Classrooms	Boards Ordered - delivery within 3 weeks
	Granzer Hall Improvements: Projector & Sound System upgrade	Ordered
Village Elementary School	Neidermeyer Sports Field at Village Elementary	In Progress: Utilities; grading; temp fencing
	Village Elementary Restrooms: Playground and MPR	Completed
	Installation of Projector in Multi-Purpose Room	Ordered
Silver Strand Elementary	ENO Boards in Classrooms; Library & Comp Lab	Completed
	Installation of Projector in Strand Hall & Upgrade of Sound System	Ordered
	Reactivation of the CATV (all hardware in place)	In Progress
	Paving Improvements at Front of School - Navy Contact required (R.A.)	Deferred till after summer
ECDC	Purchase and installation of sun shades at front of Multi-Purpose room	In Progress
	Purchase and installation of sun screens at skylights in classrooms	In Progress
	CATV Connectivity	In Progress
Palm Academy	Kitchen Upgrades: new 3-compartment sink & hot water tank/heater; storage	Completed
	Concrete at Front of School	Completed
	Concrete at back patio and installation of gas hook-up for out door cooking	Completed
	Application of glue/adhesive for tackable wall board in main room	Completed
District Office	Miscellaneous upgrades in the Board Room	In Progress
	Computer Center & Consoles at HR Waiting Area	Workstation Ordered
	Landscape Demonstration Area in Center Planter Area and Front of board room	Tom & Landscape Architect to refine scope and secure bids

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4.0 DISTRICT ORGANIZATION AND BOARD OPERATION

4.3 Human Resources (Report)

Report:

Human Resource Director Rebekah Barakos-Cartwright will provide a Department report to the Board. See attached.

Financial Impact:

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

This report is provided to the Board for information.

JPF



Transformational – Augmenting Human Capital

The human resources department is available within the Coronado Unified School District to facilitate access to a variety of resources: professional, health and welfare and personal. It is this department's practice to work with the department of the Director of Learning to provide significant professional development for all employees. These systems (access to resources and professional development) will positively impact interactions with students, academic achievement and help to develop an innovative and thoughtful learning work environment for all members of our district.

How is the human resources department incorporating best practices?

- All employees have access to professional development and resources which positively impact daily interactions with students.
- New substitute teachers are screened via interviews and reference checks. In addition, district substitute training is a requirement before substitutes are placed on the substitute list. The first substitute training took place on August 12th with more than thirty new and veteran substitutes in attendance.
- The Peer Assistance and Review (PAR) panel met, interviewed and selected support providers for the Teacher Induction Program. Currently, Coronado Unified has twelve beginning teachers enrolled in the San Diego South County BTSA Induction Consortium.
- Evaluation processes and documents will be discussed, updated and aligned to current standards and best practices.
- Exit interviews are used with most employees. The results of the exit interviews will be used to improve processes.

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4.0 INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

4.4 Data and Assessment Report

Claudia Gallant, Director of Curriculum and Instruction, will update the Board on recent changes to education in California, i.e., the newly adopted Common Core State Standards and Transitional Kindergarten.

Financial Impact:

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

This report is provided to the Board for information.

JPF

AGENDA – August 18, 2011

4.0 DISTRICT ORGANIZATION AND BOARD OPERATION

4.5 District Calendar Discussion (Report)

Report:

Each year District administrators and the labor association representatives negotiate the details for the next year's school calendar. The School Board has requested that community members become more involved in this process. To fulfill that request, the Superintendent will create a series of community forums that will allow all shareholders a chance to voice their opinion and discuss the many variables of creating a school calendar. These forums will begin in late September and culminate with a decision at the Board's regularly scheduled meeting in November or December. All Coronado Unified School District staff, parents, and community members will be invited to participate.

With tonight's report, the Superintendent will ask the Governing Board for individual comment on this process in order to gain a consensus for proceeding with the community forums. Examples of school calendars for 12-13 and 13-14 are attached along with the current calendar for 11-12.

Financial Impact:

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

This report is provided to the Board for information.



Coronado Unified School District School Calendar 2011-12

Approved by Governing Board on 02/17/11

School Month		M	T	W	T	F	Student Days	Cumulative Student Days	Holiday Legal-Local	Student Holidays/Recesses	
1	Jul					1	0	0			
	Jul	4	5	6	7	8	0	0	1	7/4 Independence Day	
	Jul	11	12	13	14	15	0	0			
	Jul	18	19	20	21	22	0	0			
2	Jul	25	26	27	28	29	0	0			
	Aug	1	2	3	4	5	0	0			
	Aug	8	9	10	11	12	0	0			
	Aug	15	16	17	18	19	0	0		8/22 District PD Day	
3	Aug	22	23	24	25	26	2	2		8/23-24 Teacher Prep Days	
	Sep	29	30	31	1	2	5	7		8/25 First Day of School	
	Sep	5	6	7	8	9	4	11	1	9/5 Labor Day	
	Sep	12	13	14	15	16	5	(16)	16		
4	Sep	19	20	21	22	23	5	21			
	Sep	26	27	28	29	30	5	26			
	Oct	3	4	5	6	7	5	31			
	Oct	10 *	11	12	13	14	4	(19)	35	1	10/10 District PD Day
5	Oct	17	18	19	20	21	5	40			
	Oct	24	25	26	27	28	5	45			
	Oct	31	1	2	3	4	5	50			
	Nov	7	8	9	10	11	4	(19)	54	1	11/11 Veterans Day
6	Nov	14	15	16	17	18	5	59			
	Nov	21 *	22 *	23 *	24	25 *	0	59	1	4	11/24 Thanksgiving Day
	Nov	28	29	30	1	2	5	64			11/25 Day After Thanksgiving
	Dec	5	6	7	8	9	5	(15)	69		
7	Dec	12	13	14	15	16	5	74			
	Dec	19 *	20 *	21 *	22 *	23 *	0	74	5		12/19-1/2 Winter Recess
	Dec	26	27 *	28 *	29 *	30 *	0	74	1	4	12/26 Christmas Day
	Jan	2	3	4	5	6	4	78	1		1/2 New Year's Day
	Jan	9	10	11	12	13	5	83			1/16 M.L. King Jr. Day
	Jan	16	17	18	19	20*	3	(17)	86	1	1
8	Jan	23	24	25	26	27	5	91			
	Jan	30	31	1	2	3	5	96			
	Feb	6	7	8	9	10	5	101			
	Feb	13	14	15	16	17	4	(19)	105	1	
9	Feb	20	21	22	23	24	4	109	1		2/20 President's Day
	Feb	27	28	29	1	2	5	114			
	Mar	5	6	7	8	9	5	119			
	Mar	12	13	14	15	16	5	(19)	124		
10	Mar	19	20	21	22	23	5	129			
	Mar	26	27	28	29	30	5	134			
	Apr	2 *	3 *	4 *	5 *	6 *	0	134	5		4/2-4/9 Spring Recess
	Apr	9 *	10	11	12	13	4	(14)	138	1	
11	Apr	16	17	18	19	20	5	143			
	Apr	23	24	25	26	27	5	148			
	Apr	30	1	2	3	4	5	153			
	May	7	8	9	10	11	5	(20)	158		
12	May	14	15	16	17	18	5	163			
	May	21	22	23	24	25	5	168			
	May	28	29	30	31	1	4	172	1		5/28 Memorial Day
	Jun	4	5	6	7	8	3	(18)	175		
13	Jun	11	12	13	14	15	0				6/7 Last Teacher Day
	Jun	18	19	20	21	22	0				
	Jun	25	26	27	28	29	0				

 Dates of legal holidays are outlined

* Dates of local holidays or non-student days are asterisked

**Coronado Unified School District - DRAFT
School Calendar 2012-13 with Options**

School Month		M	T	W	T	F	Student Days	Cumulative Student Days	Holiday Legal-Local	Holidays/Recesses	Student
1	Jul	2	3	4	5	6	4	3	1	7/4	Independence Day
	Jul	9	10	11	12	13	5	8			
	Jul	16	17	18	19	20	5	13			
	Jul	23	24	25	26	27	5 (19)	18			
2	Jul	30	31	1	2	3	5	23			
	Aug	6	7	8	9	10	5	28			
	Aug	13	14	15	16	17	5	33			
3	Aug	20	21	22	23	24	5 (20)	38	1	9/3 9/10	Labor Day Admission Day (1)
	Sep	3	4	5	6	7	4	47			
	Sep	10	11	12	13	14	5	52			
	Sep	17	18	19	20	21	5 (19)	57			
4	Sep	24	25	26	27	28	5	62		9/28	Native American Day (2)
	Sep	1	2	3	4	5	5	67			
	Oct	8	9	10	11	12	5	72			
	Oct	15	16	17	18	19	5 (20)	77			
5	Oct	22	23	24	25	26	5	82			
	Oct	29	30	31	1	2	5	87			
	Nov	5	6	7	8	9	5	92			
	Nov	12	13	14	15	16	4 (19)	96			
6	Nov	19	20	21	22	23*	3	99	1 1	11/22 11/23	Thanksgiving Day Day After Thanksgiving
	Nov	26	27	28	29	30	5	104			
	Dec	3	4	5	6	7	5	109			
	Dec	10	11	12	13	14	5 (18)	114			
7	Dec	17	18	19	20	21	5	119	1 4 1 4	12/24-1/4 Winter Recess 12/25	Christmas Day New Year's Day
	Dec	24*	25	26*	27*	28*	0	119			
	Dec	31*	1	2*	3*	4*	0	119			
	Jan	7	8	9	10	11	5	124			
	Jan	14	15	16	17	18	5	129			
	Jan	21	22	23	24	25	4 (19)	133			
8	Jan	28	29	30	31	1	5	138		2/11 2/18	Lincoln Day (4) President's Day
	Feb	4	5	6	7	8	5	143			
	Feb	11	12	13	14	15	4	147			
	Feb	18	19	20	21	22	4 (18)	151			
9	Feb	25	26	27	28	1	5	156			
	Mar	4	5	6	7	8	5	161			
	Mar	11	12	13	14	15	5	166			
	Mar	18	19	20	21	22	5 (20)	171			
10	Mar	25*	26*	27*	28*	29*	0	171	5	3/25-3/29 Spring Recess 4/1	Cesar Chavez Day (5)
	Mar	1	2	3	4	5	5	176			
	Apr	8	9	10	11	12	5	181			
	Apr	15	16	17	18	19	5 (15)	186			
11	Apr	22	23	24	25	26	5	191			
	Apr	29	30	1	2	3	5	196			
	May	6	7	8	9	10	5	201			
	May	13	14	15	16	17	5 (20)	206			
12	May	20	21	22	23	24	5	211	1	5/27	Memorial Day
	May	27	28	29	30	31	4	215			
	Jun	3	4	5	6	7	5	220			
13	Jun	10	11	12	13	14	5 (19)	225			
	Jun	17	18	19	20	21	5	230			
	Jun	24	25	26	27	28	5	235			
	Jun						(10)	235			

□ Dates of legal holidays are outlined. (Education Code Sections 37220 and 79020)

* Dates of suggested local holidays are asterisked.

Coronado Unified School District - DRAFT
School Calendar 2013-14 with Options

School Month		M	T	W	T	F	Student Days	Cumulative Student Days	Holiday Legal-Local	Student Holidays/Recesses
1	Jul	1	2	3	4	5	4	4	1	7/4 Independence Day
	Jul	8	9	10	11	12	5	9		
	Jul	15	16	17	18	19	5	14		
	Jul	22	23	24	25	26	5 (19)	19		
2	Jul	29	30	31	1	2	5	24		
	Aug	5	6	7	8	9	5	29		
	Aug	12	13	14	15	16	5	34		
	Aug	19	20	21	22	23	5 (20)	39		
3	Aug	26	27	28	29	30	5	44	1	9/2 Labor Day 9/9 Admission Day (1)
	Sep	2	3	4	5	6	4	48		
	Sep	9	10	11	12	13	5	53		
	Sep	16	17	18	19	20	5 (19)	58		
4	Sep	23	24	25	26	27	5	63		9/27 Native American Day (2)
	Sep	30	1	2	3	4	5	68		
	Oct	7	8	9	10	11	5	73		
	Oct	14	15	16	17	18	5 (20)	78		
5	Oct	21	22	23	24	25	5	83		
	Oct	28	29	30	31	1	5	88		
	Nov	4	5	6	7	8	5	93		
	Nov	11	12	13	14	15	4 (19)	97		
6	Nov	18	19	20	21	22	5	102	1 1	11/28 Thanksgiving Day 11/29 Day After Thanksgiving
	Nov	25	26	27	28	29 *	3	105		
	Dec	2	3	4	5	6	5	110		
	Dec	9	10	11	12	13	5 (18)	115		
7	Dec	16	17	18	19	20	5	120	1 4 1 4	12/23-1/3 Winter Recess 12/25 Christmas Day 1/1 New Year's Day 1/20 M.L. King Jr. Day (3)
	Dec	23 *	24 *	25	26 *	27 *	0	120		
	Dec	30 *	31 *	1	2 *	3 *	0	120		
	Jan	6	7	8	9	10	5	125		
	Jan	13	14	15	16	17	5	130		
	Jan	20	21	22	23	24	4 (19)	134		
8	Jan	27	28	29	30	31	5	139	1 1	2/14 Lincoln Day (4) 2/17 Washington Day
	Feb	3	4	5	6	7	5	144		
	Feb	10	11	12	13	14	4	148		
	Feb	17	18	19	20	21	4 (18)	152		
9	Feb	24	25	26	27	28	5	157		
	Mar	3	4	5	6	7	5	162		
	Mar	10	11	12	13	14	5	167		
	Mar	17	18	19	20	21	5 (20)	172		
10	Mar	24	25	26	27	28	5	177	5	3/31 Cesar Chavez Day (5) 4/14-4/18 Spring Recess
	Mar	31	1	2	3	4	5	182		
	Apr	7	8	9	10	11	5	187		
	Apr	14 *	15 *	16 *	17 *	18 *	0 (15)	187		
11	Apr	21	22	23	24	25	5	192		
	Apr	28	29	30	1	2	5	197		
	May	5	6	7	8	9	5	202		
	May	12	13	14	15	16	5 (20)	207		
12	May	19	20	21	22	23	5	212	1	5/26 Memorial Day
	May	26	27	28	29	30	4	216		
	Jun	2	3	4	5	6	5	221		
	Jun	9	10	11	12	13	5 (19)	226		
13	Jun	16	17	18	19	20	5	231		
	Jun	23	24	25	26	27	5	236		
	Jun	30					1 (11)	237		

 Dates of legal holidays are outlined. (Education Code Sections 37220 and 79020)

* Dates of suggested local holidays are asterisked.

