



Governing Board of Trustees
AGENDA
Thursday, March 7, 2013, 4:00 PM

Ledyard Hakes ♦ Brenda Kracht ♦ Dawn Ovrom ♦ Bruce Shepherd ♦ Maria Simon
Student Board Representative: Emily Kob
Superintendent/Secretary: Dr. Jeffrey Felix Recording Secretary: Maria Johnson

Times Indicated are Anticipated and Serve as Guidelines for Discussion

- 1.0 OPEN SESSION..... 4:00**
 - 1.1 Call to Order
- 2.0 CLOSED SESSION 4:00**
 - 2.1 Public Employees Disciplines/Dismissals/Releases/Non-reelections
 - 2.2 Public Employee Performance Evaluation: Title: Classroom Teachers
 - 2.3 Discussion of pending negotiations with ACT and CSEA (Employee Organizations) with Superintendent Felix (Chief Negotiator), per Government Code 54957.6
 - 2.4 Conference With Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.0 of the Government Code
- 3.0 RECONVENE TO OPEN SESSION4:30**
 - 3.1 Pledge to the American Flag
 - 3.2 Approval of the Agenda: Any changes for either the full agenda or the consent calendar must be made at this time
 - 3.3 Presentation of California Interscholastic Federation and Mission Federal Credit Union of all Academic Teams and Cymer Scholars
 - 3.4 Coronado High School Student Report
 - 3.5 Shareholder Reports
- 4.0 COMMENTS FROM THE AUDIENCE (Agenda and Non–agenda items)4:50**

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

5.0 APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR.....5:15

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

5.1 Approve the Regular Meeting Minutes of February 21 and Special Meeting Minutes of February 7, 2013.....3

5.2 Approve/Ratify Contracts for Services..... 10

5.3 Approve Certificated Personnel Register 11

5.4 Approve Classified Personnel Register 12

5.5 Approve New Job Descriptions for Crown Preschool Teacher’s Assistant and Crown Preschool Teacher 13

5.6 Approve Proposal for Negotiations Presented by Association of Coronado Teachers to the Coronado Unified School District..... 20

5.7 Approve Proposal for Negotiations Presented by the Coronado Unified School District to the Association of Coronado Teachers 21

5.8 Approve Coronado Unified School District 2013 School Site Strategic Plans 22

6.0 ACTION ITEMS/PUBLIC HEARINGS 5:20

6.1 Authorize District Certification of Second Period Interim Budget State Report for Period Ending January 31, 2013 (30 minutes) 24

6.2 Consideration and Action upon Resolution Regarding Commencement of Certificated Layoff: Discontinuances of Particular Kinds of Services (As Listed In Exhibit A To The Resolution); Direction To Notify Affected Employee of Recommendation of Layoff; and Related Actions (30 minutes) 30

7.0 PROPOSALS/FIRST READINGS..... 6:20

7.1 Adopt New Board Policy on Civility (First Reading) (10 minutes)..... 39

8.0 ORGANIZATIONAL BUSINESS 6:30

8.1 Proposed List of Agenda Items for Future Board Meetings (5 minutes) 45

8.2 Future Agenda Items/Comments from Board Members

8.3 Next Board Workshop is March 21, 2013, 4:30 PM (Common Core State Standards)
Next Board Workshop is April 18, 2013, 4:30 PM (TBD)
Next Regular Board Meeting is April 25, 2013, 4:30 PM

9.0 ADJOURN approximately 6:35

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

AGENDA – March 7, 2013

5.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION AND BOARD OPERATION

5.1 Approve the Regular Meeting Minutes of February 21 and Special Meeting Minutes of February 7, 2013 (Action)

Background Information:

Presented for Board Approval:

- February 21, 2013, regular meeting minutes; and
- February 7, 2013, special meeting minutes

Superintendent's Recommendation:

JPF

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

Moved by _____ Seconded by _____

Ayes _____ Noes _____ Absent _____ Student _____

CORONADO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING
UNADOPTED MINUTES
February 21, 2013, at 4:30 PM

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

Order of Business

1.0 CALL TO ORDER

President Ovrom called the meeting to order at 4:32 PM at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

Roll Call

The following Board Members were present: Ledyard Hakes, Bruce Shepherd, Dawn Ovrom, Brenda Kracht and Maria Simon. Also present were Jeffrey Felix, Superintendent, Keith Butler and Richard Erhard, Assistant Superintendents, and Student Board Representative Emily Kob.

2.0 OPEN SESSION

2.1 Pledge of Allegiance

2.2 Approve the Agenda

#38

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

2.3 Student Report

- Vinny Spatafore and Joseph Lusitana reported on Coronado Middle School activities

2.4 Stakeholder Reports

- Rich Brady updated the Board on the activities of CoSA
- Andrea Webster updated the Board on the activities of SAFE
- Patty Cowan updated the Board on the activities of CSF

2.5 Honoring Our Own

Board Members congratulated Superintendent Felix on receiving the Region 18 Association of California School Administrators Superintendent of the Year Award.

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

- Honorable Mayor Casey Tanaka, read and presented a City Proclamation to Superintendent Jeffrey Felix. Dr. Felix was honored for being named Superintendent of the Year.

Mayor Tanaka expressed that this proclamation was an expression of the pride the City took in Dr. Felix's honor. Mayor Tanaka said "There is nothing we cherish more than our students and our schools," as he congratulated Dr. Felix on his leadership and the contributions he's made to this community.

Mayor Tanaka, by the power invested in him by the City of Coronado, declared February 21 and February 22, 2013, as Jeff Felix Days in Coronado.

Superintendent Felix thanked all for this recognition but accepted the compliments not for himself alone, but on behalf of his staff and the community at large, saying that a leader is “only as good as the people around” them. He said “It’s been a collaborative effort. Part of this is for the community, as well as me personally,” he added.

Dr. Felix will receive his award formally at the April 26th Evening of the Stars, “Honoring Our Own” Awards Dinner. The event will be held at the Sheraton San Diego Resort and Marina.

- Tracey Walton addressed the Board with concerns regarding the Coronado Middle School reading classes and students who were admonished for texting parents during the recent lock down.

4.0 APPROVAL OF CONSENT AGENDA

Motion: Simon Second: Hakes Vote: 5-0

#39

- 4.1 Approve the Regular Meeting Minutes of January 24, 2013
- 4.2 Approve/Ratify Purchase Orders
- 4.3 Approve/Ratify Contracts for Services
- 4.4 Approve Certificated Personnel Register
- 4.5 Approve Classified Personnel Register
- 4.6 Adopt Resolution Regarding Release and/or Non-reelection of Employment of Temporary Certificated Employees
- 4.7 Approve Interdistrict Attendance Agreements for 2013-2017
- 4.8 Authorize Disposal of Surplus Property
- 4.9 Approve Resolution to Participate in a Joint Powers Authority for Fringe Benefits
- 4.10 Adopt Resolution Endorsing Career and Technical Education Programs and Designates February as Career and Technical Education Month
- 4.11 Approve and Enter Into the Internship Program Agreement between the Coronado Unified School District and Eastern Michigan University Board of Regents

5.0 ACTION ITEMS/PUBLIC HEARINGS

- 5.1 **Adopt Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits** **#40**

Motion: Hakes Second: Shepherd Vote: 5-0

- 5.2 **Nominate 2013 California School Boards Association (CSBA) CSBA Delegate Assembly Representatives** **#41**

The Board nominated the following candidates as representatives for the 2013 CSBA Delegate Assembly: Elizabeth Jaka, Kelli Moors, Janet Mulder, Dawn Perfect, Michael T. Robledo, and Barbara Ryan. The Board also nominated Dawn Ovrom as a provisional write in candidate.

