



**Governing Board of Trustees Agenda
Thursday, December 10, 2015
Regular Meeting will begin directly following the
4:00 PM Organizational Meeting of the Board**

Kristina Cook ♦ Dawn Ovrom ♦ Lee Pontes ♦ Maria Simon ♦ Lou Smith
Student Board Representative: Cheyne Ostrander
Superintendent/Secretary: Dr. Jeffrey Felix Recording Secretary: Maria Johnson

Times indicated are Anticipated and Serve as Guidelines for Discussion; this meeting will be videotaped and will show live on Time Warner Cable, Channel 19, and also on the internet at www.coronadotv.me

1.0 CALL TO ORDER4:30

1.1 Call to Order

2.0 OPEN SESSION..... 4:30

Speaker Cards will be accepted by the President via the Recording Secretary at this time. Speaker Cards will be accepted prior to the start of that item you wish to address. Once an item begins Speaker Cards will not be accepted.

- 2.1 Pledge to the American Flag
- 2.2 Approval of the Agenda: Any changes for either the full agenda or the consent calendar must be made at this time
- 2.3 Student Board Representative Cheyne Ostrander will update the Board on CHS activities
- 2.4 The Board Members will honor CMS Principal Dr. Jay Marquand for his 14 years of dedicated service to the students and staff of this District. Dr. Marquand has accepted a new position with the Sweetwater Union High School District effective January 1, 2016.
- 2.5 Superintendent’s Comments
- 2.6 Comments from Board Members

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

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

4.0 APPROVAL OF CONSOLIDATED MOTION FOR CONSENT CALENDAR..... 5:20

The purpose of the consolidated motion is to expedite action on routine agenda items. All agenda items will be approved as written as part of the consolidated motion. Items held for discussion will be acted upon individually after all other agenda items have been considered. 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 approval of the Consent Calendar**.

- 4.1 Approve the Special Meeting Minutes of November 5, 2015, and Regular Meeting Minutes of November 19, 20153
- 4.2 Accept Donation to the Coronado Unified School District 10

4.3	Approve/Ratify Purchase Orders and Warrants.....	11
4.4	Approve/Ratify Contracts for Services.....	12
4.5	Approve Management Personnel Register	14
4.6	Approve Certificated Personnel Register	15
4.7	Approve Classified Personnel Register	17
4.8	Adopt Resolution Authorizing Participation in the Immediate Action by the Governor and Legislature to Protect Local Control Funding Funds From Being Diverted to Pay for Escalating Electricity Costs.....	18
4.9	Adopt Revisions to Board Policies, Board Bylaws, Administrative Regulations, and/or Exhibits.....	22
4.10	Approve New Job Classification, Title, and Salary Range for Accounting Assistant IV ...	23
5.0	ACTION ITEMS/PUBLIC HEARING	5:30
5.1	Public Hearing on Educator Effectiveness Funding Plan (5 minutes).....	28
5.2	Authorize District Certification of First Period Interim Budget State Report for Period Ending October 31, 2015 (15 minutes).....	29
5.3	Establishing a Process for the Search of the Next Superintendent (10 minutes)	30
6.0	REPORTS (written reports indicate no oral report; however, staff is available for questions).....	6:00
6.1	Learning Department Report, Including: 1) Strategic Planning and Local Control Accountability Plan 2016-17, and 2) Coronado High School Annual Update to the Board, Including Coronado School of the Arts Student Organized Learning Opportunities and Palm Academy for Learning (60 minutes).....	45
6.2	Business Services Report (10 minutes).....	57
6.3	California School Boards Association Annual Education Conference (20 minutes).....	58
7.0	ORGANIZATIONAL BUSINESS	7:30
7.1	Proposed List of Agenda Items for Future Board Meetings (5 minutes)	59
7.2	Upcoming Meetings, 4:00 PM in the District Office Board Room:	
	• Special Board Meeting, December 17, 2015, Site and Department Budget Updates	
8.0	CLOSED SESSION	approximately 7:40
8.1	Discussion of Pending Negotiations with ACT (Employee Organization) with Superintendent Felix (Chief Negotiator), per Government Code 5495	
9.0	RECONVENE TO OPEN SESSION	
9.1	Report Any Action Taken in Closed Session (No Action is Anticipated)	
10.0	ADJOURN	

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 – December 10, 2015

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION AND BOARD OPERATION

4.1 Approve the Special Meeting Minutes of November 5, 2015, and Regular Meeting Minutes of November 19, 2015 (Action)

Background Information:

Presented for Board Approval:

- November 5, 2015, special meeting minutes; and
- November 19, 2015, regular meeting minutes.

Superintendent's Recommendation:

JPF

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

Motion by _____ Seconded by _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

CORONADO UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL BOARD MEETING
UNADOPTED MINUTES
November 5, 2015

Kristina Cook ♦ Dawn Ovrom ♦ Lee Pontes ♦ Maria Simon ♦ Lou Smith
Student Board Representative: Cheyne Ostrander
Superintendent/Secretary: Jeffrey Felix ♦ Recording Secretary: Maria Johnson

Order of Business

1.0 CALL TO ORDER OPEN SESSION

President Ovrom called the meeting to order at 4:00 PM at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

Roll Call

The following Board members were present: Kristina Cook, Dawn Ovrom, Maria Simon, Lou Smith, and Lee Pontes. Also present was Jeffrey Felix, Superintendent, Associate Superintendent Keith Butler, and Assistant Superintendent Richard Erhard.

2.0 OPEN SESSION

2.1 Pledge of Allegiance

2.2 **Approve the Agenda** #21

Motion: Smith Second: Simon Vote: 5-0

3.0 COMMENTS FROM AUDIENCE ON NON-AGENDA ITEMS

None

4.0 ACTION ITEMS

4.1 **Ratify Change Order from California Commercial Pools – Change Order No. 09 in the amount of \$8,233 for the CUSD 2014/15-012 Pool Deck Replacement and Miscellaneous Improvements at the Brian Bent Memorial Aquatics Center** #22

Motion: Cook Second: Pontes Vote: 5-0

4.2 **Award Bid for CUSD District Request for Proposal RFP 2015-10 for Classroom Projector Systems and Services to Pathway Communications LTD** #23

Motion: Simon Second: Smith Vote: 5-0

5.0 REPORT/DISCUSSION

5.1 Associate Superintendent Keith Butler provided an update to the Board on the Schools Services of California Organizational Efficiency and Comparative Staffing Review regarding the recommendations that were provided to them on May 7, 2015.

John Bonnett addressed the Board as the CSEA Board President and informed the Board that there is a safety issue in not bringing back a custodian.

Dr. Butler addressed the need for two additional positions: Accountant II and Journeyman. These positions would be cost neutral and in actuality be saving the District money. Dr. Butler will bring a report to the November 19th meeting which outlines the justification for these two positions and will also show that these two positions will be cost neutral to the District.

- 5.2 Associate Superintendent Keith Butler updated the Board on the implementation and the trials and tribulations of the new financial system, PeopleSoft, which is used and will be used by all districts in San Diego County.

The SDCOE supports the following applications for our District:

- **PeopleSoft HCM:** HR, Benefits Administration, Absence Management, Time & Labor, and Payroll
- **PeopleSoft Finance:** General Ledger, Budget Monitoring (Commitment Control), Purchasing, Accounts Payable, and Accounts Receivable

Dr. Butler addressed some of the challenges our District has had at this point and what is being done to rectify the issues.