AGENDA – August 18, 2011

4.0 DISTRICT ORGANIZATION AND BOARD OPERATION

4.6 Update on School Homework Study Committee

Board Member Brenda Kracht, will provide an update on progress of the School Homework Study Committee.

Financial Impact:

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

This report is provided to the Board for information.

JPF

AGENDA – August 18, 2011

4.0 DISTRICT ORGANIZATION AND BOARD OPERATION

4.7 Financial Crisis Management Assistance Team (Report)

In February 2011, the Coronado Unified School District and the Fiscal Crisis and Management Assistance Team (FCMAT) entered into an agreement for a technology review. Specifically, the agreement stated that FCMAT would perform the following:

1. Review the delivery of instructional and administrative technology services and make recommendations for improvement.
2. Review the District's organizational structure for technology support services and make recommendations for improvement.
3. Reviews the District's staffing for technology support services and make recommendations for improvement.
4. Review the District's computer network security and make recommendations for improvement.
5. Conduct an information assurance audit to review the security and privacy of district information and make recommendations for improvement.

This final report contains the study team's findings and recommendations in the above areas of review. The Superintendent agrees with the report and makes the following recommendations in response to the FCMAT Report:

1. Ramona Loiselle has been hired in a new position of "Technology Coordinator" replacing the expense position of Slade as Network Supervisor. The Network Supervisor position remains as an "unfilled" position. By replacing a tech person who understands education with an educator who understands technology, we gain advantage on our strategy for Goal #1, which states "integrate critical thinking, problem solving, and collaboration in preparation of 21st Century Learners by defining and implementing an integrated education technology system for all students."

AGENDA – August 18, 2011

4.0 DISTRICT ORGANIZATION AND BOARD OPERATION

4.7 Financial Crisis Management Assistance Team (Report)

2. Reorganize the technology department with a hierarchy of job descriptions that will encourage staff to become more skilled with the hope of better pay. With our current 3 position ranking, there is no incentive for techs to improve and nowhere for them to go in the organization if they did become more skilled.
3. Continue to use Techmasters as a consultant for the next school year in order to solidify the servicing and training of the new network infrastructure and to reorganize the technology department. This will be an added expense to our new budget. However, it will be considerably less than adding a highly skilled network technician to our staff.

Financial Impact:

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

This report is provided to the Board for information.

JPF

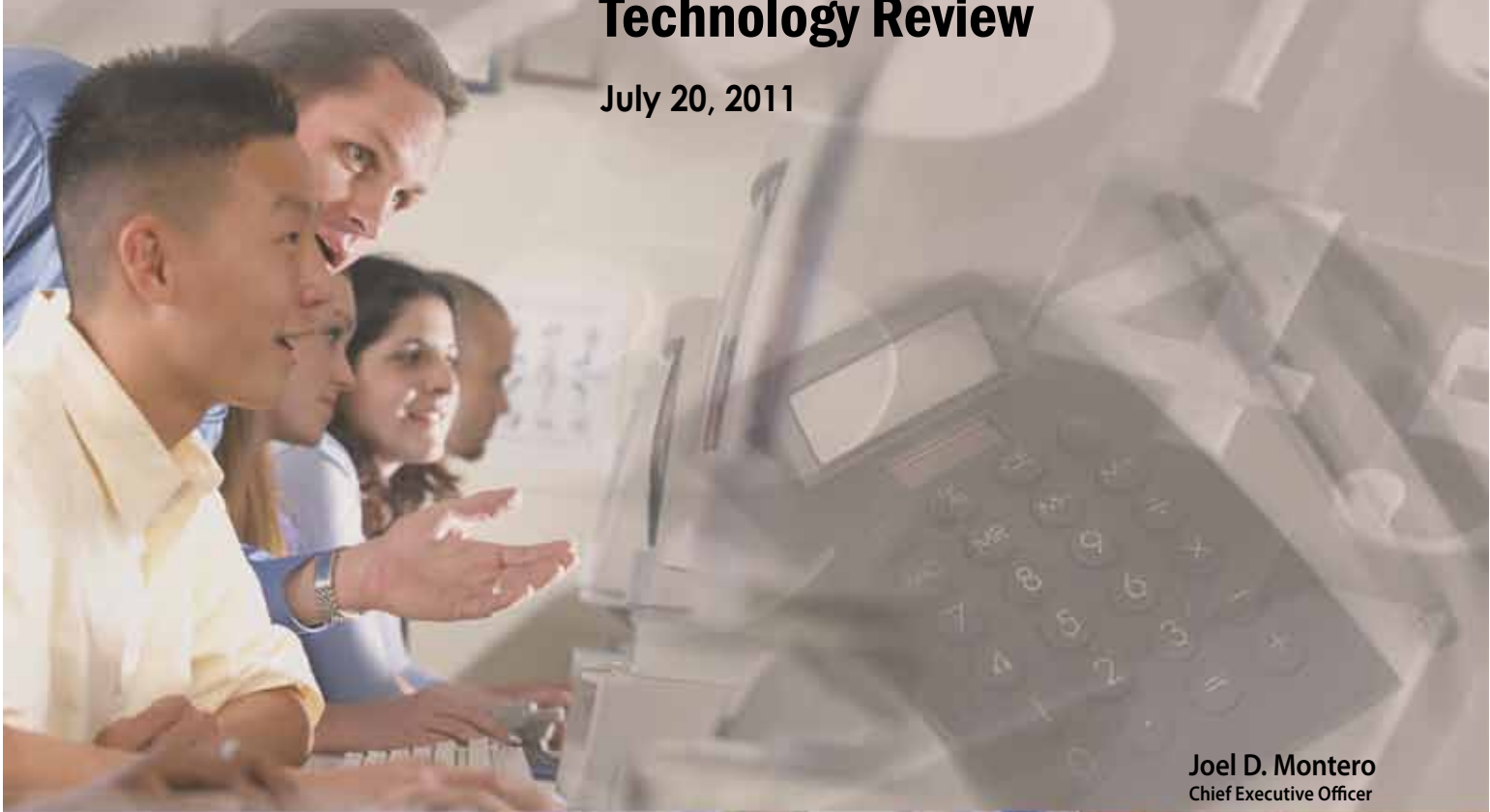


CSIS California School Information Services

Coronado Unified School District

Technology Review

July 20, 2011



Joel D. Montero
Chief Executive Officer



July 20, 2011

Jeffrey Felix, Superintendent
Coronado Unified School District
201 Sixth Street
Coronado, CA 92118

Dear Superintendent Felix,

In February 2011, the Coronado Unified School District and the Fiscal Crisis and Management Assistance Team (FCMAT) entered into an agreement for a technology review. Specifically, the agreement stated that FCMAT would perform the following:

1. Review the delivery of instructional and administrative technology services and make recommendations for improvement.
2. Review the district's organizational structure for technology support services and make recommendations for improvement.
3. Review the district's staffing for technology support services and make recommendations for improvement.
4. Review the district's computer network security and make recommendations for improvement.
5. Conduct an information assurance audit to review the security and privacy of district information and make recommendations for improvement.

This final report contains the study team's findings and recommendations in the above areas of review. We appreciate the opportunity to serve the Coronado Unified School District, and extend our thanks to all the staff for their assistance during fieldwork.

Sincerely,



Joel D. Montero
Chief Executive Officer

FCMAT

Joel D. Montero, Chief Executive Officer

1300 17th Street - CITY CENTRE, Bakersfield, CA 93301-4533 • Telephone 661-636-4611 • Fax 661-636-4647

422 Petaluma Blvd North, Suite. C, Petaluma, CA 94952 • Telephone: 707-775-2850 • Fax: 707-775-2854 • www.fcmat.org

Administrative Agent: Christine L. Frazier - Office of Kern County Superintendent of Schools

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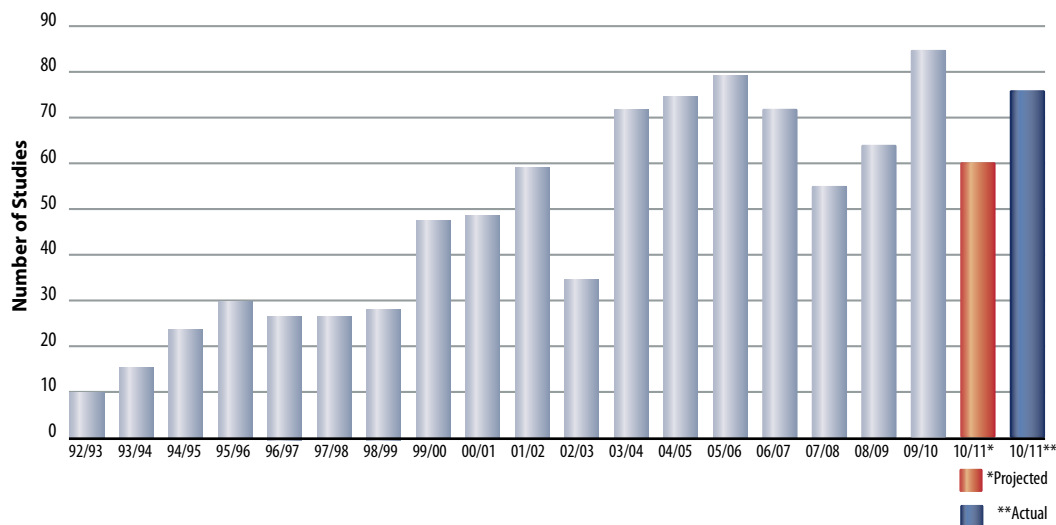
About FCMAT

FCMAT’s primary mission is to assist California’s local K-14 educational agencies to identify, prevent, and resolve financial and data management challenges. FCMAT provides fiscal and data management assistance, professional development training, product development and other related school business and data services. FCMAT’s fiscal and management assistance services are used not just to help avert fiscal crisis, but to promote sound financial practices and efficient operations. FCMAT’s data management services are used to help local educational agencies (LEAs) meet state reporting responsibilities, improve data quality, and share information.

FCMAT may be requested to provide fiscal crisis or management assistance by a school district, charter school, community college, county office of education, the state Superintendent of Public Instruction, or the Legislature.

When a request or assignment is received, FCMAT assembles a study team that works closely with the local education agency to define the scope of work, conduct on-site fieldwork and provide a written report with findings and recommendations to help resolve issues, overcome challenges and plan for the future.

Studies by Fiscal Year



FCMAT also develops and provides numerous publications, software tools, workshops and professional development opportunities to help local educational agencies operate more effectively and fulfill their fiscal oversight and data management responsibilities. The California School Information Services (CSIS) arm of FCMAT assists the California Department of Education with the implementation of the California Longitudinal Pupil Achievement Data System (CALPADS) and also maintains DataGate, the FCMAT/CSIS software LEAs use for CSIS services. FCMAT was created by Assembly Bill 1200 in 1992 to assist LEAs to meet and sustain their financial obligations. Assembly Bill 107 in 1997 charged FCMAT with responsibility for CSIS and its statewide data management work. Assembly Bill 1115 in 1999 codified CSIS’ mission.

AB 1200 is also a statewide plan for county office of education and school districts to work together locally to improve fiscal procedures and accountability standards. Assembly Bill 2756 (2004) provides specific responsibilities to FCMAT with regard to districts that have received emergency state loans.

In January 2006, SB 430 (charter schools) and AB 1366 (community colleges) became law and expanded FCMAT's services to those types of LEAs.

Since 1992, FCMAT has been engaged to perform nearly 850 reviews for LEAs, including school districts, county offices of education, charter schools and community colleges. The Kern County Superintendent of Schools is the administrative agent for FCMAT. The team is led by Joel D. Montero, Chief Executive Officer, with funding derived through appropriations in the state budget and a modest fee schedule for charges to requesting agencies.

Introduction

Background

The Coronado Unified School District consists of five schools and approximately 3,037 students. It is located along the California coastline adjacent to San Diego. It is governed by a five-member board of education. The district employs approximately 178 certificated and 146 classified staff. Student scores on the Academic Performance Index range between 850 and 909, with the scores at Coronado High School among the highest of the comprehensive high schools in San Diego County. Approximately 90% of the district's high school graduates go on to college.

In December 2010 the district requested FCMAT to review its technology systems and services. The study agreement specifies that FCMAT will perform the following:

1. Review the delivery of instructional and administrative technology services and make recommendations for improvement.
2. Review the district's organizational structure for technology support services and make recommendations for improvement.
3. Review the district's staffing for technology support services and make recommendations for improvement.
4. Review the district's computer network security and make recommendations for improvement.
5. Conduct an information assurance audit to review the security and privacy of district information and make recommendations for improvement.