The Board said this District needs to be proactive by having a representative sit on the Assembly. Members stated that Mrs. Ovrom was knowledgeable and would be a perfect candidate to represent the District and Community. Although reluctant, Mrs. Ovrom accepted the nomination and agreed it would send a statement that the Board needs to become involved at this level in order to make the State aware of the needs of the District.

Motion: Hakes Second: Shepherd Vote: 5-0

5.3 Approve the Development and Maintenance of a District Facilities Master Plan #42

Motion: Hakes Second: Shepherd Vote: 5-0 and directed the Superintendent to seek bids for the preparation of a Master Plan and to come back to the Board with an articulated scope, timeline, and budget for that Master Plan.

6.0 REPORTS (See Agenda for Written Reports)

- 6.1 Brian Bent Memorial Aquatics Complex (BBMAC) Second Quarter Financial Report
- 6.2 Crown Preschool Update
- 6.3 Coronado Pathways Charter School Update
- 6.4 Learning Report: Including (1) Mathematics (2) Personalized Education Plans
- 6.5 Human Resources Report: Including (1) Professional Development Committee - Certificated Evaluation Process (2) Classification and Compensation Study
- 6.6 Student Services Report: Including (1) Guidance and Counseling (2) Section 504 of the Rehabilitation Act (3) School Safety and Security
- 6.7 Business Services Report: Including (1) Update on Governor's 2013-14 Budget Proposal (2) Second Interim Report (3) Preparation for Negotiations

7.0 ORGANIZATIONAL BUSINESS

- 7.1 Superintendent's Management of Board Goals 2012-2013
- 7.2 Proposed List of Agenda Items for Future Board Meetings
- 7.3 Future Agenda Items/Additional Comments
Budget Study Meetings will be rescheduled before a Board Workshop or Board Meeting. Assistant Superintendent Richard Erhard will investigate why the Village Playground area is locked to the Community when the Board's directive was to have it remain open.
- 7.4 Board Meetings
 - Next Regular Meeting is March 7, 2013, 4:30 PM

8.0 CLOSED SESSION

The Board convened to Closed Session at 7:36 PM

9.0 RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 9:16 PM. and reported the following action: The Board voted unanimously to approve the Settlement Agreement Case #201212060

11.0 ADJOURNED

Meeting was adjourned at 9:16 PM

Approved:

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

CORONADO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

SPECIAL BOARD MEETING
UNADOPTED MINUTES
February 7, 2013

Ledyard Hakes ♦ Brenda Kracht ♦ Dawn Ovrom ♦ Bruce Shepherd ♦ Maria Simon
Student Board Representative: Emily Kob
Superintendent/Secretary: Jeffrey P. Felix ♦ Recording Secretary: Maria Johnson

Order of Business

1.0 CALL TO ORDER

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

Roll Call

The following Board members were present: Bruce Shepherd, Brenda Kracht, Ledyard Hakes, Dawn Ovrom and Maria Simon. Also present was Jeffrey Felix, Superintendent. The Board congratulated Superintendent Felix on receiving the Region 18 Association of California School Administrators Superintendent of the Year Award for 2013.

2.0 OPEN SESSION

2.1 Pledge of Allegiance

2.2 **Approve the Agenda**

#37

Motion: Hakes Second: Simon Vote: 5-0

3.0 COMMENTS FROM AUDIENCE NON-AGENDA ITEMS

None

4.0 STUDY SESSION

4.1 **Coronado High School Building 400**

Stan Butts, Vice President of IES, presented his findings to the Board. Mr. Butts answered questions from the Board regarding the feasibility of installing some form of solar power to operate school buildings and electrical devices.

5.0 BOARD CONVERSATION

5.1 **School District Finance Philosophy**

The Governing Board discussed creating a statement of guiding principles about its use of legal savings mechanisms. This statement will be a financial philosophy that assures the long-term sustainability of our programs. The Board will schedule another meeting to continue this discussion on setting Guiding Principles.

6.0 ORGANIZATIONAL BUSINESS

6.1 Future Agenda Items/Board Member Comments

6.2 Next Regular Board Meeting will be Thursday, February 21, 2013, 4:30 PM

Next Regular Board Meeting will be Thursday, March 7, 2013, 4:30 PM

7.0 CLOSED SESSION

The Board convened to Closed Session at 6:15 PM

8.0 RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 7:16 PM. No action was taken.

9.0 ADJOURNED

The meeting was adjourned at 7:16 PM

Approved:

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

AGENDA – March 7, 2013

5.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

BUSINESS AND FISCAL MANAGEMENT

5.2 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
Procopio, Cory, Hargreaves & Savitch LLP Legal Services	7/01/12-6/30/13	Increase Contract From \$10,000 to NTE \$15,000	General Fund
Registar Systems Hosting Services	3/01/13-6/30/13	\$10,150	General Fund

Financial Impact:

It is estimated that the total General Fund unrestricted contribution for Special Education services will be \$2,385,278 for the 2012-13 school year. In addition, the contracts listed above are included in the 2012-13 budget.

JPF

Superintendent’s Recommendation:

That the Board approve/ratify the contracts for services.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – March 7, 2013

5.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

PERSONNEL

5.3 Approve Certificated Personnel Register (Action)

APPROVE – RESIGNATION

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Perrin, Krystal	Counselor Coronado High School	Personal	6-08-13
Rice, Joanne	Special Education Teacher Silver Strand School	Personal	6-08-13

APPROVE – LEAVE OF ABSENCE

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Vanesse, Amanda	Teacher Coronado High School	Personal (Extending Leave)	4/24/13- 6/07/2013

Superintendent's Recommendation:

JPF

That the Board approve the Certificated Personnel Register.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – March 7, 2013

5.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

PERSONNEL

5.4 Approve Classified Personnel Register (Action)

APPROVE EMPLOYMENT

<u>NAME</u>	<u>POSITION</u>	<u>SALARY</u>	<u>EFFECTIVE DATE</u>
Hurrell, Yvonne	Instructional HlthC. Assist. Coronado Middle School	Range 7, Step 4	3/07/13
Martin, Margaret	Library Media Technician Village Elementary	Range 8, Step 3	3/01/13

APPROVE – RESIGNATION

<u>NAME</u>	<u>POSITION</u>	<u>REASON</u>	<u>EFFECTIVE DATE</u>
Hurrell, Yvonne	Instructional HlthC. Assist. Village Elementary School	Transfer from CMS	3/06/13

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 – March 7, 2013

5.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

PERSONNEL

5.5 Approve New Job Descriptions for Crown Preschool Teacher’s Assistant and Crown Preschool Teacher (Action)

Background Information:

Job descriptions for the following two new positions have been created: Crown Preschool Teacher’s Assistant and Crown Preschool Teacher Job Description.

Report:

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

The attached job descriptions are presented for approval.

Financial Impact:

None for approval of job descriptions.

JPF

Superintendent’s Recommendation:

That the Board New Job Descriptions for Crown Preschool Teacher’s Assistant and Crown Preschool Teacher.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

Crown Pre-School Teacher's Assistant

BASIC FUNCTION

The Crown Pre-School Assistant performs paraprofessional instructional activities as directed by a certificated employee and under the supervision of the site administrator and Director of Pre-School and Child Care; performs clerical and supportive tasks for teachers and students to relieve an instructional staff member of routine office tasks related to the instructional assignment; provides intensified learning experiences for students in assigned areas; assists in classroom operations; instructs students individually and in small groups; performs clerical duties; and completes related work as assigned.