6.0 ORGANIZATIONAL BUSINESS

6.1 Future Agenda Items/Additional Comments

6.2 Upcoming Board Meetings:

- Regular Board Meeting, Thursday, November 19, 2015
- Regular Board Meeting, Thursday, December 10, 2015
- Special Board Meeting, Thursday, December 17, 2015

7.0 CONVENE TO CLOSED SESSION

The Board convened to Closed Session at 5:35 PM

8.0 RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 6:08 PM. There was no action reported out.

ADJOURN

9.0 The Meeting adjourned at 6:08 PM.

Approved:

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

CORONADO UNIFIED SCHOOL DISTRICT GOVERNING BOARD
REGULAR MEETING, November 19, 2015
UNADOPTED MINUTES

Kristina Cook ♦ Dawn Ovrom ♦ Lee Pontes ♦ Maria Simon ♦ Lou Smith
Student Board Representative: Cheyne Ostrander
Superintendent/Secretary: Jeffrey Felix ♦ Recording Secretary: Maria Johnson

Video of this meeting has been archived at www.coronadotv.me

Order of Business

1.0 CALL TO ORDER

President Ovrom called the meeting to order at 3:30 PM at Coronado Unified School District, 201 Sixth Street, Coronado, CA.

Roll Call

The following Board Members were present: Dawn Ovrom, Maria Simon, Kristina Cook, Lee Pontes, and Lou Smith. Also present were Superintendent Jeffrey Felix, Associate Superintendent Keith Butler, Assistant Superintendent Richard Erhard, and Student Board Representative Cheyne Ostrander.

2.0 CONVENE TO CLOSED SESSION

The Board Convened to Closed Session at 3:30 PM.

3.0 OPEN SESSION

3.1 The Board reconvened to Open Session at 4:00 P.M. There was no action taken in Closed Session.

3.2 Pledge to the American Flag

3.3 Approve the Agenda **#24**

Motion: Smith Second: Simon Vote: 5-0

3.3 Agenda Item 3.7 – Comments from Board Members will be moved before Agenda Item 3.6-Superintendent’s Comments

3.4 Sophia Shaeffer and Jack Becker, students from Coronado Middle School updated the Board on their projects and activities.

3.5 Katie Potts from the American Heart Association presented an award to Principal Bill Cass and Sandy White for the successful Jump Rope for Heart Program at Silver Strand Elementary School.

3.6 Assistant Superintendent Richard Erhard was pleased to report to the Board the reformation of the Special Education Parent Advisory Committee (SEPAC). Mr. Erhard introduced the new SEPAC Officers: Co-Presidents Rita Alipour and Faith Peterson, Vice-President Heather Barnett, and Community Member Elizabeth Wampler will serve as corresponding secretary. Board Members were thrilled to hear that SEPAC has been reinstated.

3.7 Board Members gave an update on their site visits and activities for the month.

3.8 Superintendent Felix announced that after 30 years of serving children in private and public education, he was retiring effective July 1, 2016.

4.0 COMMENTS FROM THE AUDIENCE

- John Bonnett, President of CSEA, addressed the Board and personally thanked the CSEA Chapter 386 Negotiating Team and especially Joni Collins for reaching a successful three year contract agreement with the District.

- Rich Brady addressed the Board with an update on SAFE and CoSA activities.
- Nancy Parrett addressed the Board regarding a parenting networking group that has been created and asked the Board to also recognize this group as they do SEPAC.

5.0 APPROVAL OF CONSENT AGENDA

Motion: Smith Second: Simon Vote: 5-0 **#25**

- 5.1 Approve the Special Meeting Minutes of October 7, 2015, and Regular Meeting Minutes of October 15, 2015 Approve/Ratify Purchase Orders and Warrants
- 5.2 Accept Donations to the Coronado Unified School District Approve Certificated Personnel Register
- 5.3 Approve/Ratify Purchase Orders and Warrants
- 5.4 Approve/Ratify Contracts for Services
- 5.5 Approve Certificated Personnel Register
- 5.6 Approve Classified Personnel Register
- 5.7 Approve the Tentative Agreement between the California School Employees Association and its Coronado Chapter #386 and Coronado Unified School District
- 5.8 Approve the Proposed Job Classifications, Titles, and Descriptions for Coronado Unified School District Classified Employees
- 5.9 Developer Fee Accounting Annual Report
- 5.10 Ratify Change Order Numbers 12 through Change Order Number 17 from California Commercial Pools for the CUSD 2014/15-012 Pool Deck Replacement and Miscellaneous Improvements at the Brian Bent Memorial Aquatics Complex
- 5.11 Authorize Disposal of Surplus Property
- 5.12 Approve Out-of-State Conference
- 5.13 Approve and Adopt Revised Board Protocols, Numbers Two, and Eleven, within the Governance Handbook

6.0 ACTION ITEMS

- 6.1 **Public Hearing on Sufficiency of Instructional Materials for 2015-2016**
President Ovrom opened the Public Hearing at 4:53 PM. There was no public comment and the Public Hearing was closed at 4:54 PM
- 6.2 **Adopt Resolution #15-11-01 on Sufficiency of Instructional Materials for 2015-2016**
Motion: Pontes Second: Simon Vote: 5-0 **#26**
- 6.3 **Public Hearing on Transitional Kindergarten (TK) and Kindergarten Instructional Minutes for 2015-2016**
President Ovrom opened the Public Hearing at 4:55 PM. There was no public comment and the Public Hearing was closed at 4:55 PM
- 6.4 **Approve a State Board of Education Waiver Indicating that Coronado Unified School District's Transitional Kindergarten and Kindergarten Instructional Minutes for 2015-2016 are not the same pursuant to EC 37202** **#27**
Motion: Simon Second: Cook Vote: 5-0

6.5 **Accept the Initial Proposal for Reopening Negotiations Presented by the Association of Coronado Teachers to the Coronado Unified School District #28**

Motion: Simon Second: Smith, the Board acknowledged ACT's sunshine proposal to reopen negotiations on Article XIV – Evaluation Procedures, Article XV – Hours and Adjunct Duties, and Article XXI – California and Federal Law Regarding Special Education.

The Board does not authorize discussion regarding salary provisions and class size, and enforces its contractual rights to not engage in 2016-17 negotiations on any contractual article covering salary and class size. Vote: 5-0

6.6 **Accept the Initial Proposal for Negotiations Presented by the Coronado Unified School District to the Association of Coronado Teachers to Negotiate the 2016-2017 School Calendar #29**

Motion: Simon Second: Cook Vote: 5-0

6.7 **Adopt Resolution Endorsing *Live Well San Diego* as the Foundation for a Healthy, Safe and Thriving District #30**

Motion: Cook Second: Simon Vote: 5-0

7.0 **REPORTS (See Agenda for Written Reports)**

7.1 **Learning Department Report, Including: 1) Department of Defense Education Activity (DoDEA) Project STEPS Annual Report 2014-15 (executive summary), 2) Instructional Materials Guidance, and 3) Coronado Middle School annual update to the Board**

Senior Director Claudia Gallant presented the DoDEA Project STEPS 2014-2015 Annual Report. Principal Jay Marquand and Assistant Principal Karin Mellina presented the Coronado Middle School's annual report.

7.2 **Human Resources Report (written)**

7.3 **Business Services Report Regarding the Addition of Two Positions for CUSD**

Associate Superintendent Keith Butler reported on the need for a Journeyman-level Maintenance Worker. This position does not currently exist. It is estimated that the Journeyman-level Maintenance Worker position will cost approximately \$65,008 in salary and benefits annually. It is estimated that the cost savings for this new position are, at a minimum, \$69,032.25 annually and that these savings are in addition to other work the position should be able to accomplish during the year, leading to enhanced service levels for school sites. Additionally, this position fully supports the work at all school sites by increasing our ability to respond more rapidly to maintenance needs. This position can be implemented at a much better than cost-neutral return on investment. The job description, salary, and classification, will be brought back to the Board.

The second position is that of an Accounting Assistant II. This classification does exist in the District as a result of the Ewing study adoptions done at this Board meeting. It is estimated that the Accounting Assistant II position will cost approximately \$51,984 in salary and benefits annually. It is estimated that the cost savings as detailed below for this new position are, at a minimum, \$46,908 to \$63,908 annually and that these savings are in addition to other work the position should be able to accomplish during the year, leading to enhanced service levels for school sites and reduced overtime expenses.

John Coolidge addressed the Board on this issue.

7.4 **Coronado Schools Board Association Annual Education Conference**

The Board and Superintendent discussed the upcoming CSBA Education Conference and which workshops they wished to attend.