Study Guidelines

FCMAT visited the district on March 14 and 15, 2011 to conduct interviews, collect data and review documents. This report is the result of those activities and is divided into the following sections:

- Executive Summary
- Organizational Structure and Staffing
- Instructional and Administrative Services
- Information Assurance and Network Security
- Appendices

Study Team

The study team was composed of the following members:

Andrew Prestage
FCMAT Management Analyst
Bakersfield, California

Carl Fong*
Director of Technology Services
Orange County Office of Education
Costa Mesa, California

Brian Stockbrugger
FCMAT Consultant
Aliso Viejo, California

Laura Haywood
FCMAT Public Information Specialist
Bakersfield, California

*As a member of this study team, this consultant was not representing his employer but was working solely as an independent contractor for FCMAT.

Executive Summary

The Information Technology Department lacks a clear and strategic mission. Department leadership, staffing levels, and employee technical skills do not sufficiently support the district's technology needs. Customer service needs improvement.

Technology standardization and purchase procedures should be established. There is excess hardware inventory and a lack of inventory control.

Technology support staff schedules may need to be adjusted to provide better coverage, particularly during lunchtimes.

Some technology staff lack sufficient training to provide some aspects of user support. Some necessary updates to critical infrastructure have not been performed. Technical skills also are lacking in basic project management and network design.

A single information technology department would more efficiently and effectively support the district and school sites. A technology coordinator could provide overall direction of technology resources, including instructional technology and technical support. Consulting agreements with local partners could provide as-needed assistance in areas that are beyond the capabilities of staff.

A five-year technology plan should be created as the template for executing the superintendent's vision for technology. Participants in developing the plan should include board members, cabinet, administration, technology staff, teachers, students, parents, community members and strategic partners.

Technology committees should be formed to oversee various aspects of software and hardware selection and usage, and to guide technology planning.

Staff have encountered problems with overall network performance and reliability. The district has not determined whether these issues relate to the network, the county office, desktop computers or individual applications.

The district does not have a current computer replacement plan. Staff are working with older equipment, resulting in a significant loss of productivity.

A single grade book application should be selected, and integration and performance issues should be resolved.

The district should develop diagrams of the wide area and local networks. A disaster recovery plan and centralized storage system are needed. A security plan should be created to govern use and access to the network. Physical security is needed for the intermediate data facility.

Findings and Recommendations

Organizational Structure and Staffing

The district has the following Information Technology Department staffing:

- One network supervisor
- One interim network supervisor
- One interim network engineer
- One computer technician

The district's instructional technology staffing is as follows:

- One lead technology resource teacher – full-time 7/6 schedule – time split between district office and middle school
- One technology resource teacher at the high school, split 50/50 between that position and classroom teacher position
- Two elementary school technology resource teachers, part time, 19.5 hours per week

The Information Technology Department lacks a clear mission, resulting in poor organization and communication within the department. With two network supervisors, the computer technicians are confused regarding the reporting structure. Users outside the department are confused regarding the support structure.

Department leadership, staffing levels and employee technical skills are insufficient to support current and future technology needs. Customer service also is lacking. For example, help desk tickets are not prioritized and assigned by urgency or time of receipt. Rather, each technology employee can pick and choose the tickets they want to work on from the help desk system. This causes a backlog and frustration among technology users. In addition, some IT staff reported that tickets are not closed when completed, resulting in confusion and delays in resolving other problems. Users indicated that they often are not notified when a problem has been worked on or resolved. There is insufficient IT staff to support the number of help desk tickets being submitted.

Technology standardization and purchase procedures are not established. For example, a staff member was given a catalog and was asked to select a printer for purchase rather than the IT staff conducting research and making a recommendation.

The study team noted an overabundant and disorganized supply of hardware in the Information Technology Department, and a lack of inventory control. A back door entry was left open, leaving hardware unsecured. A young child was sitting at a desk near the open door and equipment.

Several interviewees stated that the Information Technology Department often is unstaffed during lunchtimes, resulting in a lack of support and coverage for the schools and district office. Based on the study team's observations and interviews with district office staff, FCMAT also found that project priorities were not identified or communicated to the end user, and that technology resource teachers at the school sites and the IT Department do not collaborate to resolve problems.

IT staff reported that they lack the necessary tools for their position but could not clearly define what tools are necessary.

Due to the lack of standardization within the district, some IT staff reported that they lacked the training to provide some aspects of support. Staff indicated that if there was a network problem, they could not diagnose the problem and had to contact the network supervisor for a resolution.

IT staff indicated that some necessary updates to critical infrastructure equipment have not been performed due to lack of technical training provided or offered.

In interviewing the IT staff, the study team concluded that the level of technical skills in basic project management, network design and some basic troubleshooting is lacking.

FCMAT was provided with a current projects list that included an anticipated project completion timeline:

Middle School VoIP changeover	Summer 2011
High School VoIP changeover	Spring Break 2011
Village VoIP changeover	Summer 2011
Microsoft Exchange 2010 Upgrade	Spring 2012
Cisco Unified Communication	Spring 2012
SAN / Server Virtualization implementation	Summer 2011
SATT 21 Grant Implementation (270 Netbooks)	Summer 2011
NComputing Proof of Concept	Spring 2011
Projectors – Strand / Village MPRs / Granzer Hall	Summer 2011
Meraki Wireless at Village	Summer 2011
Meraki Wireless at Middle School	Summer 2011

A single information technology department would more efficiently and effectively support the district and school sites. A leadership role for this department such as technology coordinator could provide overall direction of the district's information technology resources, including instructional technology and technical support.

Technology support staffing should include a technology support specialist II position and two technology support specialist I positions.

The technology resource teacher group should include one full-time technology resource teacher. The scope of this position should be to provide instructional technology support to the students and teachers at the high school and middle school levels. A part-time technology resource teacher (50%) could provide instructional technology support to the students and teachers at the elementary schools. The hours dedicated to this position could increase with the needs of the district. The remaining hours could be allocated to regular classroom instruction.

A part-time lab instructor (approximately 50%) could provide computer lab time at each of the two elementary schools.

Recommendations

The district should:

1. Reorganize technology support and instructional technology staff to better serve users' needs.
2. Create an information technology mission statement that aligns with the district's mission. Communicate the mission statement to all district sites.
3. Create an organizational chart for the Information Technology Department and make it available to all departments and employees.
4. Create a priority list of projects for upcoming fiscal year that is communicated throughout the district.
5. Accurately track all open, closed and pending help desk tickets. Require staff to use the ticketing system and avoid sending emails directly to technology staff.
6. Create processes and procedures for assessing help desk tickets and notifying users of work in progress or resolution.
7. Provide cross training for department staff.
8. Create a schedule for all technicians that will optimize districtwide coverage. Schedule on-site time for each technician 1-2 days per week.
9. Provide professional technical training and project management through classes offered at the county office of education and/or professional education technology associations.
10. Establish consulting agreements with local partners to provide as-needed consulting in areas that are beyond the capabilities of IT staff members and to augment district IT staff when assistance is needed.
11. Create a five-year technology plan. This plan should be the blueprint for executing the superintendent's vision for moving forward with technology. The plan should be coordinated by the technology coordinator. Participants in creating the plan should include board members, cabinet, administrators, technology department, teachers, students, parents, community members, and strategic partners.
12. Create a technology committee at each site. Topics of discussion at regularly scheduled meetings should include current and future needs for technology, and the use of technology in instruction, professional development and professional learning communities. These committees should be chaired by the principal and co-chaired by the technology resource teacher and technology coordinator.
13. Create a district technology committee to review and refine the implementation of the technology plan, provide contingency planning and discuss general technology issues. The committee should be chaired by the superintendent and co-chaired by the technology coordinator.

Instructional and Administrative Services

The district utilizes the administrative applications from the San Diego County Office of Education, which can be labor-intensive for staff. For example, the study team found that to create a report for Human Resources the user must:

- Log in to the application at San Diego COE
- Run a query to generate the report. However, the query does not allow the user to select the fields necessary for the required report
- Export the final result in a comma delimited file to local desktop
- Import the file into Excel
- Delete and adjust columns and fields for the necessary report

The user who runs these reports keeps notes on how to create reports for each specific system. The user noted that sometimes the response from applications is slow.

The district maintains its own local email system. Staff reported that the email system has had problems in the past.

Staff reported constant problems with overall network performance and reliability, and specifically with respect to network traffic and access to applications and files. Concerns were expressed with how long it takes to load applications, Netbook connection to the network, and Genesis access. The district has not determined whether these issues relate to the network, the county office, desktop computers or individual applications.

The district uses the AT&T Opt-E-Man network to connect all district locations and to connect to the county office. The high school serves as the hub of the wide area network. The connection speeds are as follows:

Site Link	Current Speed	Planned Speed
High School to SDCOE	50 Mb	100 Mb
High School to District Office	10 Mb	20 Mb
High School to Middle School	50 Mb	No planned upgrade
High School to Strand	10 Mb	No planned upgrade
High School to Village	10 Mb	No planned upgrade

The district uses two different wireless technologies: legacy Cisco wireless and Meraki wireless. There are two wireless networks in use: one for district use that requires a wireless encryption protocol key, and a guest use network that has no security and is limited to the Internet only, with no access to district resources. There is no centralized management of the wireless network and configurations.

There were several complaints about wireless performance, coverage and security. This appears to be a serious point of concern for staff, affecting classrooms, teachers and students. Staff stated that the wireless network often is unavailable and coverage is insufficient, creating much frustration at the school sites. The unsecured wireless did not filter content and allowed FCMAT consultants to view inappropriate websites.

The IT staff does not have a current inventory of the server hardware and software assets that are in use. Servers are placed at several different locations throughout the district. The current server

hardware has been in place for several years, and it has been determined that several servers need to be replaced or upgraded.

Virtualization is being used by a growing number of organizations to reduce power consumption and reduce the space requirements of servers. It also provides high availability for critical applications, and streamlines application deployment and migrations. Virtualization can simplify IT operations and allow organizations to respond faster to changing technology needs.

The district does not have a current computer replacement plan. The superintendent has placed a hold on all new computer orders. This has yielded significant cost savings and allowed the district to evaluate the future direction of technology purchases. However, it has also impacted staff with older technology and a significant loss of productivity because hardware is inadequate.

Several instructional applications are in use, including Edline, Genesis, Making the Grade, GradeWorks, GradeQuick, and others.

Edline is a hosted application that is used by students, teachers and parents. Teachers post homework, assignments and some grading information. It includes an integrated grade book that is used by some teachers. Students access Edline to review homework, assignments and grades. Parents also have access to Edline to view similar information.

Genesis is the district student information system hosted at San Diego COE. Site and district administration use Genesis to record student and grade information, run reports and report data to the state. Teachers post progress report grades and final grades to Genesis. It is the main software used to distribute progress reports and final grades. Parents can access Genesis to view student information and grades/attendance.

Administrative and site staff throughout the district complained about access problems with Genesis. The sites receive many complaints from parents on access and performance problems.

Three grade books are used throughout the district:

- Making the Grade is used primarily by some teachers at the elementary school level because they use a standardized report card.
- GradeQuick is the grade book that comes included with Edline and is used by some teachers. GradeQuick does not integrate with Genesis, so there is no easy way to update grades from GradeQuick into Genesis.
- GradeBook is the grade book included with Genesis. Users have experienced many problems with the adoption of this grade book. It was described as a “beta” product. Many of these teachers have switched back to GradeQuick.

Teachers are frustrated with Edline and Genesis because of the performance problems with Genesis and the lack of integration between Edline and Genesis. Parents and teachers are frustrated with Genesis and Edline because they each require a separate login ID and password and each contains different information on students. There is also a delay in getting students added to the Edline system due to the process and the lack of bandwidth available to the lead technology resource teacher who performs the upload.

Recommendations

The district should:

1. Contact the San Diego COE to provide additional training or tips and to obtain any new or updated documentation on county-hosted applications.
2. Closely review network performance and reliability issues.
3. Contract with a local partner such as Datel or Nexus IS to evaluate the overall network performance and optimize the network.
4. Implement a bandwidth monitoring solution (such as MRTG) to determine current bandwidth usage, which will allow staff to determine the appropriate upgrades to increase site link speed.
5. Evaluate the current desktop operating system and application installation to ensure that they are optimized to maximize performance.
6. Contact the local cable company to discuss the possibility of a partnership to deliver high speed network connectivity between the district locations and the San Diego COE. Local cable companies can be a good alternative to provide network connectivity at higher speeds and lower costs.
7. Consult with a local partner to help the IT department identify any performance problems, coverage areas, and to ensure wireless security. Establish a method to centrally manage and administer the wireless network in the event that quick changes to security or access are required. Develop a plan to ensure wireless performance and reliability, as well as coverage and security.
8. Create a current inventory of all servers including make, model, configuration, location and installed applications.
9. Consolidate and centralize all server technology to a secure location. This will improve performance, reliability, and administration.
10. Create a server refresh plan that also includes the evaluation and implementation of virtualization technology.
11. Create a detailed hardware inventory of all desktop and laptop assets and to whom or where these assets are assigned.
12. Create technology standards for different types of computer uses such as teachers, students, labs, administrators, and office workers. These standards should include desktops, laptops, Netbooks, and virtual desktops.
13. Create a computer replacement priority list based on inventory and users' needs, and prioritize computer replacement.
14. Create a committee to select a unified grade book and communication system to disseminate grades, homework and other assignments. This committee should evaluate the products in use, discuss and consider alternatives, and

make a recommendation to the cabinet/superintendent and board. The committee should be led by the technology coordinator.