Job Location: Crown Pre-School: Early Childhood Development Center (ECDC) – Village Elementary

ESSENTIAL FUNCTIONS (E)

- Manage and implement the daily instructional activities, including a written activity plan;
- Maintain student, school and family records and program documentation;
- Maintain a safe and effective preschool environment
- Assist the Preschool Teacher to administer pre and post student assessments/observations & maintain documentation on student progress, health and nutrition;
- Instruct and monitor children in the classroom and playground in the use and care of equipment and materials in order to prevent injuries, maintain safety, and avoid damage;
- Attend staff and parent meetings;
- Assist the teacher in supervising preschool children engaged in academic work;
- Assist teacher in preparing classroom for students;
- Prepare instructional materials for activity periods;
- Assist with meals served to children;
- Escort children to and from bus;
- Observe and control behavior of students according to approved procedures, report progress regarding student performance and behavior;
- Participate in in-service training programs;
- Perform other duties as assigned;
- Participate in staff development research based quality program activities and enforce administration policies and procedures governing children carrying out CUSD vision, mission and educational standards.

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS

- Ability to organize information;
- Flexibility in working with others in a variety of circumstances;
- Problem solving to identify and solve issues;
- Ability to interact with and care for the physical needs of preschool children and maintain a hygienic classroom environment;

- Physical ability to stoop, kneel and sit on the floor for extended periods of time;
- Ability to travel to school, home and training sites as job may require;
- Ability to communicate effectively both orally and in writing, follow oral and written instructions;
- Attend meetings and in-service training activities;
- Maintain accurate records in accordance with CDD state, county and federal regulations;
- Maintain cooperative working relationships with preschool students, parents program staff and supervisors;
- Ability to:
 - Understand and apply rules and regulations
 - Inspire confidence in children;
- Adapt to children's needs;
- Knowledge of basic methods used in the handling of preschool children;
- Interest in continued professional growth;
- Speak, understand, read and write both in English and Spanish (desirable).

RESPONSIBILITIES

- Work under limited supervision following standardized practices and/or methods;
- Utilize resources from other departments to perform the job's functions.

EDUCATION AND EXPERIENCE

- High school diploma and passage of NCLB paraprofessional Test as administered by the District or hold an AA Degree;
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary;.
- Knowledge of safe practices in classroom and playground activities;
- Be able to establish and maintain effective, cooperative working relationships with others;
- Be courteous, neat and clean at all times;
- Excellent oral and written communication skills; ability to understand and follow oral and written directions;
- Six (6) units early childhood education (ECE);
- Applicants must have general knowledge of regulations and guidelines affecting preschool programs.

REQUIRED TESTING CERTIFICATES AND LICENSES

- Current CPR and First Aid card;
- Current California Driver's License;
- Bilingual (English/Spanish) skills are desirable;
- Verification of eligibility through official transcripts and documentation;
- Food Handling Certificate (if applicable).

TRAINING CLEARANCES

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

WORKING CONDITIONS

ENVIRONMENT

- Location - Early Childhood Development Center;
- Generally hazard free environment and in a clean atmosphere;
- Work will be performed at locations within the District as assigned;
- Typical work area consists of a classroom or other instructional space.

PHYSICAL DEMANDS

- Occasional lifting, carrying, pushing, and/or pulling;
- Frequent stooping, kneeling, crouching, and/or crawling for extended periods of time;
- Significant fine finger dexterity;
- Generally requires 30% sitting, 40% walking, and 30% standing;
- Requires the ability to lift up to fifty (50) pounds;
- Position requires the ability to hear and speak within normal ranges;
- Ability to see to monitor students;
- Bending at the waist, kneeling or crouching;
- Dexterity of hands and fingers to operate computer keyboard;
- To be dependable, industrious, and in good physical condition.
-

WORK YEAR

- Instructional Year

SALARY

Placement on the Classified Salary Schedule, Range 3

Crown Pre-School Teacher

BASIC FUNCTION

Under the supervision of the site administrator and the Director of Pre-School and Child Care, provide an education program which supports the optimal development of each student and increases parental knowledge and understanding of child growth and development.

Job Location: Crown Pre-School: Early Childhood Development Center (ECDC) – Village Elementary

ESSENTIAL FUNCTIONS (E)

- Manage, create and implement the daily instructional activities, including a written activity plan;
- Provide each preschool student with a wide range of appropriate learning experiences with an emphasis on positive feedback;
- Maintain student, school and family records and program documentation;
- Maintain a safe and effective preschool environment;
- Administer pre and post student assessments/observations & maintain documentation on student progress, attendance, health and nutrition;
- Diagnose, plan, develop, implement, and evaluate appropriate learning activities for students;
- Instruct and monitor children in the classroom and playground in the use and care of equipment and materials in order to prevent injuries, maintain safety, and avoid damage;
- Participate in program evaluation and documentation program requirements;
- Attend staff and parent meetings;
- Provide training, supervision and direction to instructional assistant(s);
- Produce informational newsletter;
- Participate in staff development research based quality program activities and enforce administration policies and procedures governing children carrying out CUSD vision, mission and educational standards;
- Provide daily activities designed to develop the children's physical, personal, positive self-image, understanding of self and of others, and emotional needs;
- Provide opportunities for students to accept responsibilities;
- Instills self-control and responsibility for a group participation and conduct, and the importance of being a contributing citizen in the community;
- Develop lesson plans and materials to meet the goals of the Crown Preschool program;
- Reflect sensitivity to the needs of children and parents of different ethnic, cultural, educational, and economic backgrounds;
- Complete required assessments of students each year and maintain records on each pupil's performance;
- Identify student and family needs and seek further evaluation or resources to meet those needs;
- Conduct home visits, telephone contact and written communication to the parents and community;
- Attend regular and periodic staff meetings, training, orientation, and similar program conferences;

- Meet with assistants and parent volunteers to plan, train and supervise their activities.
- Follow prescribed method of enrollment and assignment for preschool students;
- Assure sign-in/sign-out procedures are followed for protection of preschool students;
- Prepare for Back-to-School, Parent Conferences and open house;
- Complete all required reports including student evaluations, report cards, equipment and material inventories, requisitions, program evaluations and lesson plans;
- Establish and maintain programs that coordinate with the transitional kindergarten and kindergarten programs;
- Consult with nurses, psychologists, speech therapists, social workers, and similar specialists to assist in understanding and handling of children;
- Consult with parents in regard to their children and elicit parent involvement where possible;
- Assist in interpreting the school's program to parents and community by attending appropriate meetings, conferring with parents;
- Arrange or provide emergency or special transportation for students from school to home.

SKILLS, KNOWLEDGE AND ABILITIES

SKILLS

- Ability to organize information;
- Flexibility in working with others in a variety of circumstances;
- Problem solving to identify and solve issues;
- Ability to interact with and care for the physical needs of preschool children;
- Maintain a hygienic classroom environment;
- Ability to stoop, kneel and sit on the floor for extended periods of time;
- Ability to travel to school, home and training sites as job may require;
- Ability to communicate effectively both orally and in writing;
- Follow oral and written instructions;
- Attend meetings and in-service training activities;
- Maintain accurate records in accordance with CDD state, county and federal regulations;
- Maintain cooperative working relationships with preschool students, parents program staff and supervisors;
- Perform basic attendance accounting as required;
- Provide tutorial assistance to students as required;
- Prepare lunch counts;
- Supervise the Preschool Teacher's assistant and other instructional assistants in the program.

RESPONSIBILITIES

- Work under limited supervision following standardized practices and/or methods;
- Lead, guide, and/or coordinate others;
- Utilize resources from other departments to perform the job's functions.

EDUCATION AND EXPERIENCE

- Knowledge of California Preschool Foundations and Desired Results Developmental Profile (DRDP) Assessment;
- Knowledge of regulations and guidelines affecting preschool programs;
- Knowledge of the developmental needs of preschool age children;
- Ability to communicate effectively with preschool age children and their parents;
- Ability to work with other adults;

- Bilingual ability desirable;
- Awareness of developmental needs of handicapped preschool children.