8.0 FIRST READING

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

9.0 ORGANIZATIONAL BUSINESS

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

9.2 **Upcoming Meetings**

- Organizational and Regular Board Meeting, Thursday, December 10, 2015
- Special Board Meeting, Thursday, December 17, 2015

2.0 RECONVENE TO CLOSED SESSION

The Board reconvened to Closed Session at 7:45 PM

9.0 RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 8:30 PM. No action was reported:

11.0 ADJOURNED

The meeting adjourned at 8:30 PM.

Approved:

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

AGENDA – December 10, 2015

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION AND BOARD OPERATION

4.2 Accept Donation to the Coronado Unified School District (Action)

The following described donation to the Coronado Unified School District has been approved for acceptance.

Report:

Steven Brauer and Sara Boswell donated \$625 towards the cost of Advanced Performing Arts scholarships. This gift will be used to help send two deserving students to the 2015 Musical Theater Competition of America.

Financial Impact:

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

The District is grateful for the above donation.

Superintendent's Recommendation:

JPF

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

Motion by _____ Seconded by _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – December 10, 2015

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

BUSINESS & FISCAL MANAGEMENT

4.3 Approve/Ratify Purchase Orders and Warrants (Action)

Background Information:

A list of all purchase orders has been submitted to the Governing Board per Education Code 39657. 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.

Report:

Separate cover

Financial Impact:

Purchase Orders	Oct. 1, 2015 through Oct. 31, 2015	\$1,239,455.61
Commercial Warrants	Oct. 1, 2015 through Oct. 31, 2015	\$ 975,573.84

Superintendent's Recommendation:

JPF

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

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – December 10, 2015

4.0 BUSINESS AND FISCAL MANAGEMENT

4.4 Approve/Ratify Contracts for Services (Action)

Background Information:

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

Report:

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

Name	Description	Dates	Amount	Source of Funds
Compass Learning	Software Licenses and Professional Services	Renewal 1/01/16-12/31/17	\$28,490	STEPS Grant
Dependable Nursing	Master Contract	8/24/15-6/30/16	Per Fee Schedule	Special Ed
Dependable Nursing	Student A	10/01/15-12/30/15	NTE \$21,120	Special Ed
Julian Mining Co.	Village Field Trip	5/26/16	NTE \$1,680	General Fund
Kraig Nicolls	Print and Install Artwork in District Office Board Room	11/10/15-12/10/15	NTE \$1,600	General Fund
New Haven	Student B	7/01/15-6/30/16	NTE \$107,220	Special Ed
San Diego Center for Children	Master Contract	7/01/15-6/30/16	Per Fee Schedule	Special Ed
San Diego Center for Children	Student C	7/01/15-6/30/16	NTE \$37,030.56	Special Ed
Winston School	Master Contract	7/01/15-6/30/16	Per Fee Schedule	Special Ed
Winston School	Student D	7/01/15-6/30/16	NTE \$29,530.20	Special Ed

BBMAC POOL RENTAL CONTRACTS			
Name	Description	Dates	Rental Income Amount
Airforce Recruiters	Performance Tests	12/01/15-12/31/15	\$107.50
Oregon Swimming Inc.	Swim Team	4/21/16-4/24/16	\$850
Tourea Sports	Swim Team	2/17/16-2/26/16	\$1,436

Financial Impact:

The contracts listed above will be paid from the sources as noted. All of the listed contracts are included in the current approved District budget.

JPF

Superintendent's Recommendation:

That the Board approve/ratify the contracts for services.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA - December 10, 2015

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

PERSONNEL

4.5 Approve Management Personnel Register (Action)

APPROVE RESIGNATION

Name	Position	Reason	Effective Date
Jay Marquand	Principal, CMS	Personal	12/31/15
Holly Bauer	Director of Child Nutritional Services	Personal	12/11/15

APPROVE RETIREMENT

Name	Position	Reason	Effective Date
Jeffrey Felix	Superintendent of Schools	Personal	7/01/16

JPF

Superintendent's Recommendation:

That the Board approve the Management Personnel Register.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA - December 10, 2015

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

PERSONNEL

4.6 Approve Certificated Personnel Register (Action)

APPROVE EMPLOYMENT

Name	Position	Salary	Effective Date
Karen Plummer	Temp Teacher 1.0 FTE, Village	Range 1, Step 4	11/10/15-6/10/16

APPROVE CHANGE OF FTE

Name	Position	Reason	Effective Date
Laura Bradford	Teacher Silver Strand Temp Increase from .5145 FTE to .60 FTE	Range 4, Step 5	11/09/15-6/10/16
Tiffany Corrigan	Teacher Silver Strand Temp Increase from .5145 FTE to .60 FTE	Range 1, Step 6	11/09/15-6/10/16
Lindsey Cummins	Teacher Silver Strand Temp Increase from .5145 FTE to .5758 FTE	Range 3, Step 4	11/09/15-6/10/16
Todd Davis	Teacher Village Increase from .50 FTE to 1.0 FTE	Range 3, Step 1	11/30/15-6/10/16
Justine Freeman	Teacher Silver Strand Temp Increase from .5145 FTE to .60 FTE	Range 6, Step 9	11/09/15-6/10/16
Constance Johnson	Teacher Silver Strand Temp Increase from .5145 FTE to .60 FTE	Range 4, Step 5	11/09/15-6/10/16
Linda Litrenta	Teacher Silver Strand Temp Increase from .5145 FTE to .60 FTE	Range 4, Step 13	11/09/15-6/10/16
Lisa Lorentzen	Teacher Silver Strand Temp Increase from .5145 FTE to .60 FTE	Range 1, Step 1	11/09/15-6/10/16
Molly Moy	Teacher Silver Strand Temp Increase from .5145 FTE to .60 FTE	Range 6, Step 6	11/09/15-6/10/16

APPROVE RETIREMENT

Name	Position	Reason	Effective Date
Sandra Hill	Teacher	Retirement	1/21/16

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 Certificated Personnel Register.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – December 10, 2015

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

PERSONNEL

4.7 Approve Classified Personnel Register (Action)

APPROVE EMPLOYMENT

Name	Position	Salary	Effective Date
Melody Cosgrove	Child Care Worker 1 ECDC	Range 3, Step 4	11/09/15
Mairead Greaney	Temporary Instructional Aide Silver Strand .65625 FTE	Range 4, Step 1	11/30/15-6/10/16
Jeffrey Roe	JV Men’s Soccer Coach CHS	Stipend	11/30/15
Michelle Roether	Temporary Instructional Aide Silver Strand .65625 FTE	Range 4, Step 1	12/03/15-6/10/16
Kathleen Wood	Health Tech II Village .8125 FTE	Range 10, Step 3	12/01/15

APPROVE RESIGNATION

Name	Position	Reason	Effective Date
William Dickerson	Varsity Girls’ Basketball Coach CHS	Personal	10/30/15
Sharlene Hewitt	Food Service Worker III CMS	Personal	12/16/15

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 Classified Personnel Register.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – December 10, 2015

4.0 **CONSOLIDATED MOTION FOR CONSENT CALENDAR**

SITES AND CONSTRUCTION

- 4.8 Adopt Resolution Authorizing Participation in the Immediate Action by the Governor and Legislature to Protect Local Control Funding Funds from Being Diverted to Pay for Escalating Electricity Costs (Action)

Background Information:

This School District is a member of the San Diego Schools Coalition for Electricity Cost Reduction and is supportive of efforts to reduce, or minimize increases to, electricity costs for school districts in California in order to ensure LCFF funds are used for their intended purpose. Without Legislative intervention, electricity rates for SD Schools will continue to escalate and divert more LCFF dollars away from their intended purpose as evidenced by SDG&E's most recent Phase II application for its General Rate Case (#A.15-04-012 filed on April 13, 2015) which includes proposals for additional electricity rate increases above 2015 levels for medium and large commercial customers of 9.65% for 2016, 8.65% for 2017, and 7.66% 2018.