15. Contact technical support at Edline and San Diego COE/Genesis to determine if there is a way to provide better integration and coordination between these two products.
16. Designate one or more district or site employees to perform the Edline updates when new students enter the district.

Information Assurance and Network Security

Information assurance and/or security provide preventive measures to protect the district's network infrastructure, servers, workstations, and critical information. The study team found that the district does not have a basic firewall to protect itself from intrusion from the Internet.

The district lacks network diagrams of the wide area network and the local area network. IT staff indicated that this knowledge resides with the current network supervisor. However, FCMAT's interviews with the network supervisor indicated some uncertainty regarding how the networks were constructed.

The district does not have disaster recovery plan or a centralized storage system. Backups are performed on external hard drives connected to the servers at each location. The external hard drives are rotated once a week. These backups contain local files and emails. The study team did not review the disaster recovery plan, but as it was described to the team, it was not implemented in an effective, efficient and reliable manner. The backup and disaster recovery solution in place does not appear to be sufficient to recover the necessary data should a disaster occur.

Centralized storage should reside at the district office in a secure area. A backup and recovery plan should be created and tested periodically. The district could partner with a local business to create a comprehensive disaster recovery plan for key data, including files, email, databases and more.

This plan should include:

- A centralized storage system for key district data
- A tape backup archiving system with regular scheduled backups
- Off-site tape storage and rotation
- A commercial software package to perform backups and verify their integrity

The district lacks a security policy to govern the use and access to the network. The study team performed a scan on the district's wireless and discovered two wireless networks at the district office. One wireless network was unsecure and the other required a password.

The district lacks technology standardization across the sites. Some sites utilize voice over IP for phones; other sites may have a more efficient wireless system or laptops.

The district lacks physical security for its intermediate data facility (IDF). A FCMAT consultant was escorted into the unlocked IDF room in the Accounting Department. This room was disorganized, with extra parts, cables, and other miscellaneous equipment. The IDF has an Uninterruptable Power Supply (UPS) capable of four hours as reported. However, the room does not have air conditioning sufficient to keep equipment at normal operating temperatures should a power failure occur.

District staff need to empty the Recycle Bin on their computers at the end of the workday. Users often delete files into the Recycle Bin but do not empty the bin. When a FCMAT consultant showed this process to Human Resources staff, they were surprised to see the deleted files still on the computer.

Members of the IT staff stated that each IT Department employee has the same administrative privileges for servers throughout the district.

During an informal walk through the district office, the study team noted that office staff work areas were organized and clean. File cabinets in public view had locks in place. In Human Resources; the staff has a door with a lock, a shredder underneath the desk and a closet with a lock and cabinets with locks. There are additional shredders in other areas of the district office. The only item of concern is a sliding glass window with no lock.

Recommendations

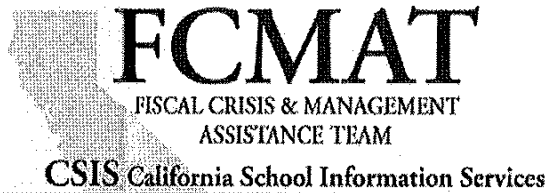
The district should:

1. Implement a basic firewall to protect its network infrastructure.
2. Create a districtwide and local area network diagram to serve as a baseline for how the district is connected to each of its sites and how each local area network is constructed.
3. Create a storage solution where all servers connect to a centralized device.
4. Create a network security policy.
5. Implement web filtering to protect students from inappropriate websites.
6. Create technology standards for all sites to facilitate technology support and problem resolution.
7. Place locks on the entry doors for the intermediate data facility (IDF).
8. Place a lock on the sliding glass window in the Human Resources staff area.
9. Work with IT on how to instruct users on how to empty the Recycle Bin from the desktop. This is especially critical in the Human Resources area.
10. Have the IT Department set up a procedure to determine which IT staff should have administrative privileges to servers.

Appendices

Appendix A

Study Agreement



**FISCAL CRISIS & MANAGEMENT ASSISTANCE TEAM
STUDY AGREEMENT**

February 3, 2011

The FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM (FCMAT), hereinafter referred to as the Team, and the Coronado Unified School District, hereinafter referred to as the District, mutually agree as follows:

1. BASIS OF AGREEMENT

The Team provides a variety of services to school districts and county offices of education upon request. The District has requested that the Team provide for the assignment of professionals to study specific aspects of the Coronado Unified School District operations. These professionals may include staff of the Team, County Offices of Education, the California State Department of Education, school districts, or private contractors. All work shall be performed in accordance with the terms and conditions of this Agreement.

In keeping with the provisions of AB1200, the County Superintendent will be notified of this agreement between the District and FCMAT and will receive a copy of the final report. The final report will be published on the FCMAT website.

2. SCOPE OF THE WORK

A. Scope and Objectives of the Study

The scope and objectives of this study are to:

1. Review the delivery of instructional and administrative technology services and make recommendations for improvement.
2. Review the district's organizational structure for technology support services and make recommendations for improvement.
3. Review the district's staffing for technology support services and make recommendations for improvement.

4. Review the district's computer network security and make recommendations for improvement.
5. Conduct an Information Assurance audit to review the security and privacy of district information and make recommendations for improvement.

B. Services and Products to be Provided

- 1) ~~Orientation Meeting - The Team will conduct an orientation session at the School District to brief District management and supervisory personnel on the procedures of the Team and on the purpose and schedule of the study.~~
- 2) On-site Review - The Team will conduct an on-site review at the District office and at school sites if necessary.
- 3) Exit Report - The Team will hold an exit meeting at the conclusion of the on-site review to inform the District of significant findings and recommendations to that point.
- 4) Exit Letter - The Team will issue an exit letter approximately 10 days after the exit meeting detailing significant findings and recommendations to date and memorializing the topics discussed in the exit meeting.
- 5) Draft Reports - Sufficient copies of a preliminary draft report will be delivered to the District administration for review and comment.
- 6) Final Report - Sufficient copies of the final study report will be delivered to the District administration following completion of the review.
- 7) Follow-Up Support – Six months after the completion of the study, FCMAT will return to the District, if requested, to confirm the District's progress in implementing the recommendations included in the report, at no cost. Status of the recommendations will be documented to the District in a FCMAT Management Letter.

3. PROJECT PERSONNEL

The study team will be supervised by Anthony L. Bridges, CFE, Deputy Executive Officer, Fiscal Crisis and Management Assistance Team, Kern County Superintendent of Schools Office. The study team may also include:

- | | |
|------------------------------|---------------------------------|
| <i>A. Andrew Prestage</i> | <i>FCMAT Management Analyst</i> |
| <i>B. Brian Stockbrugger</i> | <i>FCMAT Consultant</i> |
| <i>C. Carl Fong</i> | <i>FCMAT Consultant</i> |

Other equally qualified consultants will be substituted in the event one of the above noted individuals is unable to participate in the study.

4. PROJECT COSTS

The cost for studies requested pursuant to E.C. 42127.8(d)(1) shall be:

- A. \$500.00 per day for each Team Member while on site, conducting fieldwork at other locations, preparing and presenting reports, or participating in meetings.
- B. All out-of-pocket expenses, including travel, meals, lodging, etc. The District will be invoiced at actual costs, with 50% of the estimated cost due following the completion of the on-site review and the remaining amount due upon acceptance of the final report by the District.

Based on the elements noted in section 2 A, the total cost of the study is estimated at \$10,000.

- C. Any change to the scope will affect the estimate of total cost.

Payments for FCMAT services are payable to Kern County Superintendent of Schools - Administrative Agent.

5. RESPONSIBILITIES OF THE DISTRICT

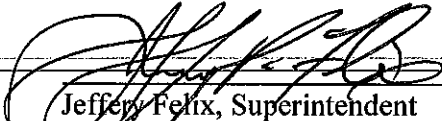
- A. The District will provide office and conference room space while on-site reviews are in progress.
- B. The District will provide the following (if requested):
- 1) A map of the local area
 - 2) Existing policies, regulations and prior reports addressing the study request
 - 3) Current or proposed organizational charts
 - 4) Current and two (2) prior years' audit reports
 - 5) Any documents requested on a supplemental listing
 - 6) Any documents requested on the supplemental listing should be provided to FCMAT in electronic format when possible.
 - 7) Documents that are only available in hard copy should be scanned by the district and sent to FCMAT in an electronic format.
 - 8) All documents should be provided in advance of field work and any delay in the receipt of the requested documentation may affect the start date of the project.
- C. The District Administration will review a preliminary draft copy of the study. Any comments regarding the accuracy of the data presented in the report or the practicability of the recommendations will be reviewed with the Team prior to completion of the final report.

Pursuant to EC 45125.1(c), representatives of FCMAT will have limited contact with pupils. The District shall take appropriate steps to comply with EC 45125.1(c).

6. PROJECT SCHEDULE

The following schedule outlines the planned completion dates for key study milestones:

<i>Orientation:</i>	<i>to be determined</i>
<i>Staff Interviews:</i>	<i>to be determined</i>
<i>Exit Interviews:</i>	<i>to be determined</i>
<i>Preliminary Report Submitted:</i>	<i>to be determined</i>
<i>Final Report Submitted:</i>	<i>to be determined</i>
<i>Board Presentation:</i>	<i>to be determined</i>
<i>Follow-Up Support:</i>	<i>If requested</i>

7. CONTACT PERSONName of contact person: Jeffery FelixTelephone: (619) 522-8900 x1025 FAX: _____E-Mail: jfelix@coronado.k12.ca.us

Jeffery Felix, Superintendent
Coronado Unified School District2/17/11

Date

Anthony L. Bridges, CFE
Deputy Executive Officer
Fiscal Crisis and Management Assistance TeamFebruary 3, 2011

Date

AGENDA – August 18, 2011

4.0 DISTRICT ORGANIZATION AND BOARD OPERATION

4.8 Technology Updates (Report)

Skip Sharp, CEO of Techmasters, Inc. along with Beverly Blaylock, Educational Technology Consultant, Techmasters Inc., will give an update on the technological progress within the District.

Financial Impact:

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

This report is provided to the Board for information.

JPF

AGENDA – August 18, 2011

5.0 **DISTRICT ORGANIZATION AND BOARD OPERATION**

5.1 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.

September 15, 2011:

- Unaudited Actuals
- Williams Resolution of Sufficiency of Instructional Materials
- Resolution of Character Counts
- BBMAC Quarterly Financial and Annual Report
- Assessment Report (STAR/Advanced Placement)
- District Calendar Proposal Update
- Local Board Policy Review
- Board Policy Update – First Reading
- California Voting Rights Act
- Interdistrict Transfer Policy Change – First Reading
- Athletic Accomplishments
- Community Use of Coronado High School's

October 6, 2011: Board Workshop

- Forum on Calendar Proposal

October 20, 2011: Regular Board Meeting

- Approval of Site Safety Plans
- Student Enrollment Report
- Coronado School of the Arts Report
- Uniform Complaint Quarterly Report
- Data and Assessment Update
- District Calendar Approval
- Superintendent's Evaluation
- Board Policies – Approval
- Interdistrict Transfer Policy Change – Approval

November 3, 2011: Board Workshop

- Planning for CSBA Educational Conference and Trade Show in San Diego

AGENDA – August 18, 2011

5.0 **DISTRICT ORGANIZATION AND BOARD OPERATION**

5.1 Proposed List of Agenda Items for Future Board Meetings (Report) [continued]

November 17, 2011: Regular Board Meeting

- Language Arts Report
- Data and Assessment Update
- Local Board Policy Review
- First Interim Budget

December 1-3, 2011:

- CSBA Educational Conference and Trade Show in San Diego

December 15, 2011: Regular Board Meeting

- Organizational Meeting
- Islander Sports Foundation Update
- Data and Assessment Update
- Approve District Strategic Plan
- School Sponsored Trips
- Local Board Policy Review

January TBD, 2012: Regular Board Meeting

- BBMAC Quarterly Financial Report
- State of District Address
- Data and Assessment Update
- Superintendent's Evaluation
- Audit
- Uniform Complaint Quarterly Report
- Board Policy Update – First Reading

February TBD, 2012: Regular Board Meeting

- California School Boards (CSBA) Delegate Assembly Election
- Interdistrict Transfer (IDT) Agreements
- Data and Assessment Update
- Human Resources Report
- Board Policy Update – Approval
- Approve Student Services Strategic Plan

March TBD, 2012: Regular Board Meeting

- Second Interim Budget
- Community Development Agency (CDA) Report
- Data and Assessment Update
- Local Board Policy Review
- Special Education Report
- Superintendent's Evaluation

AGENDA – August 18, 2011

5.0 **DISTRICT ORGANIZATION AND BOARD OPERATION**

5.1 Proposed List of Agenda Items for Future Board Meetings (Report) [continued]

April TBD, 2012: Regular Board Meeting

- BBMAC Quarterly Financial Report and Marketing Update
- Uniform Complaint Quarterly Report
- Data and Assessment Update
- Capital Facilities Funds (Green Sheet)
- Coronado Schools Foundation Report
- Approve All Site Strategic Plans
- Local Board Policy Review

May TBD, 2012: Regular Board Meeting

- Board Policy Update – First Reading
- Budget Update
- Data and Assessment Update
- Coronado SAFE Annual Report
- BBMAC Quarterly Financial Report and Marketing Update
- Capital Facilities Plan (Green Sheet)

June TBD, 2012: Regular Board Meeting

- California School Employee Association (CSEA) and Association of Coronado Teachers (ACT) Topics for Negotiations
- Declaration of Need for Fully Qualified Educators
- Superintendent Evaluation/Goals/Contract
- Consolidated Application
- GASB 45
- Data and Assessment Update
- Uniform Complaint Quarterly Report
- Report on School Trips
- Board Policy Update – Approval
- NWEA MAP
- 2012-2013 Budget Presentation

June TBD, 2011: Regular Board Meeting

- Adopt Budget

Financial Impact:

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

This report is provided to the Board for information.



AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION AND BOARD OPERATION

6.1 Approve the Regular Meeting Minutes of June 16 and June 30, 2011, and Special Board Meeting Minutes of July 7, 2011 (Action)

Background Information:

Presented for Board Approval:

- June 16, 2011, regular meeting minutes;
- June 30, 2011, regular meeting minutes; and
- July 7, 2011, 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
June 16, 2011, at 4:30 p.m.

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 4:30 p.m. at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

Roll Call

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

2.0 OPEN SESSION

2.1 Pledge of Allegiance

2.2 Approve the Agenda

#80

Addendums were added to Items 4.1 (Annual Report on School Trips) and 6.9 (Award Bid for the Coronado High School Security Fencing and Gates Project). In addition, Item 6.9 was pulled from the Consent Calendar.

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

2.3 School or District Reports/Committees

None

2.4 Employee Association Report

None

2.5 Superintendent Announcements

- Dr. Felix said it was with great pleasure the Coronado Unified School District announces a donation that will affect generations of children in Coronado. Luzma and Bernardo Gomez have donated \$110,000 towards a new digital media lab at Coronado Middle School. The Gomez family wanted to thank the school for all they have done for their children and felt that bringing a high quality learning experience to all students was the best way to express their gratefulness. The new lab will feature 41 new iMac computers loaded with the same software that professionals use. These machines will have the capability of transforming the learning environment so that every child enrolled in those classes can create content and imagery for a TV station, photographic gallery, newspaper, yearbook, virtual learning environment, and more. New network servers for efficient desktop delivery, saving, and rendering are also a part of the donation.

Digital media classes are already underway at Coronado High School, so students enrolled in middle school classes will continue their learning in grades 9-12. Through clear articulation of subject matter, the District hopes to promote students who are ready for work in professional environments even though they have not yet graduated. Teachers are being trained and certificated so that students will be eligible for digital media certificates if they choose to complete all requirements.

- The Gomez family was again thanked for their donation to help full the state deficit in attendance revenue
- On May 26th the Board approved Techmasters, Inc. to perform services on network reengineering. Since the network is the heart of operations, technicians will work night and weekends so that our new system will be up and running by the start of school

2.6 **Comments from Board Members**

Member Ovrom said she sent out an email to all inviting anyone who was interested in sitting on the committee drafting Coronado Unified School District’s Homework Policy. She said she received dozens of responses but still needs student representatives.

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

Steve Bruce addressed the Board regarding a plan to completely end human starvation and malnutrition within five years.

4.0 **REPORTS**

4.1 **Annual Report on School Trips**

The Board received information on all school overnight trips that occurred during the 2010-2011 school year. The Board requested that this information come to them in December and June. Member Shepherd asked if staff could identify approximately what expenses the parents are bearing for their child for these trips. Member Kracht suggested the youth groups send out a letter to Coronado Organizations seeking sponsors to offset some of the costs for trips taken.

4.2 **2011-2012 Annual Budget Report**

Assistant Superintendent Randie presented the 2011-2012 Annual Budget Report to the Board. The 2011-2012 Budget will be brought to the June 30, 2011, Regular Board Meeting for adoption.

5.0 **PROPOSALS/FIRST READINGS**

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

The following items will be added to the list of upcoming agenda items: in August - Athletic Accomplishments, Annual Assessment and Strategic Planning Calendar, with Superintendent’s Goals, Local Board Policy, and Community Use of Coronado High School Track and Field; in November - Local Board Policy Review; in December – Report on School Sponsored Trips, Local Board Policy; in March – Local Board Policy Review; and in April – Local Board Policy Review.

5.2 **First Reading of Revisions to Board Policy on Governmental Accounting Standards Board (GASB)**

There was a consensus on reports

6.0 **APPROVAL OF CONSENT AGENDA**

Motion: Metz Second: Ovrom Vote: 5-0

#81

6.1 Approve the Regular Meeting Minutes of May 26, 2011, and Special Board Meeting Minutes of May 5, 2011

6.2 Accept Donation to the Coronado Unified School District

6.3 Approve Certificated Personnel Register

6.4 Approve Classified Personnel Register

- 6.5 Uniform Complaint Quarterly Report
- 6.6 Brian Bent Memorial Aquatics Complex Update
- 6.7 Approve Declaration of Need for Fully Qualified Educators
- 6.8 Approve Resolution for Routine Payroll and Financial Reports to the San Diego County Office of Education
- 6.10 Authorize Karl Mueller, Coronado High School Principal, as School League Representative to California Interscholastic Federation (CIF), San Diego Section for the 2011-2012 School Year
- 6.11 Approve and Enter Into the Internship Credential Program Agreement between the Coronado Unified School District and Utah State University

7.0 ACTION ITEMS

- 6.9 **Award Bid for the Coronado High School Security Fencing and Gates Project #82**

Motion: Ovrom Second: Kracht Vote: 5-0 to Award the bid for the Coronado High School Security Fencing and Gates Project to Crown Fencing Company and authorize Administration to sign all documents.

- 7.1 **Approve Community Access to Coronado Unified School District Fields #83**
The Board believes that school facilities provide an important link between the District and community.

Motion: Hakes Second: Ovrom Vote: 5-0 to approve ECDC – grass play field and Village Elementary – asphalt/concrete playgrounds to remain open to the community.

Other field sites will remain closed at this time due to safety and/or security reasons. Some sites do not have an “inner-circle” of security as well as outer fencing. This would allow people to enter the first line of fencing which would breach security at the sites and may cause false alarms or confusion by law enforcement as to how to identify those who are allowed on the grounds. Members asked for signs to be posted reading “Dawn to Dusk” at the above sites. The community will also need to play a part in taking care of the fields and in using the fields wisely.

An Agenda Item will be brought to the Board in August for discussion and/or action regarding the impact in opening up Coronado High School Track and Field to the community.

- 7.3 **Purchase of Northwest Evaluation Association Measures of Academic Progress (NWEA-MAP) Licenses for Formative Assessment for 2011=2012 School Year #84**
Claudia Gallant, Director of Curriculum and Instruction, was available to answer questions.

Motion: Ovrom Second: Kracht Vote: 5-0

8.0 ORGANIZATIONAL BUSINESS

8.1 Future Agenda Items/Additional Comments

Member Kracht said Kirstin Green, Coronado High School graduate, has done an excellent job representing Coronado with her mosaic work. Three of her works are located on the High School campus, one in Spreckels Park, Coronado Cays Tennis Courts, and at the Coronado Municipal Golf Course.

8.2 Board Meetings

June 30, 2011, Regular Board Meeting, 4:30 p.m.

July 7, 2011, Special Board Meeting, 8:00 a.m.

August 18, 2011, Regular Board Meeting, 4:30 p.m.

9.0 CLOSED SESSION

The Board convened to Closed Session at 6:15 p.m. The Board reconvened to Open Session at 8:35 p.m.

10.0 ADJOURNED

Meeting was adjourned at 8:35 p.m.

Approved:

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

CORONADO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
UNADOPTED MINUTES
June 30, 2011, at 4:30 p.m.

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 p.m. at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

Roll Call

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

2.0 OPEN SESSION

2.1 Pledge of Allegiance

2.2 Approve the Agenda

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

#85

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

None.

4.0 REPORTS

4.1 Proposed Change to the Administrative and Confidential Salary Schedules

4.2 Proposed Amendments to Agreement between Coronado Unified School District Board of Education and Jeffrey P. Felix, Ed.D.

The following individuals addressed the Board on this item: Donna Dente, Jennifer Landry, and John Coolidge. Each stated they were not in favor the Proposed Amendment to the Agreement. Some of their issues were: all staff members are taking cuts in furlough days; programs were cut due to the state budget crisis; although Dr. Felix deserves this and is doing a very good job this is not a good time to approve and set aside money for retirement as an incentive; some teachers are taking on extra jobs to offset pay cuts.

5.0 APPROVAL OF CONSENT AGENDA

Motion: Hakes Second: Kracht Vote: 4-0

#86

5.1 Approve/Ratify Warrants and Purchase Orders

5.2 Approve/Ratify Contracts for Services

5.3 Approve the 2011-2012 Consolidated Application for Funding Categorical Aid Programs Part I and Part II

5.4 Approve the 2011-2012 Outdoor Education Contract and Contract for the Marine Science Floating Lab

5.5 Adopt Resolution Authorizing the Transfer of Special or Restricted Moneys between District Funds during the 2011-2012 Fiscal Year

- 5.6 Approve Resolution to Make Application for and to Sign Certain Assurances with Respect to applications for Local, State and Federal Programs, Projects or Grants
- 5.7 Adopt Resolution to Establish Fund Balance Policies as Requested by GASB 54

6.0 ACTION ITEMS/PUBLIC HEARINGS

6.1 Public Hearing on Categorical Flexibility and Approval of the Proposed Use of Funding #87

President Shepherd opened the Public Hearing at 4:44 p.m. There were no comments from the public and the Public Hearing ended at 4:44 p.m.

Motion: Ovrom Second: Kracht Vote: 4-0.

6.2 Public Hearing on the 2011-2012 Proposed Budget

President Shepherd opened the Public Hearing at 4:45 p.m. There were no comments from the public and the Public Hearing ended at 4:45 p.m.

6.3 Adopt the 2011-2012 Budget #88

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

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

7.0 ORGANIZATIONAL BUSINESS

8.1 Future Agenda Items/Additional Comments

8.2 Board Meetings

July 7, 2011, Special Board Meeting, 8:00 a.m.
August 18, 2011, Regular Board Meeting, 4:30 p.m.

8.0 CLOSED SESSION

The Board convened to Closed Session at 6:03 p.m.

9.0 Reconvene to Open Session

The Board reconvened to Open Session at 6:52 p.m.

10.0 ADJOURNED

Meeting was adjourned at 6:52 p.m.

Approved:

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

CORONADO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

SPECIAL BOARD MEETING
UNADOPTED MINUTES
July 7, 2011

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 7:00 a.m. at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

Roll Call

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

2.0 CLOSED SESSION

The Board convened to Closed Session at 7:00 a.m.

3.0 OPEN SESSION

The Board reconvened to Open Session at 7:31 a.m.

3.1 Pledge of Allegiance

3.2 **Approve the Agenda**

#89

Motion: Kracht Second: Ovrom Vote: 5-0

4.0 COMMENTS FROM AUDIENCE NON-AGENDA ITEMS

Donna Dente said in the past all agenda items included what the financial impact to the District would be. She would like to see the agenda item reflect the cost to the District.

5.0 ACTION ITEMS

5.1 **Approve the Change to the Administrative and Confidential Salary Schedules** **#90**

The Board has directed staff to review the Administrative, Mid-Management and Confidential salary schedules from comparison districts. Assistant Superintendent Randie Allen said currently this District operates five different salary schedules. The salary schedules are inconsistent in the number of steps, longevity increments and percentage applied to step increased. Initial findings of salary schedules from comparison districts indicate that the Ramona salary schedule is the most standardized and the easiest to implement. Current employees will be grandfathered and placed on the step that holds them harmless to decreases in compensation as a result of the standardized schedule.

Motion: Ovrom Second: Kracht Vote: 5-0

5.2 **Vote on Amendments to Agreement between Coronado Unified School District Board of Education and Jeffrey P. Felix, Ed.D.** **#91**

The Board is charged with evaluating the Superintendent on an annual basis. The Board has completed that review and considered any appropriate adjustments to the employment agreement with the Superintendent. The Final Proposed Amendment provides an incentive of a supplemental retirement plan, selected by the Superintendent that complies with all requirements of the Internal Revenue Code and all other applicable laws and regulations.

These payments are intended to provide the Superintendent with aggregate annual average compensation (over the term of the Agreement) which is within the general range of that provided to Superintendents in like districts, but to do so in a manner which incentivizes the Superintendent to continue to be employed with the District, in a productive and successful manner, through the end of the term of this Agreement.

Shelby Cooper, Jim Blasy, Wendy Moore, Lisa Lamb, Donna Dente, and Tamara O'Brien addressed the Board and each felt that although the Superintendent is doing a good job, this is not the right time to expend additional funds. Bernard Roeder, Buzz Fink, John Turpit, Rob Bilbro, Jane Braun, and John O'Brien addressed the Board in support of this item and each felt by approving this Agreement, the Board was doing the job that they were elected to do.

The Board assessed Dr. Felix's performance as excellent. The Board also assessed Dr. Felix's relative compensation. As a result of that analysis, the Board determined that the Proposed Amendment would be cost-effective in the long run. Because it is expensive, not only monetarily but also culturally, to change Superintendents, the Board felt strongly this would be money well spent and that making this adjustment was the right thing to do.

By thoughtfully adjusting Dr. Felix's compensation, and by structuring the adjustments in a back loaded manner so as to further incentivize Dr. Felix to stay with our District, they believed they were doing their best to fulfill their mandate.

Motion: Kracht Second: Metz Vote: 5-0

6.0 ORGANIZATIONAL BUSINESS

- 5.1 Future Agenda Items/Additional Comments
- 5.2 Next Regular Board Meeting – August 18, 2011, at 4:30 p.m. at the Coronado Unified School District Board Room, 201 Sixth Street.