WORKING CONDITIONS

ENVIRONMENT

- Location - Early Childhood Development Center or other locations as assigned;
- Typical work area consists of a classroom or other instructional space;
- Generally hazard free environment and in a clean atmosphere.

PHYSICAL DEMANDS

- Ability to lift up to fifty (50) pounds;
- Ability to hear and speak within normal ranges;
- Ability to see to monitor students;
- Bending at the waist, kneeling or crouching;
- Dexterity of hands and fingers to operate computer keyboard;
- Dependable, industrious, and in good physical condition;
- Frequent lifting, carrying, pushing, and/or pulling;
- Frequent stooping, kneeling, crouching, and/or crawling for extended periods of time;
- Significant fine finger dexterity;
- Generally requires 30% sitting, 40% walking, and 30% standing.

Required Testing Certificates and Licenses

- Multiple Subject Credential with an emphasis in Early Childhood Education,
- California Preschool Foundations and Desired Results Developmental Profile (DRDP) Assessment
- Current CPR and First Aid card,
- Current California Driver's License.
- Bilingual (English/Spanish) skills are desirable.

Training Clearances

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

SALARY

Placement on the Certificated Salary Schedule

WORK YEAR

- Instructional Year

AGENDA – March 7, 2013

5.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION & BOARD OPERATIONS

5.6 Approve 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 an initial proposal to the Coronado Unified School District which is being submitted for discussion during the upcoming negotiations for the 2013-2014 school year. This proposal is listed for public comment.

Proposal:

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

Article XIX-Salary

ACT proposes negotiation of hourly pay of \$25.85

Article XVII-Leaves

ACT proposes negotiation of long term uncompensated leaves for tenured teachers

Article XXIII

ACT proposes negotiation of Professional Development Activities

Financial Impact:

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

Superintendent's Recommendation:

JPF

That the Board approves the proposal for negotiations as presented.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – March 7, 2013

5.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION & BOARD OPERATIONS

5.7 Approve Proposal for Negotiations Presented by the Coronado Unified School District to the Association of Coronado Teachers (ACT) [Action]

Background Information:

In preparation for negotiations, the Coronado Unified School District has prepared a proposal to the Association of Coronado Teachers which is being submitted for discussion during the upcoming negotiations for the 2013-2014 school year. This proposal is listed for public comment.

Proposal:

The Coronado Unified School District presents the following topics for negotiation:

Article 1 – Term of the Agreement

The District proposes a one year agreement commencing July 1, 2013 and ending June 30, 2014.

The District proposes construction of the 2013-2014 school calendar using the Board adopted Guiding Principles and the school calendars developed by the community and staff in the fall 2012 calendar forums.

Article XIV – Evaluation Procedure and Appendix D

The District proposes adherence to Education Codes 44660-44665. Specifically Ed Code 44662 (Stull Act), inclusion of measures of student growth as a component of the evaluation process used to evaluate and determine teacher effectiveness.

The District also proposes the use of student surveys and parent surveys as additional factors within the evaluation process.

Article XV – Unit Member Work Year

For the 2013-2014 school year, the unit member work year shall remain consistent with the 2012-13 work year (181 work days as stated in Article 15.1.1.2).

Financial Impact:

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

Superintendent’s Recommendation:



That the Board approves the proposal for negotiations as presented.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – March 7, 2013

5.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

5.8 Approve Coronado Unified School District 2013 School Site Strategic Plans (Action)

Background Information:

Since 2005, Coronado High, Coronado Middle, Palm Academy, Silver Strand Elementary, and Village Elementary Schools have each developed a Site Strategic Plan, required by the Coronado Unified School District (CUSD) as well as California Education Code (termed Single Plan for Student Achievement (SPSA) by the state). This year Coronado School of the Arts developed a Department Strategic Plan, aligned to all CUSD site plans. The CUSD Strategic Planning Handbook is available at www.coronadousd.net>Learning and Instruction>District Strategic Planning.

Report:

School Site Strategic Planning:

Coronado Unified School District's annual cycle of strategic planning meetings for all CUSD sites and departments began in September for Coronado School of the Arts (CoSA), with all other site and department annual meetings following the District annual strategic planning meeting:

- | | |
|----------------------------|-------------------|
| • CoSA (CHS) | September 7, 2012 |
| • District | December 6, 2012 |
| • Village Elementary | January 15, 2013 |
| • Silver Strand Elementary | January 16, 2013 |
| • Coronado Middle School | January 24, 2013 |
| • Coronado High School | January 25, 2013 |
| • Student Services Dept. | January 30, 2013 |
| • Palm Academy | February 1, 2013 |

At each annual meeting, Strategic Planning Teams were comprised of representative members of parents, the community, and staff. For the first time, students were included on the Village and Silver Strand Elementary teams as well following the past practice of the District, Coronado Middle, and High Schools' annual meetings. A CUSD Governing Board Member was in attendance as observer at all annual meetings. Claudia Gallant, Senior Director of Learning and Instruction, and site administration co-facilitated each meeting.

At each site annual meeting, team members listened to brief presentations on goal successes and discussed considerations for next steps for all CUSD Board Goal areas: 21st Century Learning (Board Goal #1), Communication (Board Goal #3), Character Education (Board Goal #4), and Performance and Assessment (Board Goal #5).

Discussion of Board Goal #2 (Fiscal) was embedded into key actions for each goal area. Based on the academic performance and other areas of need determined by each site, the following specific topics were the focus of each site's annual meeting and each revised plan:

- **Village Elementary:** 21st Century Learning; Communication; Character Education; and Reading, Writing, and Mathematics.
- **Silver Strand Elementary:** 21st Century Learning; Character Education; Reading, Writing, and Mathematics; Common Core State Standards; Measures of Academic Progress; and Academic Support and Enrichment.
- **Coronado Middle School:** 21st Century Learning; Communication; Character Education; and Reading, Writing, Mathematics, and Science.
- **Coronado High School:** 21st Century Learning; Communication; Character Education; and Reading, Writing, and Mathematics.
- **Coronado School of the Arts:** 21st Century Learning; Communication; Character Education; and Assessment.
- **Palm Academy:** Expand use of Palm Academy facilities and programs to serve more students; adult education and independent studies; increase career and technical education options for students; develop personalized education plans for students; and achieve Model Continuation High School status.

All site plans have been fully revised and aligned to CUSD Board Goals. Pending Board approval, all CUSD Strategic Plans will be available on the main District website at www.coronadousd.net and under the Learning and Instruction link, as well as each site's website under Strategic Plan. Additionally, schools will post a one-page summary of site strategic planning on the school website. Plans were provided to the Board under separate cover and are available for the public to see at the District Office. Governing Board approval of the District and Student Services Department annual plans is scheduled for April 25, 2013.

All strategic plans guide the work of CUSD and each department or school site for the next school year and beyond. Next year's District Strategic Planning cycle will begin in fall 2013.

Financial Impact:

None for this report

Superintendent's Recommendation:



That the Board approve Site Strategic Plans for 2013-14 for Silver Strand Elementary, Village Elementary, Coronado Middle, Palm Academy, Coronado High School, and Coronado School of the Arts (CHS).

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – March 7, 2013

6.0 DISTRICT ORGANIZATION AND BOARD OPERATION

6.1 Authorize District Certification of Second Period Interim Budget State Report for Period Ending January 31, 2013 (Action)

Background Information:

During the fiscal year, there are two interim periods to review the budget; the first ending October 31, 2012 and the other ending January 31, 2013. This will certify that Coronado Unified School District will be able to meet its financial obligations for the current fiscal and subsequent two fiscal years.

The attached Goldenrod Executive Summary of Budget Events provides information on the impact of key events upon our local budget.

A copy of the following report has been provided to the Governing Board under separate cover and is available on the Internet.