Report:

School districts in San Diego County ("SD Schools") experienced an unprecedented and unanticipated escalation in electricity costs during the 2014-15 fiscal year estimated at 39%, as compared with the prior year, with approximately 33% of that escalation attributable to utility rate increases. Estimates indicate this escalation amounted to an increase in operational expenditures for SD Schools of over \$25 million in one year, thereby diverting an estimated 15% to 20% of the increase in Local Control Funding Formula ("LCFF") Base Grant funding in 2014-15 to San Diego Gas & Electric ("SDG&E"), the region's public utility company. This trend is unsustainable and is impeding the ability of SD Schools to meet the expectations and intent of the Governor, Legislature, and stakeholders for increasing or improving services for students, as outlined in LCFF legislation and regulations.

SD Schools operate as non-profit governmental entities but are currently included in the Commercial and Industrial class of ratepayers within SDG&E's territory, the same rate class occupied by for-profit businesses and entities. Unlike for-profit businesses and entities, school districts generally cannot raise prices or fees in order to generate additional revenue to offset the impact of increased operational costs. School districts, therefore, have no other option to counteract the negative impact to their budgets from electricity cost escalations but to reduce expenditures in other areas by eliminating or scaling-back programs and services for students, most notably those contained in their Local Control Accountability Plans ("LCAP"). School districts have electricity usage patterns dissimilar to other entities in the Commercial and Industrial rate classes since many cease or significantly reduce operations during the months of July and August when school is not in session.

School districts are not eligible for intervener compensation and generally do not have the \$150,000 to \$300,000 in financial resources necessary to protect and promote their interests by intervening in proceedings and General Rate Cases filed with the California Public Utilities Commission ("CPUC") and are, therefore, at the mercy of actions proposed by SDG&E to raise rates and alter rate structures that cause the exorbitant electricity cost increases currently being experienced by SD Schools.

In order to make intervention in proceedings and General Rate Cases filed by SDG&E with the CPUC more affordable and to coordinate efforts for reducing, or minimizing increases to, future electricity costs; SD Schools recently formed a coalition currently consisting of 38 districts and the County Office of Education named the San Diego Schools Coalition for Electricity Cost Reduction.

The Governing Board is asked to pass the necessary resolution urging the Governor and the Legislature to take one or more of the following actions in order to protect LCFF funds from being diverted away from increasing or improving services for students and into the accounts of public utility companies:

- Enact legislation to create a separate rate class for K-12 Public School Districts
- Establish a maximum amount of increase in electricity rates that can be imposed in any given year on K-12 Public School Districts to ensure more stability and predictability in their operational costs
- Enact legislation allowing K-12 Public School Districts to receive intervener compensation when intervening in proceedings and General Rate Cases filed with the CPUC
- Provide a guaranteed bill credit or other rate subsidy for schools
- Guarantee grandfathering of rates for schools when making energy investments such as solar

Financial Impact:

There is no financial impact as a result of adopting this resolution.

JPF

Superintendent's Recommendation:

That the Board adopt Resolution #15-12-01 urging the Governor and the Legislature to take action in order to protect LCFF funds from being diverted away from services to our students.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

GOVERNING BOARD RESOLUTION URGING IMMEDIATE ACTION BY THE GOVERNOR AND LEGISLATURE TO PROTECT LOCAL CONTROL FUNDING FORMULA FUNDS FROM BEING DIVERTED TO PAY FOR ESCALATING ELECTRICITY COSTS

**Coronado Unified School District
Resolution #15-12-01**

WHEREAS, school districts in San Diego County (“SD Schools”) experienced an unprecedented and unanticipated escalation in electricity costs during the 2014-15 fiscal year estimated at 39%, as compared with the prior year, with approximately 33% of that escalation attributable to utility rate increases alone; and,

WHEREAS, estimates indicate this escalation amounted to an increase in operational expenditures for SD Schools of over \$25 million in one year, thereby diverting an estimated 15% to 20% of the increase in Local Control Funding Formula (“LCFF”) Base Grant funding in 2014-15 to San Diego Gas & Electric (“SDG&E”), the region’s public utility company; and,

WHEREAS, this trend is unsustainable and is impeding the ability of SD Schools to meet the expectations and intent of the Governor, Legislature, and stakeholders for increasing or improving services for students, as outlined in LCFF legislation and regulations; and

WHEREAS, SD Schools operate as non-profit governmental entities but are currently included in the Commercial and Industrial class of ratepayers within SDG&E’s territory, the same rate class occupied by for-profit businesses and entities; and

WHEREAS, unlike for-profit businesses and entities, school districts generally cannot raise prices or fees in order to generate additional revenue to offset the impact of increased operational costs; and

WHEREAS, school districts, therefore, have no other option to counteract the negative impact to their budgets from electricity cost escalations but to reduce expenditures in other areas by eliminating or scaling-back programs and services for students, most notably those contained in their Local Control Accountability Plans (“LCAP”); and,

WHEREAS, school districts have electricity usage patterns dissimilar to other entities in the Commercial and Industrial rate classes since many cease or significantly reduce operations during the months of July and August when school is not in session; and,

WHEREAS, school districts are not eligible for intervener compensation and generally do not have the \$150,000 to \$300,000 in financial resources necessary to protect and promote their interests by intervening in proceedings and General Rate Cases filed with the California Public Utilities Commission (“CPUC”) and are, therefore, at the mercy of actions proposed by SDG&E to raise rates and alter rate structures that cause the exorbitant electricity cost increases currently being experienced by SD Schools; and,

WHEREAS, in order to make intervention in proceedings and General Rate Cases filed by SDG&E with the CPUC more affordable and to coordinate efforts for reducing, or minimizing increases to, future electricity costs; SD Schools recently formed a coalition currently consisting of 38 districts and the County Office of Education named the San Diego Schools Coalition for Electricity Cost Reduction; and,

WHEREAS, the Coronado Unified School District is a member of the San Diego Schools Coalition for Electricity Cost Reduction and is supportive of efforts to reduce, or minimize increases to, electricity costs for school districts in California in order to ensure LCFF funds are used for their intended purpose; and

AGENDA – December 10, 2015

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

DISTRICT ORGANIZATION AND BOARD OPERATION

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

Background Information:

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

Proposal:

The Board received the proposed Policies and Regulations at the November 19, 2015, School Board Meeting for first reading.

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

JPF

Superintendent's Recommendation:

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

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____

AGENDA – December 10, 2015

4.0 CONSOLIDATED MOTION FOR CONSENT CALENDAR

PERSONNEL

4.10 Approve New Job Classification, Title, and Salary Range for Accounting Assistant IV (Action)

Background Information:

In accordance with Article 17.6.3, CSEA brought forward a proposal for a new job classification of an Accounting Assistant IV.

Report:

CSEA and CUSD met and agreed to the attached job classification, title, and salary range.

Financial Impact:

None for approval of the attached job classification, title, and salary range.

Superintendent's Recommendation:

JPF

That the Board approve new attached job classification, title, and salary range of an Accounting Assistant IV.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstained _____ Student _____



**CLASS TITLE: ACCOUNTING ASSISTANT IV
UNIT 1**

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized accounting duties in an assigned area such as: Payroll/Attendance, Accounts Payable/Receivable, or Purchasing/Transportation. Specialized accounting duties in an area may include: review, analyze, maintain, and adjust assigned funds and accounts; prepare, audit, reconcile and maintain a variety of financial and statistical records in the assigned area, and prepare reports and statements in support of the assigned area's accounts and activities.

DISTINGUISHING CHARACTERISTICS:

The Accounting Assistant IV classification is the most advanced-level position in the series. Incumbents work independently and perform technical accounting duties in the review, evaluation and adjustment of accounts for a large District area/department such as: Payroll/Attendance, Accounts Payable/Receivable, or Purchasing/Transportation. The Accounting Assistant IV classification contains all of the characteristics and representative duties of the Accounting Assistant III classification, with specific department responsibilities as described below. The Accounting Assistant II classification work under general supervision and perform a variety of accounting duties typically with responsibility for assigned accounts. The Accounting Assistant I classification is the entry-level position in the series. Incumbents work under close supervision and perform a variety routine accounting duties in support of assigned accounts and functions typically for a single program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES WITHIN ASSIGNED DISTRICT AREA/DEPARTMENT:

Perform a variety of specialized accounting duties for a specific District area/department such as: Payroll/Attendance, Accounts Payable/Receivable, or Purchasing/Transportation. Specialized accounting duties may include: review, analyze, maintain and adjust area/department designated funds and accounts; audit accounts for errors and make appropriate adjustments; review, adjust and assure accuracy of journal entries; and initiate fund transfers as required by the area/department.