7.0 ADJOURNMENT

The meeting was adjourned at 8:38 a.m.

Approved:

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

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

BUSINESS & FISCAL MANAGEMENT

6.2 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	#12-927815 - #12-941908	\$1,285,679.21
Purchase Orders	June 1 through June 30	\$709,678.59
Purchase Orders	July1 through July 31	\$2,925,568.54

Superintendent’s Recommendation:

JPF

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

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

BUSINESS AND FISCAL MANAGEMENT

6.3 Approve/Ratify Contracts for Services (Action)

Background Information:

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

Report:

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

Name	Dates	Amount	Source of Funds
Allegra Marketing and Consulting Services BBMAC	8/01/11-7/31/12	Per Fee Schedule	Foundation Special Revenue Fund
Banyon Tree Learning Center Student A	5/01/10-6/30/10	\$1,021.76	Special Ed
Banyon Tree Learning Center Student B	7/01/11-8/01/11	\$3,832.20	Special Ed
Chavez & Associates, Inc. DSA Inspector of Record for CUSD	8/01/11-10/01/11	NTE \$19,200	Capital Fund
Christy White Accountancy 2011-12 Annual Independent Audit	7/01/11-6/30/12	\$28,725	General Fund
Clayton Parker Artist	8/12/11-8/14/11	\$1,500	General Fund
Knorr Systems, Inc. BBMAC Pool Care	7/01/11-6/30/12	\$13,180	Foundation Special Reserve Fund
Lynn Perino Strategic Planning	7/01/11-6/30/12	\$7,200	General Fund
McGregor and Associates, Inc. COBRA Administrative Services	8/01/11-7/31/12	\$1,000 Set Up \$0.75 per Active Employee Per Month	General Fund
Nancy von Langen-Scott E-rate Program 2012-2013	7/01/11-6/30/12	\$5,100 Filing Fee Additional Services Per Fee Schedule	General Fund

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

BUSINESS AND FISCAL MANAGEMENT

6.3 Approve/Ratify Contracts for Services (Action) [continued]

Name	Dates	Amount	Source of Funds
Ruff Yeager Consulting Services	7/05/11-7/08/11 & 7/11/11-7/15/11	\$825	CoSA Budget
San Diego Center for Vision Student C	4/01/11-6/02/11	\$200	Special Ed
School Facilities Consultants OPSC Grant Programs Planning Services	8/19/11-6/30/12	As Per Fee Schedule NTE \$10,000	Capital Fund
School Wise Press School Accountability Reporting Services	2010-2011 2011-2012 2012-2013	\$2,500 \$2,500 \$2,500	General Fund
Scripps Memorial Student D	1/13/10-4/13/11	\$545.32	Special Ed
Techmasters, Inc. Network Support	8/18/11-6/30/12	\$56,000	Lottery Tech

Financial Impact:

It is estimated that the total General Fund unrestricted contribution for Special Education services will be \$2,067,760 for the 2011-12 school year.

JPF

Superintendent's Recommendation:

That the Board approve/ratify the contracts for services.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION AND BOARD OPERATION

6.4 Approve Request for Continuing Membership and Agreement to Conditions of Membership between the Coronado Unified School District and the California Interscholastic Federation (CIF), San Diego Section for the 2011-2012 School Year (Action)

Background Information:

Each year districts are requested to have their superintendent and governing board review, accept, and adopt the “Sixteen Principles of Pursuing Victory with Honor” as operating principles (attached), renew their application for voluntary membership in CIF and agree to the conditions of membership (attached).

Superintendent’s Recommendation:

JPF

That the Board renew its application for voluntary membership in the California Interscholastic Federation and affirm and agree to the Sixteen Principles of Pursuing Victory.

Motion _____ Seconded by _____

Ayes _____ Noes _____ Abstain _____ Absent _____ Student _____

2011-12

**CALIFORNIA INTERSCHOLASTIC FEDERATION – SAN DIEGO SECTION
REQUEST FOR CONTINUING MEMBERSHIP AND AGREEMENT
TO CONDITIONS OF MEMBERSHIP**

DUE ON OR BEFORE AUGUST 1 EACH SCHOOL YEAR*

The superintendent and board of trustees of the school district/private school identified below renew its application for voluntary membership in the California Interscholastic Federation – San Diego Section (CIFSDS) and affirm and agree as follows:

1. That membership in the CIFSDS is voluntary and conditioned upon actual compliance with the conditions of membership as set forth at Article 2 Section 22 of the State CIF Constitution and Bylaws and the CIFSDS application for membership;
2. That the superintendent, board of trustees and each school in the district accept and adopt the “Sixteen Principles of Pursuing Victory with Honor” as operating principles;
3. That membership in the CIFSDS is a privilege, not a right;
4. That student participation in interscholastic athletics is a privilege, not a right;
5. That participation by member schools in the CIFSDS playoffs is a privilege, not a right;
6. That the CIFSDS will adopt bylaws, policies and procedures in accordance with its governance and will enforce those bylaws, policies and procedures consistently and in accordance with the operating principles;
7. That the superintendent, board of trustees, each school in the district **and its employees, to include but not limited to, its coaches, volunteers, team attendants or the like, and booster organizations** for each school will abide by the decisions of the CIFSDS and seek redress of any grievance only through the adopted procedures of the CIFSDS;
8. That the superintendent, board of trustees, school administration, and coaches (**including booster organizations and team attendants and volunteers**) of each school in the district will not take an adverse position to the CIFSDS at any time; or encourage, expressly or impliedly, that a party take any adverse action against the CIFSDS; or benefit from any adverse decision imposed on the CIFSDS that contravenes a bylaw, or the spirit of a bylaw, adopted by the membership;
9. That a failure by the district, site administration or coaching staff to abide by the current rules, regulations or decisions of the CIF or CIFSDS may cause the school district or one of its schools to be subject to discipline up to and including exclusion from membership in the CIFSDS.

AGREED AND ACCEPTED:

Name of Public School District/Private School

Reviewed by Governing Board

Date

Signature of Superintendent

Date

Print name of Superintendent

• Return to: CIFSDS: 6401 Linda Vista Road, Room 504; San Diego, CA 92111; Attn: Compliance
(eligibilityforms-current/compliance-requestforcontinuingmembership2009-10)

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

PERSONNEL

6.5 Approve New Technology Coordinator (Management) Job Description (Action)

Background Information:

Job description for the following management position has been created: Technology Coordinator.

Report:

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

The attached job description is presented for approval.

Financial Impact:

This position will be funded through the general fund.

Superintendent's Recommendation:

JPF

That the Board approve the management job description for Technology Coordinator.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

TECHNOLOGY COORDINATOR

JOB SUMMARY:

The Technology Coordinator (TC) is responsible for the district-wide direction, coordination, integration, and implementation of technology. Under the direction of the Superintendent or designee, the Technology Coordinator is responsible for the implementation and coordination of technology integration and standards based instructional program implementation in classrooms.

The TC also supervises certificated and classified technology based professional development to ensure the ongoing implementation of high standards of instructional practice, services and assistance. The TC assists in the piloting, implementation and evaluation of technology based instructional programs, is aware of and brings to the District current research on student learning; aggressively pursues grants and alternative funding sources supporting the integration of technology in the instructional program, and cooperatively interfaces with principals, teachers, the information technology staff, parents and advisory committees to infuse technology throughout the instructional program.

The TC will recommend to the Superintendent and District stakeholders the vision and the action plan for developing classrooms of the future through the direction, coordination, development and implementation of district technology needs including a technology master plan for the Coronado Unified School District. Other responsibilities and duties, as assigned by the Superintendent or designee are also performed.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Visionary Leadership

The Technology Coordinator inspires and leads the collaborative development and implementation of a shared vision for the comprehensive integration of technology to promote excellence and support transformational change throughout the instructional environment.

- Collaborates with the Director of Learning to establish the vision, goals and objectives to present a cohesive integration of curriculum and technology across the District through staff professional development programs that support a high level of technology integrated instructional practices in classrooms.
- Understands the needs and demands for implementing “classrooms of the future.”
- Creates and expands strong community, business, educational and private partnerships, alliances and strategies. The benefits from these partnerships will provide sustainability to the technology and instructional advantages of the various grant programs.
- Assists administration in the preparation and administration of centralized technology project budgets supporting integrated technology instruction.
- Facilitates the development, revisions, maintenance and implementation of the district technology plan and program.
- Prepares budget and funding strategies for instructional technology projects and professional development programs.

- Responsible for the interconnection of multiple operating systems, desktop computer applications, and network protocols.
- Systemically plans for the development and implementation of new, efficient and effective operating systems that maximize district resources.

Excellence in Professional Practice - Teaching, Learning and Assessments

The Technology Coordinator promotes an environment of professional learning and innovation that empowers educators to enhance student learning through the infusion of contemporary technologies and digital resources. The TC also assists teachers to use technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students.

- Provides research based professional development in a variety of professional settings for administrators and instructional staff in the classrooms, on-line, and large group presentations.
- Understands and supports district employees through technology integrated practices, project based instruction, critical inquiry, active learning environments and facilitative teaching.
- Systematically shares the latest applications of technology as an instructional tool, e.g., newsletter, tech center and Internet.
- Develops standards based curriculum integration.
- Plans, organizes, implements, and evaluates technology integrated instructional professional development programs to improve instruction.
- Supports instructional material selection committees with integrated technology outcomes and practices according to district administrative regulations, district policies and procedures.
- Seeks, implements, monitors and evaluates various grant projects, such as the DODEA SATT-21 Grant, etc.
- Implements and coordinates training to ensure levels of technological competency.

Digital-Age Learning Culture

The Technology Coordinator creates, promotes, and sustains a dynamic, digital-age learning culture that provides a rigorous, relevant, and engaging education for all students.

- Accesses digital resources for classroom teachers and administrators.
- Creates, gathers, and organizes educational technology strategies and resources for staff in an online depository for easy reference.
- Coordinates the preparation of District technology such as orientation for new teachers and staff members.
- Coordinates technology hardware, software and digital development to support classrooms, schools, offices and departments.
- Responsible for delivery of efficient, effective day-to-day information system and technology services.
- Helps to analyze system configuration and hardware problems, and assists in recommending modification, repair, or other solutions.
- Helps to develop, implement, and maintain recovery and physical security procedures.

- Helps to supervise employees with technical skills and ensures effective practices.

Digital Citizenship and Responsibility*

The Technology Coordinator models and facilitates understanding of social, ethical, and legal issues and responsibilities related to an evolving digital culture.

- Models and promotes equitable access to digital resources and technology-related best practices for all students.
- Helps to develop curriculum in concert with the Director of Learning for all students.
- Educates the school community on the safe, healthy, ethical and legal use of digital information and technologies.
- Promotes cultural understanding and global awareness by using digital-age communication and collaboration tools to interact locally and globally with students, peers, parents, and the larger community.
- Models meaningful technology integrated instruction and programs for student centered instruction.
- Provides leadership to the Technology Resource Teachers at every school and the District Technology Teams or Committees (i.e. SC21).
- Responsible for open communication and problem solving among users of information systems.

Systemic Improvement - Professional Development and Program Evaluation*

The Technology Coordinator develops technology-enhanced professional development programs and conducts regular and rigorous program evaluations to assess their effectiveness and impact on student learning. The Coordinator also provides digital-age leadership and management to continuously improve the organization through the effective use of information and technology resources.

- Works in partnership with the Director of Learning and district stakeholders in creating, implementing, sustaining, and expanding the District Technology Plan.
- In concert and under the direction of the Superintendent or designee, implements integrated instructional technology programs and projects on interrelated timelines district-wide.
- Can envision the “end in mind” in professionally trained teachers in integrated technology practices and student learning outcomes and plans training that is sequenced to build knowledge and application capacity for goals in the classroom.
- Forecasts district needs, requirements and the future direction for the technology plan by developing and implementing an infrastructure plan which supports the future technology needs of the district.
- Develops assessments for integrated technology learning.
- Meets regularly with administrators and staff to establish future goals and identify specific training needs of district personnel, including certificated and classified.
- Supports administrators in developing site technology plans.
- Provides written communication to district staff regarding integrated technology instructional programs and enhancements.

- Works with a variety of clients including internal and external stakeholders, classroom teachers, administrators, department personnel and outside vendors to support technology goals and program.
- Administers regulations, evaluates, and assists in the preparation and writing of bid specifications for the development and/or purchase of hardware/software and works closely with vendors and suppliers to promote the best utilization of District resources.
- Provides hardware and software in-services.
- Facilitates ongoing district-wide needs assessment and technology implementation.

Continuous Learning and Professional Growth*

The Technology Coordinator engages in continuous learning, reflects on professional practice, and engages in relevant field experiences.

- Researches best integrated technology instructional practices and works with staff to pilot and implement those practices.
- Interprets and presents in-service programs' objectives, results and needs to district staff, Board, civic and parent groups, teacher training institutions, and others.
- Develops technology integrated instructional intervention programs in collaboration with site administrators.
- Provides resources to parent education programs on technology.
- Works with designated committees of teachers, principals and others on specific programs and projects.
- Assists the Director of Learning in the evaluation of curriculum program effectiveness.
- Assumes other responsibilities as assigned by the Superintendent or designee

EMPLOYMENT STANDARDS

Knowledge and Abilities

- Possess knowledge of curriculum and instruction techniques, best instructional practices, successful staff development practices, integrated technology training, interpersonal skills and organizational skills.
- Understand the various components of the technology environment: software, hardware, infrastructure and digital-web interface.
- Lead groups, analyze situations and needs, carry out directives, and communicate effectively.
- Possess exemplary presentation skills.
- Establish and maintain effective financial controls and records.
- Plan, organize, direct, and evaluate the work of others.
- Analyze problems and prepare written and oral reports.
- Understand, carry out, and give oral and written instructions.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Work effectively both independently and as a member of a team (parent, community and staff on various district and Board advisory committees).
- Organize and direct operations of the technology department to support district needs.
- Design, test, and modify programs to meet user requirements successfully.