SACS Form 01I (the report furnished to the State Department of Education). This report includes a General Fund summary of revenues, expenditures, and changes in fund balance; attendance detail; and a cash flow projection for the balance of the fiscal year.

Financial Impact:

See Second Interim Budget State Report (under separate cover).

Superintendent's Recommendation:

JPF

That the Board authorize District Certification of the Second Period Interim Budget State Report for period ending January 31, 2013.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

Coronado Unified School District

Executive Summary of Budget Events

"The Goldenrod"

	Column I	II	III	IV	V	VI	VII	VIII	IX	X	XI
	Date	Description	Projected General Fund Combined Exp (nt 1)	Projected General Fund Unrestricted Exp	Structural Surplus/Deficit (nt 2)	Proj Operating Reserve Balance June 30, 2013	Proj Operating Reserves as % of Exp	Other Reserves or One time Revenue (nt 3)	Proj "Other Res" One Time Rev as % of Exp	Total Reserves 6/30/2013 (nt 4)	Total Reserves % of Exp
CUSD 2012-13 Budget	June 28, 2012	2012-13 Adopted Budget	26,850,504	20,288,696	-3,019,643	931,483	3.47%	1,664,117	6.20%	2,595,600	9.67%
	September 13, 2012	2011-12 Unaudited Actuals	27,426,774	20,223,407	-3,033,279	917,847	3.35%	1,650,481	6.02%	2,568,328	9.36%
	December 13, 2012	2012-13 First Interim	27,923,478	20,464,480	-1,768,019	2,183,107	7.82%	1,691,575	6.06%	3,874,682	13.88%
	March 7, 2013	2012-13 Second Interim	28,334,576	20,595,301	-1,886,543	2,013,545	7.11%	1,810,821	6.39%	3,824,366	13.50%
	Date	Description		Change	Structural Deficit	Description					
MYP Events	December 13, 2012	2012-13 First Interim	27,923,478		-1,768,019	Eliminated Proposition 30 Trigger Set Aside (\$441 per ADA, \$1.3 million) Increased 20 ADA, increased special education expense					
	December 13, 2012	2012-13 First Interim	28,288,478	365,000	-2,133,019	Increase structural deficit - 4 furlough days (Instructional Calendar to 185 days)					
	March 7, 2013	2012-13 Second Interim		182,678	-2,315,697	Increased contribution to Special Education					
	Date	Inherited Structural Deficit (nt 2)	Effect of Continued Flex Transfers & Furloughs Adopted Spring 2010*	One time Funds (nt 5)	Net Remaining Inherited Structural Deficit	Cost of Step/Column/H&W, COLA (nt 6)	Total Deficit	Portion of Deficit Funded By Draw Upon Reserves	Total Reserves at 06-30	Total Reserves % of Exp	
MYP Projection	June 30, 2014 (CSR Ends)*	-2,315,697	492,000	0	-1,823,697	-550,000	-2,373,697	2,373,697	1,500,985	5.35%	
	June 30, 2015 (Serp x Ends)* (Flex Ends)	-2,498,375	492,000	0	-2,006,375	-201,906	-2,758,281	2,758,281	-1,257,296	-4.40%	
	*SB 70 re-authorized										

Coronado Unified School District

Executive Summary of Budget Events

Notes and Comments

Notes:

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

(a) 2012-13 Adopted Budget total reserves estimate:	2,595,600	Budget assumptions include Proposition trigger of \$441 per ADA
(b) 2011-12 Actuals and First Interim Report	3,874,682	Eliminate Prop 30 trigger, increase 20 ADA & Special Ed expense
(c) Second Interim Report		
(d) June estimated actuals and Sept actuals		
5. This figure in 2011-12 consists of Deferred Maintenance Sweep (\$200K remaining) and \$165K from the Federal Jobs Funding to fund 3 teachers CSR 25:1.
6. As stated in note 2, projected increases in step and column and health insurance premiums will add to the deficit in future years unless offset by equivalent cuts at that time.

Next Update:

May 2013
Governor's May Budget Revision

Coronado Unified School District Second Interim Summary of Budget Events

March 7, 2013

2012-13 General Fund Budget as of 2nd Interim

Revenues	\$26,458,033	
<u>Expenses</u>	<u>\$28,344,576</u>	
Net	(\$1,886,543)	
Beginning Balance	\$ 6,482,668	
<u>Ending Balance</u>	<u>\$ 4,596,125</u>	16.2%
Assigned Reserves	\$ 2,091,047	
Total Other Reserves	\$ 3,824,368	13.5%

3

Multi-Year Projection

	2012-13	2013-14	2014-15
Revenues (State, Federal and Local)	\$26,458,033	\$26,458,033	\$26,806,127
Expenses	<u>\$28,344,576</u>	<u>\$28,790,398</u>	<u>\$29,562,083</u>
Net	(\$1,886,543)	(\$2,332,365)	(\$2,755,956)
Beg. Balance	\$6,482,668	\$4,596,125	\$2,263,760
Ending Balance	\$4,596,125 \$3.8M, 13.5% Unassigned	\$2,263,760 \$1.6M, 5.7% Unassigned	(\$492,196) (\$1.1M), (3.8%) Unassigned

4

Budget Solutions Needed

Required Reserves (3%, 6/30/2015)	\$886,862	
Projected Reserves	\$417,121	
Additional Reserves Needed	\$469,741	
Additional Assignments	\$1,527,782	
Textbook Flex Funds		\$515,093
Site Carryover		\$778,689
GASB 45 Set Aside		\$234,000
Solutions needed by 6/30/2015	\$1,997,523	
Structural Deficit as of 6/30/2015	\$2,755,956	

5

Major Assumptions of the Multi-Year Projection

- Furlough days restored in 2013-14
- No COLA in 2013-14, flat ADA
- 2.2% funded COLA in 2014-15, flat ADA
- Our Special Reserve Fund will not cover minimum reserve levels through 2014-15.
- Cash Flow should be sufficient through 2013-14, but potentially not in 2014-15

6

Other Considerations

- Federal “sequestration” cut of 5.9%, or \$113,000 in 2012-13, then ongoing at 8.2%
- Potential increase in ADA to 3060, or \$210,000
- May 2013: Governor’s Budget Revise
 - Local Control Funding Formula?
 - Potential risk of losing ROP funds from the County Office
 - COLA?
- March-April 2013: 2013-14 budget building and negotiations

AGENDA – March 7, 2013

6.0 PERSONNEL

6.2 Approve Resolution Regarding Discontinuance of Particular Kinds of Services and Reduction of Particular Kinds of Services (Action)

Background Information:

Current financial constraints and uncertainties regarding revenue are insufficient to maintain existing levels of programs and services.

Given the Second Interim Budget that has a District structural deficit of \$1.9 million in 2012-2013 and a District structural deficit of \$2.3 million in 2013-2014, it is prudent for the district to analyze options to improve its fiscal condition.

Proposal:

Due to the financial constraints and uncertainties regarding revenue being insufficient to maintain current levels of programs and services, including particular kinds of certificated services, and reassessment of educational priorities, and it being necessary to commence implementing program changes in a timely fashion within the current structure of the law, it is recommended that for the best interests of the District and the welfare of the schools and the pupils thereof, to commence certificated layoff proceedings to discontinue particular kinds of services (“PKS”) and to reduce the corresponding number of certificated staff no later than the beginning of the 2013-2014 school year (in addition to the release of temporary certificated employees and/or the expiration of their contracts without renewals or re-issuances).

Financial Impact:

The fiscal impact will be determined by the number of teachers rehired given specific site budgets.

Superintendent’s Recommendation:

JPF

That the Board approve Resolution #13-03-01 Regarding Discontinuance of Particular Kinds of Services and Reduction of Particular Kinds of Services.