Review and evaluate assigned financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles; review accounts, identify errors and make appropriate adjustments.

Research, compile, prepare and revise accounting data; monitor, evaluate and reconcile assigned funds and accounts; code, verify and update accounts to reflect income, transfers and expenditures; reconcile various fiscal statements to assure accurate fund accounting.

Prepare, print and process various warrants according to established procedures as assigned by the position; post voucher batch to general ledger as appropriate; analyze expenses to determine appropriate procedures; notify appropriate personnel of discrepancies or related issues; prepare and submit related reports to appropriate department or agency.



**CLASS TITLE: ACCOUNTING ASSISTANT IV
UNIT 1**

Prepare and submit State payroll and attendance reports as assigned by the position; audit contracts and other attendance data; maintain and process various financial attendance accounting and payroll records such as time cards, payroll sheets and employee attendance sheets; receive, verify and reconcile attendance data from schools.

Prepare and maintain a variety of financial, statistical and narrative records, statements, files and reports related to accounts, funds, revenue, expenditures, reconciliations and assigned activities; compare and evaluate financial records to identify and resolve discrepancies.

Assemble, match, sort, tabulate, check and post a variety of financial and statistical data; process and analyze a variety of financial forms, applications and statements; audit invoices for accuracy and completeness regarding cost calculations.

Input a variety of financial and statistical data into an assigned computer system; maintain various automated records and files; initiate queries, manipulate data, develop spreadsheets and generate a variety of computerized reports and statements; assure accuracy of input and output data.

Serve as a technical resource to personnel, outside agencies and others concerning assigned accounting functions; respond to inquiries and provide technical information concerning related accounts, funds, transactions, records, standards, laws, regulations, policies and procedures.

Compile, research and evaluate a variety fiscal information related to assigned fiscal functions; assemble and distribute related materials; assure mandated reports are submitted to appropriate agencies according to established time lines.

Assist designated departments and programs in the maintenance and evaluation of budgetary records and data as assigned; monitor funds for income and expenditures; calculate, prepare and revise budgetary data.

Communicate with administrators, personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

An Accounting Assistant IV assigned Payroll responsibilities will:

Provide all necessary materials and staff training for payroll-related modules.

Implement new payroll-related modules as needed.

Interface with the San Diego County Office of Education to insure functionality of any payroll-related modules.

Troubleshoot any problems occurring with payroll-related modules.

Provide support for employees to use an appropriate Employee Self-Service System (ESS).

Support all employees with user IDs and passwords necessary utilize the District's Employee Self-Service system.



**CLASS TITLE: ACCOUNTING ASSISTANT IV
UNIT 1**

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, procedures and terminology used in specialized accounting work for assigned area/department.

Generally accepted accounting principles, practices and procedures.

Preparation, review and control of assigned accounts.

Financial and statistical record-keeping techniques.

Preparation of financial statements and comprehensive accounting reports.

Record retrieval and storage systems.

Policies and objectives of assigned programs and activities.

General accounting and business functions of an educational organization.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Technical aspects of field of specialty.

Arithmetic computations.

Methods and best practices for employee training.

ABILITY TO:

Perform a variety of specialized accounting duties in the review, analysis, maintenance and adjustment of assigned funds and accounts.

Prepare and audit a variety of financial and statistical reports, statements and records.

Reconcile, balance and audit assigned accounts.

Prepare and analyze comprehensive accounting statements and reports.

Maintain accurate financial and statistical records.

Calculate, post and adjust journal entries including income and expenditures.

Compare numbers and detect errors efficiently.

Reconcile various fiscal statements to assure accurate fund accounting as assigned.

Resolve financial issues, errors and discrepancies.

Learn, interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Perform arithmetic calculations quickly and accurately.

Plan and organize work.

Meet schedules and time lines.

Operate standard office equipment including a computer and assigned software.



**CLASS TITLE: ACCOUNTING ASSISTANT IV
UNIT 1**

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical accounting experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting for extended periods of time

AGENDA – December 10, 2015

5.0 INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

5.1 Public Hearing on Educator Effectiveness Funding Plan 2015-2018

As a condition of receiving Educator Effectiveness (EE) funds from the California Department of Education, a school district, county office of education, charter school, or state special school is required to:

1. Develop and adopt a plan delineating how the EE funds will be spent. The plan must be explained in a public meeting of the governing board of the school district or county board of education, or governing body of the charter school, before its adoption in a subsequent public meeting.
2. On or before July 1, 2018, report detailed expenditure information to the California Department of Education (CDE), including, but not limited to, specific purchases made and the number of teachers, administrators, or paraprofessional educators that received professional development.

Report:

The CUSD Educator Effectiveness funding plan will be presented for Governing Board approval at the regular January 2016 meeting (date pending) of the Governing Board.

This is the opportunity for public comment at this meeting. The president of the Board of Education will open the hearing with this announcement:

“Now is the time and place for comments from the public the Educator Effectiveness Funds. Are there any comments?”

Financial Impact:

Holding of a public hearing carries no financial consideration.

AGENDA – December 10, 2015

5.0 BUSINESS AND FISCAL MANAGEMENT

5.2 Authorize District Certification of First Period Interim Budget State Report for Period Ending October 31, 2015 (Action)

Background Information:

During the fiscal year, there are two interim periods to review the budget; the first ending October 31, 2015, and the other ending January 31, 2016. This report will certify that the Coronado Unified School District will be able to meet its financial obligations for the current fiscal year and two subsequent fiscal years.

A copy of the following report has been provided to the Board of Trustees under separate cover and is available on the District website.

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 First Interim Budget State Report (under separate cover).

JPF

Superintendent’s Recommendation:

That the Board authorize District Certification of the First Period Interim Budget State Report for period ending October 31, 2015.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – December 10, 2015

5.0 DISTRICT ORGANIZATION AND BOARD OPERATION

5.3 Establishing a Process for the Search of the Next Superintendent (Action)

Rationale:

On November 16, 2015, Superintendent Dr. Jeffrey Felix gave notice to the Governing Board that he would retire effective July 1, 2016. The Governing Board is responsible for the hiring of the next Superintendent. The Board must decide on whether to appoint a qualified person known to them, post for the position through the District’s Human Resources Department, or hire a person or business that will conduct an external search. It is important for the Board to form a plan of action to save time and money, eliminate confusion and criticism, and enhance the Board’s chances of attracting and hiring the right Superintendent. Superintendent Felix will present the Board with options to commence the process of a Superintendent Search.

Attached is the Superintendent Selection presentation.

Financial Impact:

To be determined based on results of the request for proposal process.

JFF

Superintendent’s Recommendation:

That the Board provides clear direction to the staff for the process to be followed for a Search for the Next Superintendent of Coronado Unified Schools.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____



SUPERINTENDENT SEARCH AND SELECTION PROCESS

December 10, 2015

SEARCH AND SELECTION

One of the most important tasks a school board must perform.

- Not a routine assignment.
- Most school board members do not have knowledge and experience in this area.
- Variety of processes and techniques available.

SEARCH AND SELECTION: SPECTRUM

A process that can be disorganized
and/or highly political

OR

A process where more time is spent
planning the search than in its execution.

PLANNING THE SEARCH PROCESS

BEGIN WITH A VISION

The Board's vision
AND
the Community's vision

TREND TOWARD CONSULTANTS

Historically, school boards conducted superintendent searches independently because:

- ▣ Applicant pools were large.
- ▣ Concerns about costs of consultants.
- ▣ Concerns about control of the process.

The trend, however, is to use professional search consultants.