- Maintain strong service orientation and develop strong, favorable people relationships.
- Meet schedules and time lines.
- Work effectively under pressure.
- Help assess vendor and consultant proposals.
- Develop and communicate the vision for the future of effective technology systems in the District, especially in strategic planning.
- Work independently under broad organizational guidelines to achieve unit objectives.
- Supervise the use of funds.

MENTAL FUNCTIONS

Ability to:

- Think logically and analytically and concentrate for long periods of time on systems and program development and/or evaluation;
- Comprehend abstract technical concepts and complex applications;
- Exercise creativity, persistence and patience in problem resolution;
- Make abstract technical concepts understandable to users.

TRAINING AND EXPERIENCE

Education

- Bachelor's degree and Master's degree is required; Administrative Services Credential preferred.

Experience

- Minimum five (5) years of experience as a classroom teacher at K-12 level.
- Experience in a school district or other large public agency influencing educators/employees to adopt the technology vision for the future.
- Increasing levels of experience and responsibility in the areas of project management, grant writing, technology management, development, installation, implementation and innovation of information systems.
- Examples of technology proficiency may be represented by a digital portfolio of educational technology accomplishments.
- Possession of a current, valid California Driver's License, Class 1, 2 or 3 and eligibility for district insurance.

Credential(s)

- Appropriate California teaching credential authorizing service in grades K-12 (multiple or single subject) and administrative credential(s).

ENVIRONMENT

WORKING CONDITIONS

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and /or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25 % walking, and 25% standing. The job is performed in office environments at various district locations, including schools.

PHYSICAL DEMANDS

- Good health and good physical condition, agility, stamina, dexterity, mobility and strength commensurate with duties of the class.
- Requires lifting of up to 50 pounds.
- Work evenings and/or weekends, as necessary, in addition to regular hours;
- Sit at and operate a computer for extended periods of time;
- Operate a variety of computer keyboards, electronic media and peripheral equipment;
- Travel from site to site and move to various work locations.
- Sufficient vision to read text on a computer screen, in technical manuals, and on office forms and reports.
- Sufficient hearing and speech to comprehend office conversation and to communicate orally in a clear, understandable manner.
- Possess good people skills.

WORK YEAR: 243 days

SALARY: Coordinator Salary Schedule (\$92,483)

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

6.6 PERSONNEL

MANAGEMENT PERSONNEL REGISTER

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>EFFECTIVE DATE</u>
Loiselle, Ramona	Technology Coordinator District	Range 1, Step 1	8/04/11

JPF

Superintendent's Recommendation:

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

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

6.7 PERSONNEL CERTIFICATED PERSONNEL REGISTER

APPROVE EMPLOYMENT

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>EFFECTIVE DATE</u>
Bradford, Laura	Hourly Science Teacher Silver Strand Elementary	\$25.85	8/22/11
Doctor-Safaie, Afsaneh	Counselor CHS/Palm	Range 5, Step 8	8/22/11
Hermens, Amanda	20% Biological Sciences 20% Technology Resource Teacher Coronado High School	Range 5, Step 7	8/22/11
Parra, Kimberly	Special Education- Temp Coronado Middle School	Range 4, Step 1	8/22/11
Saucerman, (Wingerter), Kristen	Science Teacher Coronado Middle School (replaces Tommy Dahill)	Range 4, Step 1	8/22/11
Waller, Amie	Hourly VAPA Teacher Visual and Performing Arts Silver Strand Elementary	\$25.85	8/22/11

APPROVE – RESIGNATION

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Collins, Debbie	Extended Day Non-Athletic, Senior Award Coordinator	Personal	7/1/11
Chrisman, Dianne	Extended Day Non-Athletic, Senior Award Coordinator	Personal	7/1/11

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

6.7 PERSONNEL CERTIFICATED PERSONNEL REGISTER (continued)

APPROVE – RESIGNATION

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Dahill, Tommy	Science Teacher Coronado Middle School	Personal	6/30/11
Dawson, Lynne	Certificated Nurse District District	Personal	6/30/11
Halloran, Yolanda	Teacher Silver Strand Elementary	Personal	8/01/11
Heinicke, Matt	Band/Music Teacher CHS/COSA	Personal	7/01/11
Macloed, Erin	Science Teacher Coronado High School	Personal	6/30/11
Stewart, Stephanie	Hourly Academic Support and Enrichment Village Elementary School	Personal	8/24/11

APPROVE – LEAVE OF ABSENCE

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Dinnen, Caroline	Certificated Teacher Adult Education	Personal	Amended 8/22/11-11/28/11

JPF

Superintendent’s Recommendation:

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

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

6.8 PERSONNEL

CLASSIFIED PERSONNEL REGISTER

APPROVE EMPLOYMENT

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>EFFECTIVE DATE</u>
Dayrit, Antonio	Food Service Worker II Silver Strand Elementary	Range 3, Step 3	9/27/10
Guillen, Frankie	Clerk Typist II Silver Strand	Range 9, Step 3	8/15/11
Holt, Amanda	Secretary I Adult Ed. Temp	Range 10, Step 10	6/16/ 11
Davis, Mark	JV Head Coach Coronado High School	Extended Day 3.0 Units	8/15/11
Perkins, Cote	Football Coordinator Coronado High School	Extended Day 3.0 Units	8/15/11
Renfro, Quinn	Football Assistant Coronado High School	Extended Day 2.5 Units	8/15/11
Weissenfels, Bob	Football Assistant Coronado High School	Extended Day 2.5 Units	8/15/11
Pontes, Matt	JV Assistant Coronado High School	Extended Day 2..0 Units	8/15/11
Nelson, Genevra	JV Tennis Coach Coronado High School	Extended Day 2.5 Units	8/15/11
Rowan, Erin	Clerk Typist I Adult Education	Range 7, Step 3	8/15/11

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

6.8 PERSONNEL CLASSIFIED PERSONNEL REGISTER (continued)

APPROVE – RESIGNATION

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Cummins, Phillip	Instructional Assistant Village Elementary	Personal	7/12/11
Hussman, Samantha	Clerk Typist 1 Coronado Middle School	Personal	8/02/11
Lister, Margaret	Instructional Assistant Village Elementary	Personal	6/02/11
Mariam, Rick	Director of Food Services District	Personal	7/08/11

Superintendent's Recommendation:

JPF

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

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION AND BOARD OPERATION

6.9 Brian Bent Memorial Aquatics Complex Update

Background Information:

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

Report:

See Attached.

Financial Impact:

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

This report is provided to the Board for information.

JPF



Brian Bent Memorial Aquatics Complex Update
August 18, 2011, Board Meeting

1. The BBMAC Summer Private lessons filled up to capacity. We will continue our private lessons in the fall with Registration beginning on Monday, August 15th.
2. We concluded our summer season with the 2011 California State Games. This was a three day tournament held the first weekend of August. Our local club team, CAC, won three of the age groups.
3. The last weekend of July brought us the Long Course Junior Olympics. The swim meet was bigger then any previous year with 630 individual swimmers. Several records were broken in the meet.
4. Leading up to the Junior Olympics we spent numerous hours preparing the facility for the swim meets. This involved help from Dean Bailey who helped me refinish our starting block tops and steps. Additionally, staff spent time cleaning the facility top to bottom and we restrung portions of the lane lines that have gotten brittle and broken.
5. The winter training schedule is filling up to capacity. We have confirmation on Willamette University, the Calgary Patriots, and the University of Nebraska. We have another team looking for minimal time that we are awaiting confirmation on. With the completion of the above contracts, we will have eight solid team bookings.
6. On Sunday, August 7th, we began our draining project for the 50 meter pool. It took 48 hours to drain. We began filling it on Tuesday, August 9th at roughly 7:00 pm. The fill time was extremely quick and allowed us to reopen the 50 meter pool sooner then expected. Additionally, we thoroughly hosed the decks and scoured the bathrooms. In the bathrooms we applied no skid tape and pulled the floor mats. We also applied no skid tape to the bulkhead metal plates, repainted the targets onto the bulkhead panels and inspected the interior of the pool for any damage. The plaster was in good repair and only a couple of the lights needed to be replaced with fresh gaskets and bulbs. A big thank you goes out to all BBMAC Staff for their hard work in making this draining and maintenance happen. Another thank you goes out to the Coronado Fire Department for supplying us fire hoses to make the filling project easy.
7. I met with Brook Govan of Allegra Marketing on Wednesday, July 27th, to review the facility layout and an average day at the facility. I am excited to be working with her.
8. The Carlson Swim Team is out for a summer training camp. They are here for a total of eight days.

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION AND BOARD OPERATIONS

6.10 Approve Changes to the Agreement between the Association of Coronado Teachers and the Coronado Unified School District, July 1, 2011-June 30, 2013 (Action)

Background Information:

The Association of Coronado Teachers (ACT) and the District agreed to the following changes in the Agreement in the areas of Salary Provisions.

Proposal:

It is requested that the Board approve the following Article:

Article XIX-Salary Provisions

(Insert the following language)

19.7 Extended School Year Pay

The Extended School Year (ESY) is a federally mandated program (see Title 5 of the California Code of Regulations, section 3043).

Certificated teachers who are employees of the district and are employed to provide services for students enrolled in the ESY will be paid their per diem rate proportional to the percentage of the day worked e.g., a half day would be compensated at 50% of the unit member's per diem rate.

If the federal mandate as stated in Title 5, section 3043 is suspended, the rate of pay will be the summer school rate of \$30.00 per hour.

Financial Impact:

None at this time.

Superintendent's Recommendation:



That the Board approve the changes to the Agreement dated July 1, 2011-June 30, 2013.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

6.11 Approve Agreement for Participation in Regional Occupational Program (ROP) for 2011-2012 (Action)

Background Information:

Annually the District enters into an Agreement for Participation with the San Diego County Office of Education authorizing the District to continue to establish and maintain a Regional Occupational Program (ROP). This program serves high school students, out-of-school youth and adults, and the District is authorized to receive state apportionment revenue for ROP ADA.

Report:

A copy of the agreement is available for public inspection at the District Office.

Financial Impact:

Covers all costs of ROP program.

Superintendent's Recommendation:

JPF

That the Board approve the Agreement for Participation in the County ROP program for courses and services for 2011-2012.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

- 6.12 Approve Resolution Accepting the Child Care and Development 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:

The California Department of Education offers funds for school districts to establish preschool programs for three and four year old children. Families who wish to enroll their children must meet the criteria for enrollment which is based on family income.

Report:

The District has received a new contract with the California Department of Education which allows the District to provide preschool services for three and four year old children. One class at Silver Strand Elementary School and one class at Village Elementary School are funded in this contract.

The following resolution presented for Board approval authorizes the District to enter into an agreement with the California Department of Education and designates specific staff members to sign that agreement for the 2011-2012 school year.

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 \$112,439.00 for the 2011-2012 school year.

Superintendent's Recommendation:

JPF

That the Board approve Resolution #11-12-01 accepting the Child Care and Development Funding amendment and authorizing staff to sign the contract.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

RESOLUTION 11-12-01

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.

RESOLUTION

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

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>Asst. Supt.</u>	
<u>Richard Erhard</u>	<u>Asst. Supt.</u>	

PASSED AND ADOPTED THIS 18th day of August 2011-12, 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.

(Clerk's signature)

(Date)

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR:

BUSINESS & FISCAL MANAGEMENT

6.13 Approve Transfer of General Fund Moneys to Coronado High School [CHS] Associated Student Body [ASB] (Action)

Background Information:

On September 25, 1995, the Office of County Counsel from the County of San Diego issued the following opinion concerning the transfer of school district general funds made to the ASB specifically for purposes of athletic equipment, supplies and uniforms:

“...It would not appear to be inconsistent with or prohibited by the Education Code. It should be noted that any funds transferred by a school district to a student body organization would become funds of the student body organization and could be expended by it for any purpose within its authority, unless the donation of funds contained a restriction on the use of the funds which was accepted by the student body organization upon its acceptance of the donation...”

This board item was originally presented at the October 19, 1995 Board meeting. The Athletic Director, requested \$13,085 of general fund moneys (already budgeted for CHS Extended Day Program) be transferred to the CHS ASB to pay for fall and winter sport expenditures. Last year the ASB requested and received \$33,085. The Board approved a \$20,000 cut to the 2010-2011 budget bringing the total to \$13,085. Subsequently, the District increased the amount by \$5,000 to account for facility rentals for the Strand field.

Report:

The Athletic Director has requested the sum of \$18,085 be transferred to the CHS ASB to pay for sports operating expenses. This is based on the stipulation the ASB provides the District Business Office with an accurate and timely accounting for all revenues and expenditures. The District Business Office has the right to review and make recommendations to the Board on the accounting of the ASB.

Financial Impact:

Transfer of general fund moneys to CHS ASB. Money has been budgeted in this program.

Superintendent’s Recommendation:



That the Board approve a transfer of general fund moneys in the amount of \$18,085 to CHS ASB for sports operating expenses for 2011-12.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION & BOARD OPERATION

6.14 Approve Memorandum of Understanding between Warner Unified School District and the Coronado Unified School District to Support LEP, Title III (Action)

Background Information:

This Memorandum of Understanding represents the agreed upon services and products to be provided through participation in a consortium with the Warner Unified School District during the 2011-2012 school years.