Moved by _____ Seconded by _____

Ayes _____ Noes _____ Absent _____ Student _____

CORONADO UNIFIED SCHOOL DISTRICT

**RESOLUTION REGARDING COMMENCEMENT OF CERTIFICATED LAYOFF;
DISCONTINUANCES OF PARTICULAR KINDS OF SERVICES (AS LISTED IN
EXHIBIT A OF THE RESOLUTION); DIRECTION TO NOTIFY AFFECTED
EMPLOYEE OF RECOMMENDATION OF LAYOFF; AND RELATED ACTIONS**

Resolution Number 13-03-01

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

WHEREAS, because of financial constraints and uncertainties regarding revenue being insufficient to maintain current levels of programs and services, including particular kinds of certificated services, and reassessment of educational priorities, and it being necessary to commence implementing program changes in a timely fashion within the current structure of the law, this District's Governing Board determines that it is in the best interests of the District and the welfare of the schools and the pupils thereof, to commence certificated layoff proceedings to discontinue particular kinds of services ("PKS") as hereinafter enumerated and to reduce the corresponding number of certificated staff no later than the beginning of the 2013-2014 school year (in addition to the release of temporary certificated employees and/or the expiration of their contracts without renewals or re-issuances);

WHEREAS, the cause of this discontinuance and reduction in certificated services is not the separate statutory basis involving declining average daily attendance during either of the past two years;

WHEREAS, to the extent this layoff includes employees serving in positions in this District pursuant to temporary contracts or notices of employment and who are serving in positions funded by categorically funded sources, those employees are included in this process of certificated layoffs out of an abundance of caution;

WHEREAS, this discontinuance of certificated services shall result in layoffs of certificated personnel in accordance with Education Code sections 44955 and 44949 which provide a process whereby particular decisions, actions and notifications must be undertaken beginning no later than March 15 of each school year regarding layoffs of certificated personnel in order to reduce the number of certificated staff, and this Board desires to reduce certificated staff as permitted by law;

WHEREAS, this Governing Board desires to discontinue the particular kinds of certificated services as listed in Exhibit A, attached, and to that extent of full time equivalents ("FTEs") not later than the beginning of the 2013-2014 school year (in addition to the release of temporary certificated employees and/or the expiration of their contracts without renewals or re-issuances);

WHEREAS, in the opinion of the Governing Board, it will be necessary as a result of the discontinuances of these particular kinds of services reflected in Exhibit A to decrease the number of certificated employees by a corresponding number of full-time equivalent positions;

WHEREAS, in determining the extent of staff FTE reductions/discontinuances and services to be reduced, the Governing Board has considered all assured and/or known attrition as of this time to the extent required by law, so that the total referenced above and in Exhibit A has already accounted for such attrition; but for that attrition, this Board would have found it necessary to discontinue or reduce additional particular kinds of certificated services and/or full time equivalents; and

WHEREAS, this Governing Board believes it is in the best interests of the educational process, continuity of educational services and the education of this District's students, to refrain from splitting full time elementary level classroom positions into two or more part-time positions so as to create one classroom of instruction with more than one regular classroom teacher, but rather desires to maintain full-time classroom teachers in the elementary levels, including transitional kindergarten, pre-kindergarten, kindergarten, and grades 1 through and including 5;

NOW, THEREFORE BE IT RESOLVED, DETERMINED AND ORDERED by this Governing Board, as follows:

1. All of the above recitals are true and correct;
2. The particular kinds of services as listed in Exhibit A are hereby to be and shall be discontinued and otherwise eliminated to the described extent not later than the beginning of the 2013-2014 school year, within the meaning of Education Code section 44955, subdivision (b);
3. It is the opinion of this Governing Board, in view of the discontinuances of these particular kinds of services, that it is necessary to decrease the number of permanent and/or probationary employees and other certificated employees serving in positions requiring certification qualifications within this school district at the close of this school year by a corresponding number of full-time equivalent positions as set forth within Exhibit A and that such decrease in number of certificated staff be implemented by the termination of employment of certificated employees above and beyond attrition;
4. Due to the discontinuances and reductions of particular kinds of services set forth herein, the legal number of employees of the District, pursuant to Education Code Section 44955, shall not be employed for the 2013-2014 school year.
5. In observing the statutory rights of a more senior certificated employee performing services in a subject matter or field identified by the District for discontinuance to displace a less senior certificated employee, the more senior certificated employee may displace ("bump") a less senior certificated employee if it is established to the satisfaction of the District that the more senior certificated employee is both competent and credentialed to render the services performed by a less senior certificated employee, subject to sections 6, 7, and 8, below, provided, however, that elementary (transitional kindergarten, pre-kindergarten, kindergarten, and first through and including fifth grade) general education classroom teaching services be provided on a full time basis rather than more than one general education classroom teacher being assigned to and teaching those classroom's students as the regular full time classroom teacher, as permitted by *Hildebrandt v St. Helena Unified School District* (2009) 172 Cal.App.4th 334;

6. Subject to requirements (if any) within the Educational Employment Relations Act, that for purposes of “competency” as to “bumping” (displacement) rights within the meaning of Education Code section 44955(b) and as to reemployment rights within the meaning of Education Code Sections 44956 and 44957, to the extent such might apply, “competency” shall be based upon all of the following:

- possession and current filing of a preliminary or clear credential for the subject matter into which the employee would bump for the 2013-2014 school year or as to which reemployment would apply;

- highly qualified status within the meaning of the No Child Left Behind Act for the subject matter into which the employee would bump for the 2013-2014 school year or as to which reemployment would apply; and

- possession and current filing of an appropriate EL certification (other than emergency) for the subject matter into which the employee would bump for the 2013-2014 school year or as to which reemployment would apply;

- at least one complete school year of full time (1.0 FTE) continuous active employment in this school district, within the last three school years, i.e., 2010 - 2011 and more recently, other than as a long term or day-to-day substitute, based upon a preliminary or clear credential, within the particular kind of service into which the employee would bump for the 2013-2014 school year or as to which reemployment would apply; service which began at the beginning of this school year shall be considered for this purpose as a full year of service.

In applying this latter criterion to bumping/displacement, it is not necessary for the currently serving junior employee to have served in that particular kind of service for at least one school year in order to prevent a senior employee from “bumping” or displacing that junior employee; that junior employee who is currently serving in the position into which the senior employee would otherwise bump, is expected to have completed the one year of continuous experience and has the more current experiences and training within that particular kind of service in which (s)he is currently serving, and the lack of completion of one school year by the junior employee in that position does not nullify the application of the “bumping” or displacement standard necessary for the more senior employee to “bump” or displace the junior employee serving in that particular kind of service.

The intent of this criterion is that specialized teachers employed less than full time (generally those employed based upon categorical monies) and who have not had the requisite timely experience of the full time continuous responsibilities, experience and training for a regular education elementary classroom, do not bump or displace experienced regular general education classroom teachers,

7. For purposes of seniority tie-breaking criteria within the meaning of Education Code sections 44955, subdivision (b) (third paragraph) and section 44846 (second paragraph), the Governing Board determines that seniority ties shall be broken in accordance with the criteria listed within Exhibit B, said criteria being based solely upon the needs of the District and the students thereof;

8. The Governing Board also hereby delegates, pursuant to Education Code Section 35161, to the District Superintendent and, in the discretion of the District Superintendent, the District Superintendent's designee, the determination of such other "competency" standards (Education Code section 44955, subdivision (b)) and seniority tie-breaking criteria as well as "skipping" standards (Education Code section 44955, subdivision (d(1))) as may be appropriate as the identification and bumping processes are applied and implemented;
9. The Superintendent or the Superintendent's designee(s) is(are) instructed to take the steps necessary pursuant to the Education Code including, in part, sections 44955 and 44949, to implement the above and to reduce the certificated staff as set forth hereinabove;
10. Any employee laid off as a result of this action shall maintain the rights to reemployment as provided by law.
11. The actions of this Governing Board will not, in any way, be considered to prejudice the rights of any certificated employee to whom notice will be given of the superintendent's recommendations, should any employee request a hearing to contest this matter.