WHY CONSULTANTS?

Consultants provide assistance with:

- ▣ Reaching consensus on selection criteria
- ▣ Developing a master plan
- ▣ Preparing promotional materials
- ▣ Making personal contacts
- ▣ Responding to inquiries and questions
- ▣ Communicating with applicants
- ▣ Assessing and screening applicants

KEY QUESTIONS FOR CONSULTANTS

- ❑ Will the search firm tailor the search to the particular school district?

OR

- ❑ Will the search firm utilize a “standard” search process?

OTHER SEARCH OPTIONS

- ❑ Search could be conducted by Interim Superintendent or the HR Department
- ❑ With a Search Firm to provide limited assistance

PLANNING THE SEARCH PROCESS

The process is typically the result of answers to six questions.

PLANNING THE SEARCH PROCESS

Question 1

Who will have procedural control of the search process?

PLANNING THE SEARCH PROCESS

Question 2

Is the ideal superintendent most likely to be found as a result of a search that is:

- ▣ National,
- ▣ State-wide, or
- ▣ Regional?

PLANNING THE SEARCH PROCESS

Question 3

What types of recruitment activities are necessary to find the ideal superintendent?

PLANNING THE SEARCH PROCESS

Question 4

What characteristics define the ideal candidate?

PLANNING THE SEARCH PROCESS

Question 5

What timelines need to be established?

PLANNING THE SEARCH PROCESS

Question 6

Who will participate in the search process?

OTHER FACTORS TO BE CONSIDERED

Two Key Components to be weighed
in establishing parameters
for a superintendent search:

- ❑ Confidentiality
- ❑ Inclusiveness

OTHER FACTORS FOR CONSIDERATION

Confidentiality refers to whether the school board will publicly disclose the names of applicants.

- ❑ A hot topic even among consultants
- ❑ Disclosing may dissuade sitting superintendents

OTHER FACTORS FOR CONSIDERATION

Inclusiveness addresses the extent to which district employees and other community members are involved in the search process.

- ❑ Public schools belong to the people
- ❑ But too many can be inefficient and divisive
- ❑ Find a balance

STAKEHOLDER INVOLVEMENT

Constituent Interviews

- ▣ Assistant superintendents
- ▣ Senior and cabinet-level administrators
- ▣ Principals
- ▣ Employee union representatives
- ▣ PTO members
- ▣ Former board members
- ▣ Current board members
- ▣ A community committee

TYPICAL SEARCH ACTIVITIES (Planning and Pre-Interview)

1. Planning Meeting
 - Confirm the scope of the search
2. Develop a timeline
 - Consultant solicits input Board Members
 - Staff
 - Other Stakeholders
3. A Leadership Profile is developed

TYPICAL SEARCH ACTIVITIES (Planning and Pre-Interview)

4. Create Brochure
 - To advertise the position
 - Based on Leadership Profile
5. Recruitment period commences
6. Board, assisted by the Consultant, develops interview questions

TYPICAL SEARCH ACTIVITIES (Planning and Pre-Interview)

7. Application period closes
8. Consultant begins screening process
 - Applicant materials are compared to the Leadership Profile
 - Preliminary employment and reference checks are completed
9. Individuals are recommended to the Board for interview
10. Board selects candidates for First Round Interviews
 - Board receives a copy of each candidate's application
 - Complete files are available for Board review

TYPICAL SEARCH ACTIVITIES (Planning and Pre-Interview)

11. Consultant notifies candidates and interviews are scheduled
12. Interview packets are prepared
 - Interview questions
 - Copies of applicant materials
13. First round interviews are conducted
14. Board determines candidates for second round interview
 - Consultant assists with refining questions for second round
 - Legal counsel sends the District's contract of employment to all second round interviewees
15. Board conducts second round interviews
 - Consultant begins to notify unsuccessful applicants

TYPICAL SEARCH ACTIVITIES (Planning and Pre-Interview)

16. Board makes a tentative selection of its superintendent
17. Consultant completes background check on finalist
 - Criminal: federal and state
 - Related checks
18. Board visits community of the finalist
 - Facilitated by the Consultant
 - Consultant does not accompany the Board

TYPICAL SEARCH ACTIVITIES (Planning and Pre-Interview)

19. Board selects Superintendent
 - Announcement to the community
 - Formal action to sign contract and employ
20. Consultant often conducts a leadership transition workshop with the Governing Board and the new Superintendent.

THE SUPERINTENDENT'S CONTRACT

- ▣ Initial contract – multi-year
- ▣ Comprehensive
- ▣ Fair, reasonable and flexible
- ▣ Compensation and benefits
- ▣ Performance evaluation, renewal and dismissal

SELECTION OF A SEARCH FIRM

- ▣ Issue a Request for Proposals (RFP)
- ▣ Receive and review proposals
- ▣ Check references
- ▣ Interview - if desired
- ▣ Enter into contract

QUESTIONS

AGENDA – December 10, 2015

6.0 INSTRUCTIONAL PROGRAMS & STUDENT ACTIVITIES

- 6.1 Learning Department Report, Including: 1) Strategic Planning and Local Control Accountability Plan (LCAP) 2016-17, and 2) Coronado High School Annual Update to the Board, Including Coronado School of the Arts (CoSA), Student Organized Learning Opportunities (SOLO), and Palm Academy for Learning

Strategic Planning and Local Control Accountability Plan (LCAP) 2016-17

Background Information:

Each district in CA must have a Local Education Agency Plan (LEAP). All CUSD sites must have a Single Plan for Student Achievement (SPSA). These are known in CUSD as *Strategic Plans*. In 2014, LCFF legislation was passed requiring each district to also have a Local Control Accountability Plan (LCAP). LCAPs must align with all school and district plans. For CUSD this means LCAP alignment with each site Strategic Plan (SP), Technology Plan, Title I Plan, Title III Plan, VAPA SP and any new plan CUSD would create. State leaders are working on aligning these processes of LEAP/SPSA to the LCAP (pending). For the time being, districts must bridge the two on their own. It makes sense that for planning purposes, the LCAP/Strategic Planning *process and timeline* are one in the same, and each school site will maintain a Strategic Plan on a revised template aligned to the LCAP. CUSD will continue to call these site plans “Strategic Plans.” Until new state accountability legislation is passed (due by October 2016), the District will maintain both a District Strategic Plan (one year plan) and a separate LCAP (3 year plan). Each of these documents will be aligned to each other.

The intent of the LCAP and Strategic Plans are virtually the same:

- A. The intent of the SPSA/Strategic Plan is to coordinate all educational services at the district/school, and demonstrate how funds (particularly federal funds such as Title I, III) are used to improve the academic performance of all pupils to the level of performance goals established by the Annual Performance Index (API). The Strategic Plan is to serve as the organizer for a district/school’s improvement process and must be aligned to each other. It is approved by the School Site Council and the Governing Board.

- B. The intent of the LCAP is to improve the performance of all students, including students with disabilities, in the state’s 8 priority areas and local priority areas; and to demonstrate how services are provided to meet the needs of all significant subgroups (by district or by site) and unduplicated pupils (see definitions in #X). The LCAP is intended by the California Department of Education to be a comprehensive planning tool to coordinate all educational services and funding. It is approved by the Governing Board (by June 30) and the local COE (August).

The CUSD Strategic Plan template for the District and all sites incorporate some elements of the LCAP to make these two processes as seamless as possible.

Report:

It is CUSD’s long-standing tradition to hold annual Strategic Planning meetings for the District, each school site, CoSA, and other departments or content areas as needed. The purpose of these yearly meetings is to engage shareholders in the educational plan for the District and each school site. This is accomplished by celebrating successes, discussing challenges, and asking for input from shareholders on topics of greatest need during the morning meetings. District and Site strategic planning teams use the afternoon hours to revise their plans.