Report:

Currently the level of District funding is less than the minimum required to receive funding for LEP, Title III. Therefore, the District is requesting approval to participate in a consortium with the Warner Unified School District. In its role as the lead district in the consortium, the Warner Unified School District will support a comparable amount of services and products.

Financial Impact:

The District will receive approximately \$4,000 for the 2011 – 2012 school years.

JPF

Superintendent's Recommendation:

That the Board approve the Memorandum of Understanding between Warner Unified School District and the Coronado Unified School District to Support LEP, Title III.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

MEMORANDUM OF UNDERSTANDING

**No Child Left Behind (NCLB), Title III – Limited English Proficient (LEP) Student Program Consortium
Memorandum of Understanding, 2011-2012 School Year**

This Memorandum of Understanding represents the agreed-upon program, services and products to be provided to LEP students in the Warner Unified School District, Alpine Union School District, Coronado Unified School District, Dehesa Elementary School District, and the Julian Union Elementary School District(Members), during the 2011-2012 school year. The Warner Unified School District will act as lead local education agency (LEA) and member.

The Warner Unified School District will be responsible for acting as the fiscal agent for the Consortium and will file the required expenditure reports and maintain fiscal records. The Consortium will plan to expend all Title III funds during the 2011-2012 school year. If all funds are not expended and there is carryover, the Warner Unified School District will continue to serve as the fiscal agent for the Consortium until the funds are expended, for up to 12 additional months, after which time the California Department of Education (CDE) will bill the Warner Unified School District for any remaining balance.

According to the 2011 Language Census information submitted by the Members to the CDE, the Warner Unified School District Consortium enrolled 208 LEP students, which results in a subgrant amount of approximately \$22,672. In its role as the lead LEA, the Warner Unified School District will support a total amount of programs, services, and products as indicated below:

<u>Date</u>	<u>Program/Service/Product</u>	<u>Approximate Cost</u>
<i>July 1, 2011 - June 30, 2012</i>	Assess indirect cost rate to Alpine Union, Coronado Unified, Dehesa Elementary, and Julian Union at 2.0 percent	\$ 399.00
	ELD, support services, and instructional materials for LEP students in Alpine Union School District to reach proficiency in the state core content standards	\$ 7,691.00
	ELD, support services, and instructional materials for LEP students in Coronado Unified School District to reach proficiency in the state core content standards	\$ 5,234.00
	ELD, support services, and instructional materials for LEP students in Dehesa Elementary School District to reach proficiency in the state core content standards	\$ 2,030.00
	ELD, support services, and instructional materials for LEP students in Julian Union Elementary School District to reach proficiency in the state core content standards	\$ 4,593.00
	ELD, support services, and instructional materials for LEP students in Warner Unified School District to reach proficiency in the state core content standards	\$ 2,725.00

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Changes regarding the dates of provision or the scope and/or nature of these services must be made by agreement of the Members. All costs are approximate.

In addition to the above services and products, the Warner Unified School District will coordinate quarterly meetings for the purpose of assessing the needs of the Consortium. In the event that the Consortium fails to meet the Annual Measurable Achievement Objectives (AMAOs) for one year, all parents of LEP students in the consortium must be notified.

Parents of LEP students shall be notified by the Consortium members.

In the event that the Consortium fails to meet AMAOs for two consecutive years, the Consortium will meet to develop an LEA Improvement Plan Addendum. Warner Unified School District will coordinate the preparation of the LEA Improvement Plan Addendum and ensure its submission to the CDE. All members are responsible for the implementation of the LEA Improvement Plan Addendum.

Lastly, the Warner Unified School District will be responsible for completing and submitting the Biennial Evaluation and any other evaluation necessary to the CDE. Signature of the LEA representative represents the consortium has met and conferred and the member LEAs are in agreement to all stated.

Signatures of Authorized Representatives:

Print Name
Consortium Lead LEA
Warner Unified School District
(Superintendent or Designee)

Signature
Consortium Lead LEA

Date

Print Name
Consortium Member LEA
Alpine Union School District
(Superintendent or Designee)

Signature
Consortium Member LEA

Date

Randie A. Allen

Print Name
Consortium Member LEA
Coronado Unified School District
(Superintendent or Designee)

Randie A. Allen

Signature
Consortium Member LEA

07/15/11

Date

Print Name
Consortium Member LEA
Dehesa Elementary School District
(Superintendent or Designee)

Signature
Consortium Member LEA

Date

Print Name
Consortium Member LEA
Julian Union Elementary School District
(Superintendent or Designee)

Signature
Consortium Member LEA

Date

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

SITES AND CONSTRUCTION

6.15 Ratify Bid for Site Preparation for Turf Replacement at Coronado Village Elementary School (Action)

Background Information:

A bid notice was placed in the *San Diego Union-Tribune* and *San Diego Daily Transcript* on July 5, 2011, and July 12, 2011. The bids were received and opened on July 21, 2011.

Four (4) contractors submitted bids. The lowest bidder did not respond to the bid documents. The bidder failed to list any experience with synthetic field turf installation and it failed to meet public contract code requirements for listing subcontractors working on the project.

Report:

The results of the bids are as follows:

Contractor:	Base Bid:
Ohno Construction Company	\$256,900
Byrom-Davey	\$259,928
GEM Industrial	\$345,860
3-D Enterprises	\$219,000 - Non-Responsive to The Bid

Financial Impact:

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

JPF

Superintendent's Recommendation:

That the Board ratify the bid for Site Preparation for Turf Replacement at Coronado Village Elementary School Project to Ohno Construction Company and authorize Administration to sign all documents.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

SITES AND CONTRUCTION

6.16 Adopt Resolution for Emergency Waiver to the Competitive Bidding Requirement (Action)

Background Information:

Public Contract Code section 20113 provides that public agencies may, with the unanimous vote of the governing board and approval of the county superintendent of schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when repairs are necessary to permit the continuance of existing school classes.

Report:

On May 26, 2011, the Governing Board hired Techmasters to develop a comprehensive technology infrastructure plan.

This emergency need was generated when work began on the technology infrastructure plan, we unexpectedly identified that Village Elementary School had insufficient and non-standard data connections necessary to activate a new telephone system and a new wireless network system, where two contractors for those projects were already secured and scheduled to perform work at the site.

We had one window of opportunity, June 13, 2011-June 30, 2011 in which this work could be done before impacting the other two contractors and consequently compromising the completion of the project before the start of school. Advance Communications Cabling Company was selected because they were able to launch and complete this project within the window state, and because they hold the necessary certifications and warranty requirements to complete the work.

Financial Impact:

The cost of the work is \$68,500 from Capital Funds.

JPF

Superintendent's Recommendation:

That the Board adopt the Resolution #11-12-02 for emergency waiver.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

**GOVERNING BOARD RESOLUTION FOR
EMERGENCY WAIVER – PUBLIC PROJECT**

**Coronado Unified School District
Resolution #11-12-02**

On Motion of Member _____, seconded by Member _____,
the following resolution is adopted by the Governing Board of the Coronado Unified School District:

WHEREAS, to ensure the installation of critical components of technology equipment before the start of the 2011-12 school year, this work needed to be performed within the only window of opportunity available June 13, 2011-June 30, 2011. Coronado Village Elementary School had insufficient and non-standard data connections necessary to activate a new telephone system and a new wireless network system. Advance Communications Cabling Company was selected to perform the work. .

WHEREAS, Contract Code section 20113 (school districts)/20654 (community college districts), as further defined by Public Contract Code section 1102, provides that school districts/community college districts may, with the unanimous approval of the governing board and approval of the county superintendent of schools, contract for the performance of labor and purchase of materials without advertising for or inviting bids in an emergency when such work is necessary to permit the continuance of existing school classes or to avoid danger to life or property;

NOW THEREFORE, be it resolved that the Governing Board of the Coronado Unified School District has determined that these circumstances constitute an emergency condition and request approval from the County Superintendent of Schools to enter into contracts without advertising or inviting bids pursuant to Public Contract Code section 20113 (school districts)/20654 (community college districts) and Public Contract Code section 1102.

PASSED AND ADOPTED by unanimous vote of the members of the Governing Board of the Coronado Unified School District this 18th day of August, 2011, by the following vote:

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
)ss
COUNTY OF SAN DIEGO)

I, Jeffrey P. Felix, Secretary of the Governing Board of the Coronado Unified School District, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at a regularly called and conducted meeting held on said date.

Secretary of the Governing Board

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION & BOARD OPERATION

6.17 Accept the Financial Crisis Management Assistance Team Study of the Technology Department and Network Infrastructure (Action)

Background Information:

In February 2011, the Coronado Unified School District and the Fiscal Crisis and Management Assistance Team (FCMAT) entered into an agreement for a technology review. Specifically, the agreement stated that FCMAT would perform the following:

1. Review the delivery of instructional and administrative technology services and make recommendations for improvement.
2. Review the District’s organizational structure for technology support services and make recommendations for improvement.
3. Reviews the District’s staffing for technology support services and make recommendations for improvement.
4. Review the District’s computer network security and make recommendations for improvement.
5. Conduct an information assurance audit to review the security and privacy of district information and make recommendations for improvement.

The final report contains recommendations for improving the technology department and the network infrastructure.

Financial Impact:

None for accepting this report.



Superintendent’s Recommendation:

That the Board accept the report as written.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – August 18, 2011

6.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION & BOARD OPERATIONS

6.18 Accept Proposal for Negotiations Presented by Association of Coronado Teachers (ACT) to the Coronado Unified School District (Action)

Background Information:

In preparation for negotiations, the Association of Coronado Teachers (ACT) has prepared a proposal to the Coronado Unified School District which is being submitted for discussion during the upcoming negotiations for the 2011-2012 school year. This proposal is listed for public comment.

Report:

The Association of Coronado Teachers presents the following topics for negotiation:

Article XVIII

Health and Welfare benefits

Article XIX - Salary

Appendix C

Calendar

Article XIX

Professional growth: (This should read **professional development**)

Article XV

Unit Member Hours and Adjunct Duties

Article XIX and Appendix A

Extended Day

Financial Impact:

No cost for presenting proposals. Final result of negotiations is unknown at this time.



Superintendent's Recommendation:

That the Board accept the proposal for negotiations as presented.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – August 18, 2011

7.0 DISTRICT ORGANIZATION & BOARD OPERATION

7.1 Adopt Resolution Naming Randie Allen Associate Superintendent (Action)

Background Information:

This promotion in title is intended to convey to Mrs. Allen, and to communicate to Coronado and to the greater San Diego educational community, the Board's deep and sincere appreciation for Mrs. Allen's judgment, integrity, and good faith, and for her many contributions to our District.

Financial Impact:

None.

Board's Recommendation:

JPF

That the Board adopt Resolution #11-12-03 naming Randie Allen Associate Superintendent.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____



GOVERNING BOARD RESOLUTION

Coronado Unified School District Resolution #11-12-03

Whereas, Randie Allen, since joining the Coronado School District in Fall 2007 as Assistant Superintendent of Business Services, has made material contributions to the District's financial management and financial strength; and

Whereas, during Ms. Allen's tenure with the District, the District has been forced to address what many have characterized as the worst financial crisis in the history of California school finance; and

Whereas, to enable the District to survive this crisis in a manner which still promotes its core educational mission and values, Ms. Allen in early 2010 developed a five-year budgetary process through which the District candidly examined its financial position and then proactively set tough but prudent expenditure limitations; and

Whereas, Ms. Allen's efforts also included many unique initiatives which have further bolstered the District's financial position, including pursuit of additional revenues (such as additional impact aid) and commencement of new operating procedures resulting in more efficient expenditure of the District's limited resources (such as the District's lighting retrofit program and a creative early retirement program); and

Whereas, throughout this crisis, Ms. Allen has placed a premium on patient, transparent, and graceful communication with the community and District stakeholders, thereby inspiring greater confidence in the openness of the District's financial management approach; and

Whereas, the cumulative effect of Ms. Allen's efforts has been to permit the Coronado Unified School District to navigate this educational finance crisis more adroitly than many school districts in California, and to continue to operate programs which result in Coronado's students achieving at the top levels in San Diego County, notwithstanding the ever-pressing budgetary limitations.

Now, therefore, in recognition of Ms. Allen's many accomplishments, including those described above, the Governing Board hereby resolves as follows:

- (1) the Governing Board hereby establishes, on this Eighteenth day of August, 2011, the new position of Associate Superintendent;
- (2) the Governing Board hereby appoints Ms. Allen to serve as the first such Associate Superintendent for the District, it being understood the Board's intention that for so long as Ms. Allen remains in her current position at Coronado Unified School District, such position and title shall be unique to Ms. Allen; and
- (3) while the establishment of this position will not in any way increase Ms. Allen's salary, job responsibilities, or other benefits, this promotion in title is intended to convey to Ms. Allen, and to communicate to Coronado and to the greater San Diego educational community, the Board's deep and sincere appreciation for Ms. Allen's judgment, integrity, and good faith, and for her many contributions to our District.

PASSED AND ADOPTED by unanimous vote of the members of the Governing Board of the Coronado Unified School District this 18th day of August, 2011, by the following vote:

AYES:
NOES:
ABSENT:

STATE OF CALIFORNIA)
)ss
COUNTY OF SAN DIEGO)

Doug Metz

Dawn Ovrom

Ledyard Hakes

Brenda Kracht

Bruce Shepherd