IN WITNESS of the adoption of the foregoing Resolution, we, the members present and voting thereof, have hereunto set our hands this 7th day of March, 2013. Executed in Coronado, San Diego County, California.

GOVERNING BOARD OF THE
CORONADO UNIFIED SCHOOL
DISTRICT

Approval:

Dissenting:

Abstaining:

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

Date: March 7, 2013

Superintendent/Secretary to Governing Board
Coronado Unified School District

EXHIBIT A

**IDENTIFICATION OF
PARTICULAR KINDS OF SERVICES (PKSs)
AND
FULL TIME EQUIVALENCIES (FTEs)
TO BE DISCONTINUED AND REDUCED NO LATER THAN
THE BEGINNING OF THE ENSUING SCHOOL YEAR (2013-2014)**

<u>Particular Kinds of Services (PKS)</u>	<u>Full Time Equivalent Positions</u> **	<u>Impact **</u>
Academic Support and Enrichment (ASE) teaching services, transitional kindergarten and grades kindergarten through 5 (includes math ASE intervention teaching services, grades 4 and 5)	<p>Eleven hourly positions working 19.5 hours per week, equating to 0.5145 FTE times 11 equaling to 5.6595 FTEs</p> <p align="center">Plus</p> <p>Six non-hourly positions working 0.5145 FTE, equating to 3.087 FTEs</p>	Discontinue all hourly and non-hourly positions
Visual and Performing Arts (VAPA) teaching services, transitional kindergarten and grades kindergarten through 5 (Silver Strand Elementary School and Village Elementary School; at Village Elementary, also known as Specials Teachers (VAPA) Team teaching services)	Two hourly positions of 19.5 hours per week equating to 1.029 FTEs	Discontinue all positions

<u>Particular Kinds of Services (PKS)</u>	<u>Full Time Equivalent Positions **</u>	<u>Impact **</u>
<p>Science lab enrichment teaching services, transitional kindergarten and grades kindergarten through five; also known as Specials Teachers Team teaching services, science lab</p> <p>Science lab enrichment teaching services, transitional kindergarten and grade pre- kindergarten through 5</p>	<p>One hourly position of 19.5 hours per week equating to 0.5145 FTE</p> <p>Plus</p> <p>One non-hourly position of 0.2243 FTE</p>	<p>Discontinue all hourly and non-hourly positions</p>
<p>Literacy support enrichment teaching services, transitional kindergarten and grades kindergarten through 5; also known as Specials Teachers Team teaching services, literacy support</p>	<p>One hourly position of 19.5 hours per week equating to 0.5145 FTE</p>	<p>Discontinue all positions</p>
<p>Music (instrumental [band], choral, and enrichment) teaching services, transitional kindergarten and grades kindergarten through five; also known as Specials Teachers Team teaching services, music</p>	<p>One hourly position of 19.5 hours per week equating to 0.5145 FTE</p>	<p>Discontinue all positions</p>
<p>Computers teaching services, transitional kindergarten and grades kindergarten through five; also known as Specials Teachers Team teaching services, computers</p>	<p>One hourly position of 19.5 hours per week equating to 0.5145 FTE</p>	<p>Discontinue all positions</p>
<p>GATE (Gifted and Talented Education) teaching services, transitional kindergarten and grades kindergarten through five</p>	<p>Two hourly positions of 19.5 hours per week equating to 1.029 FTE</p>	<p>Discontinue all positions</p>
<p>Early literacy teaching services, pre-kindergarten, transitional kindergarten and grades kindergarten through 5</p>	<p>One hourly position of 8.75 hours per week equating to 0.2309 FTE</p>	<p>Discontinue all positions</p>

<u>Particular Kinds of Services (PKS)</u>	<u>Full Time Equivalent Positions **</u>	<u>Impact **</u>
Health teaching services, transitional kindergarten and grades kindergarten through 5	One non-hourly position of 0.5277 FTE	Discontinue all positions
Before/after school academic assistance Program teaching services, pre-kindergarten, transitional kindergarten, and grades kindergarten through 5	At Silver Strand Elementary School: 6 hourly positions of 5 hours per week equating to 0.7914 FTE plus At Village Elementary School: 2 hourly positions of 6 hours per week equating to 0.3166 FTE	Discontinue all positions
Total FTEs**	14.9534 **	Discontinuing all such services

** Due to the nature of these services and positions, the actual FTE or amount of service might differ from those references in this matrix. The goal, intent and result of this Resolution are that all these services shall be discontinued. If the FTEs and other numerical references reflected herein are not sufficient to achieve that goal, then the numbers shall be considered modified and increased so that the discontinuances of these services are achieved.

EXHIBIT B

CRITERIA FOR BREAKING SENIORITY TIES

Subject to requirements (if any) within the Educational Employment Relations Act, this Governing Board determines, based solely on the needs of this District and the students of this District, that seniority ties within the meaning of Education Code sections 44955, subdivision (b) (third paragraph) and section 44846, shall be resolved by applying the following criteria, to be applied in the following order, one step at a time. Such criteria shall be applied to rank the order of individuals for purposes of layoff and reemployment, subject to exceptions allowed by law. The criteria are as follows:

- For certificated employees possessing the same seniority date, the employee who is highly qualified within the meaning of the No Child Left Behind Act wins the tie-breaker over an employee who is not highly qualified within the meaning of the No Child Left Behind Act.
- If a tie still exists, the employee who possesses a then currently valid and properly filed CLAD, or equivalent, wins the tie breaker.
- If a tie still exists, the certificated employee holding a clear credential wins over those holding a less permanent credential such as a preliminary credential.
- If a tie still exists, the winner would be that individual who possesses the broader scope of credentials on file with the County Office of Education and this District and the credential would be currently applicable for use in our school district.
- Date of issuance of the earliest California clear, life, standard or similar credential as indicated as the date of issuance on the website of the California Commission on Teacher Credentialing or if no date of issuance is on the website, the date of issuance on the copy of the earliest such credential on file with this district.
- Possession of a Master's Degree which is on file at the district office.
- If a tie still exists, the tie would be broken by lottery.

AGENDA – March 7, 2013

7.0 DISTRICT ORGANIZATION AND BOARD OPERATION

7.1 Adopt New Board Policy on Civility (First Reading)

Background Information:

Coronado Unified School District does not currently have a policy relating to Civility.

The Governing Board believes that Coronado Unified School District staff will treat all community members with respect and will expect the same in return. The District is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

The attached Board Policy/Regulation/Exhibit will reinforce Coronado Unified School District's Standards for Civil Behavior that both parents and students sign upon registration.

This policy promotes mutual respect, civility, and orderly conduct among District employees, parents, and the public. This policy is not intended to deprive any person or his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free work place for our students and staff. In the interest of presenting District employees as positive role models to the children of this District as well as the community, Coronado Unified School District encourages positive communication, and discourages volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.

Financial Impact:

There is no impact to the general fund.

This item is provided to the Board for first reading.



Community Relations

Civility Policy

The Board of Education believes that Coronado Unified School District staff will treat all community members with respect and will expect the same in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

This policy promotes mutual respect, civility, and orderly conduct among district employees, parents, and the public. This policy is not intended to deprive any person or his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free work place for our students and staff. In the interest of presenting district employees as positive role models to the children of this district as well as the community, CUSD encourages positive communication, and discourages volatile, hostile, or aggressive actions. The district seeks public cooperation with this endeavor.