This year's Strategic Planning annual meetings are planned for:

Site	Date	Time
CUSD	Tuesday, January 12, 2016	Coffee 8:00 Start 8:15 End 12:00 Governing Board until 3:00
CHS	Tuesday, February 2, 2016	Coffee 8:00 Start 8:15 End 12:00 Site SP team until 3:00
CMS	Thursday, February 4, 2016	Coffee 8:00 Start 8:15 End 12:00 Site SP team until 3:00
SSES	Tuesday, February 9, 2016	Coffee 8:15 Start 8:45 End 12:00 Site SP team until 3:00
VES	Thursday, February 11, 2016	Coffee 8:00 Start 8:15 End 12:00 Site SP team until 3:00

Shareholders who represent each site and the District will be invited to attend as participants; the District Annual Meeting is open to the public.

Topics for all annual meetings will include an update on specific goals and action steps, and will include data representing all Strategic Planning/LCAP outcomes.

Following District and site annual Strategic Planning meetings, February-March meetings will be calendared to consult with shareholder groups, including local bargaining units and parent leadership groups, to review LCAP outcomes data and gather feedback instrumental in revising the LCAP for the next three years. In June, there will be a public hearing for additional feedback and comment on the LCAP draft, with final approval by the Governing Board by June 30, 2016.

Financial Impact:

None

Coronado High School annual update

Background Information:

Each school in the Coronado Unified School District reports annually to the Governing Board with updated information on academic achievement, progress on Strategic Plan goals, and other components of the instructional program. Village and Silver Strand Elementary Schools reported at the October 15, 2015 Board Meeting, and Coronado Middle School reported on November 19, 2015.

Report:

See attached PowerPoint.

Financial Impact:

None

This report is provided to the Board for information.



CHS Learning Report 2015



CHS VISION

- ▶ Providing personalized, rigorous, and relevant courses of study, with connections to passions and college/career, with flexibilities for students.
- ▶ Promoting a culture of student voice in all aspects of campus life.
- ▶ Promoting teacher-centered professional development.

CHS VISION

- ▶ Developing data/evidence-based approaches to decisions, plans, priorities, placements, interventions, and resource allocation.
- ▶ Promoting a community culture of safety, health, and life balance, and of trust, value, and respect through open lines of communication and involvement of all shareholders.

What We've Done, and Where We Are Digging In, Deepening, and Dreaming

AT CHS we are ...

- ▶ Teaching
- ▶ Learning
- ▶ Demonstrating Skills
- ▶ Being Citizens, Involving Students
- ▶ Preparing for our Futures
- ▶ Exposing Students to College and Career
- ▶ Structuring School for Success

DONE!

- ▶ **Teaching:**
 - ✓ Professional Development Plan that provides time for teachers to collaborate on curricular and instructional projects (e.g., Common Core assessments, Peer Observations)
 - ✓ Implemented Co-Teaching in core courses (collaboration with SpEd)
- ▶ **Learning:**
 - ✓ Reduced Graduation Credits to 230
 - ✓ Added AP Physics and SOLO courses
 - ✓ Expanded Credit Recovery opportunities
 - ✓ Career Pathways Grant paving foundation for Game Design courses

DONE!

- ▶ **Demonstrating Skills:**
 - ✓ Weekly *Islander This Week* Broadcast
 - ✓ Monthly *Islander Times* Newspaper
 - ✓ Annual Arts Shows and Performances
 - ✓ In-class Debates, Socratic Seminars
 - ✓ Math Competition Team
 - ✓ Robotics Team
 - ✓ Mock Trial Team
 - ✓ Model UN Team

DONE!

- ▶ **Being Citizens, Involving Students**
 - ✓ Campus Culture Assembly on character, expectations
 - ✓ Museum of Tolerance trip for sophomores scheduled for May 2016 (Coronado Chabad)
 - ✓ Evolution of Homecoming Court nominations, elections, and crowning
 - ✓ Monthly House of Representatives meetings hosted by ASB
 - ✓ Weekly mindfulness activities
 - ✓ New dress code

DONE!

- ▶ **Preparing for our Futures:**
 - ✓ College Fair for the Arts hosted by CoSA Foundation, December 2015
- ▶ **Exposing Students to College and Career:**
 - ✓ Hired counselor (through CTE grant) dedicated to SOLO and CoSA programs
 - ✓ Career Panels “assembly” scheduled for February
- ▶ **Structuring School for Success:**
 - ✓ WASC six-year term of accreditation
 - ✓ SOLO and Palm Academy programs included in CHS; activities open to all
 - ✓ Flexible scheduling for students (E-5, 1-6 period schedules available, and 7th period added this year for credit recovery)

Digging In and Deepening

- ▶ **Teaching:**
 - ✓ Provide training, resources for teachers of online programs
 - ✓ Adopt curriculum and develop programs for English Learners
 - ✓ Allocate funds to support teachers' and departments' professional development needs (Educator Effectiveness Funds)
 - ✓ Strengthen, expand student-centered learning experiences

Digging In and Deepening

- ▶ **Learning:**
 - ✓ Continue implementation of Common Core projects and assessments and adopt appropriate curriculum resources
 - ✓ Establish a way for students to plan and track personalized learning plans (dashboard, Naviance, Haiku)
 - ✓ Determine approach for math curriculum: integrated or traditional
 - ✓ Define and clarify our approach(es) to online learning: "blended" vs. "independent study"
 - ✓ Continue to grow CTE Pathways in Game Design, Computer Programming, Clean Energy
 - ✓ Continue to develop curriculum, strategies for intervention courses (Math Support, Success Skills)
 - ✓ Expand mastery/proficiency based grading and assessing

Digging In and Deepening

- ▶ **Being Citizens, Involving Students**
 - ✓ Implement quarterly “advisory” assemblies to expand “growth” curriculum: digital citizenship, career awareness, character development, mindset, etc.
 - ✓ Reconvene Campus Culture Forums for students
- ▶ **Preparing for Our Futures and Exposing Students to College and Career**
 - ✓ Implement credit-based Work Experience/internship program
 - ✓ Offer College Admissions and College Experience Panel, Spring 2016
 - ✓ Expand electives/pathways for Palm Academy students
 - ✓ Expand community/industry partnerships and internships

Digging In and Deepening

Structuring School for Success

- ✓ Clearly communicate scheduling and course opportunities for students during registration in spring 2016
- ✓ Continue to develop policies to support students in choosing appropriate, personalized courses of study

Dreaming...

- ✓ Implement more flexible class meeting models and times
- ✓ Initiate student-created course opportunities
- ✓ Host guest/resident artists, inventors, scientists, authors to co-inhabit CHS “maker” space
- ✓ Create an inspiring “maker-/workspace” for teachers
- ✓ Expand CTE Pathways
- ✓ Open Enrichment opportunities to students, parents, families
- ✓ Expand summer enrichment opportunities

Coronado High School Advanced Placement Testing

	2009-10		2010-11		2011-12		2012-13		2013-14		2014-15		Global Average Pass Rate	
Number of tests given	683/367		731/366 Student		728/384 Students		826/405 Students		812/416 Students		922/440 Students			
Score = 3, 4, or 5		75%		76%		77%		79%		74%		72%		61%
Score = 5		20%		18%		21%		16%		18%		13%		
Number tested and percent of students scoring 3 or better														
Vis & Perf Art	#	%	#	%	#	%	#	%	#	%	#	%		
Art History														
Art-Drawing	2	100%	4	75%	4	75%	7	100%			3	100%	78%	
Art 2D	3	100%	2	50%	3	100%	1	100%						
Art 3D	2	100%			1	100%								
Music Theory	8	50%	8	63%	8	63%	3	67%	6	67%	8	75%	61%	
Music Theory:	25%	75%			75%	63%	3	67%	6					
History/Soc Sci														
US History	136	71%	112	74%	115	77%	128	65%	110	68%	141	58%	51%	
European History	6	100%	2	100%	2	100%					1	100%	63%	
Govt & Politics	30	53%	49	73%	27	48%	69	74%	40	58%	76	70%	26%	
Psychology	31	65%	61	85%	17	100%	61	89%	47	87%	65	88%	66%	
World History	111	72%	103	77%	137	72%	112	70%	144	63%	116	59%	52%	
Econ-Mac	1	100%												
Econ-Micro														
Science														
Biology	41	61%	44	59%	61	61%	58	91%	55	89%	71	87%	64%	
Chemistry	20	75%	45	71%	20	90%	25	96%	17	82%	29	69%	53%	
Computer Sci									5	80%	6	50%	64%	
Environmental	2	100%												
Physics B	59	61%	58	72%	73	74%	44	77%	96	59%				
Physics C: Mec	2	100%									3	100%	78%	
Physics C: E &	2	100%									1	100%	69%	
Physics 1											74	62%	39%	
English														
English Lang/C	58	97%	65	85%	87	90%	111	75%	82	73%	95	79%	55%	
English Lit/Con	15	93%	29	59%	20	75%	41	88%	29	79%	42	79%	56%	
Foreign Language														
French Language	2	100%	8	75%	10	80%	9	89%	7	57%	7	43%	76%	
Latin-Vergil														
Spanish Language	29	72%	26	85%	24	75%	27	85%	41	98%	35	97%	90%	
Spanish Literat	9	89%			3	33%	8	100%	7	86%				
German Language											1	100%	77%	
Japanese Language											1	100%	77%	
Mathematics														
Calculus AB	76	80%	64	80%	69	94%	71	82%	78	85%	87	70%	57%	
Calculus BC	27	100%	35	97%	24	92%	27	96%	27	96%	37	84%	80%	
Calculus BC: AB subs		100%	35	97%										
Statistics	10	60%	14	64%	22	59%	24	83%	20	70%	23	91%	58%	

English Language Arts			
Grade	Percent of Students Who Met or Exceeded Standards	CLAIMS <i>Reading, Writing, Listening, Research and Inquiry</i>	
		Greatest Area of Strength	Greatest Area of Need
3	CUSD 68	Writing	Reading
	VES 68		
	SSES 71		
4	CUSD 72	Research and Inquiry	Reading
	VES 73		
	SSES 65		
5	CUSD 69	Research and Inquiry	Reading
	VES 67		
	SSES 75		
6	CUSD 78	Research and Inquiry	Reading
7	CUSD 76	Writing	Reading
8	CUSD 77	Writing	Reading
11	CUSD 80	Reading/Research and Inquiry (tied)	Writing
	CHS 81		
	Palm 13		
All	CUSD 74	Writing/Research and Inquiry (tied)	Reading

Mathematics			
Grade	Percent of Students Who Met or Exceeded Standards	CLAIMS <i>Concepts and Procedures, Problem Solving and Modeling & Data Analysis, Communicating Reasoning</i>	
		Greatest Area of Strength	Greatest Area of Need
3	CUSD 70	Concepts and Procedures	Concepts and Procedures
	VES 72		
	SSES 68		
4	CUSD 71	Concepts and Procedures	Concepts and Procedures
	VES 74		
	SSES 63		
5	CUSD 56	Concepts and Procedures	Concepts and Procedures
	VES 58		
	SSES 49		
6	CUSD 60	Concepts and Procedures	Concepts and Procedures
7	CUSD 64	Concepts and Procedures	Concepts and Procedures
8	CUSD 55	Concepts and Procedures	Concepts and Procedures
11	CUSD 49	Concepts and Procedures	Concepts and Procedures
	CHS 50		
	Palm 13		
All	CUSD 60	Concepts and Procedures	Concepts and Procedures

How overall ELA and math scores will be reported to parents: **Not met** **Nearly Met** **Met** **Exceeded**

Claims will be reported as: **Below Standard** **At or Near Standard** **Above Standard**

California Standards Test in Science (CST)

Note: Some classes and grades have begun the transition to the Next Generation Science Standards (NGSS). For those classes there is a discrepancy between instruction and the assessment. A new science assessment aligned to the NGSS is anticipated in 2018-19. Until then students in grades 5, 8, and 10 will be assessed on CST per federal mandate.

Grade	Percent of Students Proficient or Advanced
5	CUSD 71
	VES 64
	SSES 95
8	CUSD 82
10	CUSD 76
	CHS 77
	Palm N/A (too small to calculate)

AGENDA – December 10, 2015

6.0 **BUSINESS AND FISCAL MANAGEMENT**

6.2 Business Services Report

Background Information:

Associate Superintendent Keith Butler will provide an update to the Governing Board on the District's progress toward project closeout with the Department of State Architects. Project closeout is the process that DSA uses to determine that a constructed project complies with the codes and regulations governing school construction. Project closeout consists of examination of specific project files for documents required to be submitted before, during and after construction, and to determine if outstanding issues have been resolved. After the file is examined, the project file is closed either with certification or without certification. Coronado Unified still has several projects left to closeout.

In order to provide the Board with the most complete listing of closeouts or progression toward closeout, Dr. Butler will provide the listing to the Board on December 10th at the meeting.

Financial Impact:

There is no financial impact in receiving this report.

This report is provided to the Board for information.

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

AGENDA – December 10, 2015

6.0 ORGANIZATIONAL BUSINESS

DISTRICT ORGANIZATION AND BOARD OPERATION

6.3 California School Boards Association Annual Education Conference (Discussion)

Background Information:

The Board will share their experiences while attending the 2015 California School Boards Association (CSBA) Annual Education Conference (AEC) and Trade Show in San Diego on December 3 - 5.

AEC is CSBA's premier continuing education program delivering practical solutions to help governance teams from districts and county offices of education improve student learning and achievement. All Board members brought back practical ideas and a renewed commitment to help our District staff accomplish the critical work ahead.

This report is provided to the Board for information.

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AGENDA – December 10, 2015

7.0 ORGANIZATIONAL BUSINESS

DISTRICT ORGANIZATION AND BOARD OPERATION

7.1 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.

December 17, 2015: Special Board Meeting

- Budget Study Session

January 12, 2016: Strategic Planning Meeting

- District Office

January 14, 2016: Special Board Meeting

- Budget Study Session

January 21, 2016: Regular Board Meeting - TBD

- Superintendent's State of the District Address
- Accept Uniform Complaint Quarterly Report
- Accept Audit
- Review and Accept the Audit Report for the Fiscal Year Ending June 30, 2015
- Board Policy Updates – First Reading
- Learning Report – Strategic Planning
- Human Resources Report
- Business Services Report

February 2, 2016: Strategic Planning Meeting

- Coronado High School

February 4, 2016: Strategic Planning Meeting

- Coronado Middle School

February 9, 2016: Strategic Planning Meeting

- Silver Strand Elementary

February 11, 2016: Strategic Planning Meeting

- Village Elementary School

February 18, 2016: Regular Board Meeting - TBD

- Nominate 2016 CSBA Delegate Assembly Representatives
- First Reading of Elimination of Particular Kinds of Services
- Board Policy Updates – Approval
- Approve the 2016-2017 School Calendar
- Learning Report
- Human Resources Report
- Business Services Report

March 3, 2016: Regular Board Meeting - TBD

- Preliminary Elimination of Particular Kinds of Services
- Second Interim Report
- Learning Report
- Human Resources Report
- Business Services Report

March 24, 2016: Special Board Meeting - TBD

April 21, 2016: Regular Board Meeting – TBD

- Uniform Complaint Quarterly Report
- Approve DO and Site Strategic Plans
- Board Policy Updates – First Reading
- Special Education Report
- Learning Report
- Human Resources Report
- Business Services Report

May 19, 2016: Regular Board Meeting – TBD

- Final Elimination of Particular Kinds of Services
- Board Policy Updates – Approval
- SAFE Annual Report
- CSF Annual Report
- Character Counts Report
- Learning Report
- Human Resources Report – Staff Evaluation
- Business Services Report

June 16, 2016: Regular Board Meeting – TBD

- GASB 45 Resolution
- Board Policy Updates – First Reading
- Designate Funds held in Reserve
- Accept Uniform Quarterly Report
- LCAP Hearing/Approval
- Budget Hearing/Approval
- Learning Report
- Human Services Report
- Business Services Report

June 23, 2016: Second Regular Board Meeting – TBD

- Approve the 2016-2017 CUSD Budget
- Board Policy Updates - Approval

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.

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