(cf. 0410. - Recognition of Human Diversity)

Disruptions

1. Any individual who disrupts or threatens to disrupt school/office operations; threatens the health and safety of students or staff, willfully causes property damage; uses loud and/or offensive language, which would provide a violent reaction; or who has otherwise established a continued pattern of unauthorized entry on school district property, will be directed to leave school or school district property promptly by the superintendent or designee.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting, and/or demeaning manner, the administrator or employee to whom the remarks are directed will calmly and politely admonish the speaker to communicate civilly. If corrective action is not taken by the abusing party, the district employee will verbally notify the abusing party that the meeting, conference, or telephone conversation is terminated, and if the meeting or conference is on district premises, the offending person will be directed to leave promptly.
3. When an individual is directed to leave under Paragraph 1 or 2, the superintendent or designee shall inform the person that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Codes 415.5 and 626.7 if he/she reenters any district facility within 30 days after being directed to leave, or within seven days if the person is a parent/guardian of a student attending that school. If an individual refuses to leave upon request or returns before the applicable period of time, the superintendent or designee may notify law enforcement officials. The Civility Policy Incident Report should be completed for the situations as set forth in paragraphs 1 and 2. (Exhibit 1313)

Civility Policy (continued)

(cf. 5146 - Campus Disturbance)
(cf. 5146(c) - Disturbing the Peace)
(cf. 9323 - Meeting Conduct)

Safety and Security

4. When violence is directed against an employee, or theft against property, employees shall promptly report the occurrence to their principal or supervisor and complete an Incident Report. Employees and supervisors should complete an Incident Report and report to law enforcement any attack, assault, or threat made against them on school/district premises or at school/district-sponsored activities.
5. An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian.

Documentation

6. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written report of the incident on the attached form.

Legal Reference:

EDUCATION CODE

32210 Disturbing School
44014 Assault on Personnel
44810 Person on School Grounds
44811 Insults and Abuses

PENAL CODE

243.5 Arrest on School Grounds
415.5 Fighting on School Grounds
626.8 Entry of School by Person Not on Lawful Business
627.7 Refusal to Leave School Grounds

Policy
adopted: February 21, 2013

Coronado Unified School District
Coronado, California

Community Relations

Civility Policy

In order to keep schools and administrative offices free from disruptions and to prevent unauthorized individuals from entering school or district grounds, procedures will be established to support a safe work place for students and staff. The intent of these procedures will be to promote mutual respect, civility, and orderly conduct among district employees, parents, and the public.

Disruptions

1. Members of the public who use obscenities or speak in a loud, insulting, and/or demeaning manner will be calmly and politely reminded by district employees to communicate in a civil manner.
2. Members of the public who continue to speak in a demeaning manner will be politely notified that the meeting, conference, or telephone conversation is terminated. If the meeting or conference is on district property, the offending person will be directed to leave the premises.
3. The employee(s) involved in this situation will notify the site administrator of the situation.
4. Any individual will be directed to leave district property by the school or district office administration who
 - a) Disrupts or threatens to disrupt school/office operations
 - b) Threatens school/office operations
 - c) Threatens the health and safety of students or staff
 - d) Willfully causes property damage
 - e) Uses loud and/or offensive language, which would provide a violent reaction
 - f) Has established a continued pattern of unauthorized entry on district property

Civility Policy (continued)

5. If an individual refuses to leave upon request, the site or district office administrator may contact law enforcement officials. The superintendent or designee will be immediately notified if this occurs.
6. The superintendent or designee will inform the individual removed from district property that he/she will be guilty of a misdemeanor in accordance with California Education Code 44811 and Penal Code 415.5 and 626.7 if he/she reenters any district facility within 30 days after being directed to leave or within 7 days if the person is a parent/guardian of a student attending that school.
7. Employees will immediately report to site or district office administration any violence directed against the employee or an incident of property theft.
8. Additionally, a written report will be filed by completing the Civility Policy Incident Report Form E 1313. This report will be faxed to the deputy superintendent, educational services within 24 hours of the incident.
9. Law enforcement will be contacted by site or district office administration to report any attack, assault or threat made against an employee while on district premises or at district-sponsored activities.
10. An effort will be made to provide the public with a copy of the Civility Policy if a violation of this policy occurs.

Regulation
Adopted: February 21, 2013

Coronado Unified School District
Coronado, California

Community Relations

CIVILITY POLICY INCIDENT REPORT

Name: _____ Site: _____

Today's date: _____

Date and time (approximate) of incident: _____

Location of incident (office, classroom, hallway, etc.): _____

Name of person you are reporting (if known): _____

Is this person a parent/guardian or relative to a student at CUSD? Yes No

Did you feel your wellbeing/safety was threatened? Yes No

Were there any witnesses to this incident? Yes No

Name(s) of witness(es): _____

Were the police contacted? Yes No

Below, please describe what happened:

If you need additional space, please use the back of this sheet. Thank you

Signature of Person completing form

A copy of this Incident Report should be sent to the Assistant Superintendent, Student Services

AGENDA – March 7, 2013

8.0 ORGANIZATIONAL BUSINESS

DISTRICT ORGANIZATION AND BOARD OPERATION

8.1 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.

March 21, 2013: Board Workshop

- Common Core Standards

April 18, 2013: Board Workshop

- TBD

April 25, 2013: Regular Board Meeting

- Website Presentation
- Uniform Complaint Quarterly Report
- Local Board Policy Review
- Approve District Strategic Plan
- Approve Student Services Strategic Plan

May 2, 2013: Board Workshop

- TBD

May 16, 2013: Regular Board Meeting

- Board Policy Update – First Reading
- Budget Update
- 100th Year Anniversary Committee Update
- BBMAC Third Quarter Financial Report
- Coronado SAFE Annual Report
- Coronado Schools Foundation Report
- Character Education Reports from Schools
- Report on the Progress of Staff Evaluation Tool

June 20, 2013: Regular Board Meeting

- Superintendent Evaluation/Goals/Contract
- Consolidated Application
- GASB 45
- Uniform Complaint Quarterly Report
- Report on School Trips
- Board Policy Update – Approval
- 2013-2014 Budget Presentation
- Capital Facilities Plan (Green Sheet)

June 27, 2013: Regular Board Meeting

- Adopt Budget

August 22, 2013: Regular Board Meeting

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

September 12, 2013: Regular Board Meeting

- BBMAC Fourth Quarter Financial Report
- Unaudited Actuals
- Williams Resolution of Sufficiency of Instructional Materials
- Resolution of Character Counts
- Assessment Report (STAR/Advanced Placement)
- CTE/Adult Ed; and CHS Graduation Rates
- Coronado Schools Foundation Report on Summer School
- Board Policy Update – First Reading

October 3, 2013: Board Workshop

- Staff Evaluation Update and Discussion of Next Steps

October 17, 2013: Regular Board Meeting

- Student Enrollment Report
- Coronado School of the Arts Report
- Uniform Complaint Quarterly Report
- Superintendent's Evaluation
- Board Policies – Approval
- Approve All Site Safety Plans

November 21, 2013: Regular Board Meeting

- Student Enrollment Report
- Coronado School of the Arts Report
- Uniform Complaint Quarterly Report
- Superintendent's Evaluation
- Board Policies – Approval
- Approve All Site Safety Plans

December 12, 2013: Organizational Meeting

- First Interim

December 19, 2013: Regular Board Meeting

- Islander Sports Foundation Update
- Technology Plan Presentation

January 2014: Regular Board Meeting TBD

- State of District Address
- Superintendent's Evaluation
- Independent Auditor's Report on Financial Statements
- Uniform Complaint Quarterly Report
- Approve District Strategic Plan
- Approve Student Services Strategic Plan
- Board Policy Update – First Reading

Financial Impact:

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