



Governing Board of Trustees
SPECIAL BOARD MEETING AGENDA
Thursday, December 17, 2015
Closed Session - 3:30 PM
Open Session – 4:00 PM

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

Times indicated are Anticipated and Serve as Guidelines for Discussion; this meeting will be not be videotaped

1.0 CALL TO ORDER.....4:00

2.0 CLOSED SESSION (Conference Room)

 2.1 Public Employee Performance Evaluation: Superintendent, Government Code 54957

3.0 OPEN SESSION (Board Room)

 3.1 Report Out Any Action Taken in Closed Session (no action is anticipated)

 3.2 Pledge to the American Flag

 3.3 Approval of the Agenda: Any changes to the agenda must be made at this time

4.0 COMMENTS FROM THE AUDIENCE (Agenda Items)4:05

During a Special Meeting, unlike a regular meeting, no opportunity for generic public comment is required. Anyone wishing to address the Board on 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. 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.

5.0 ACTION ITEMS4:15

 5.1 Award Revised Bid for CUSD District Request for Proposal RFP 2015-10 for Classroom Projector Systems and Services.....3

 5.2 Award Bid for the Coronado Unified School District to Purchase Various Dell Marketing, L.C. Products Utilizing the Piggyback Bid Process 4

 5.3 Approve the Selection of Two Board Members to Review the Proposals from Superintendent Search Firms and Select Firms for Board Interviews 5

6.0 REPORT/DISCUSSION.....4:30

 6.1 Budget Study - Site and Department Update – Site and Department Administrators, Bill Cass, Karin Mellina, Carrie Fisher-Fernan, Ramona Loiselle, Richard Erhard, and Keith Butler will provide information about their relevant units 6

7.0 ORGANIZATIONAL BUSINESS.....5:25

7.1 Future Agenda Items/Board Member Comments

7.2 Upcoming Meetings:

- Special Board Meeting, Thursday, January 14, 2016
- Regular Board Meeting, Thursday, January 21, 2016
- Regular Board Meeting, Thursday, February 18, 2016
- Regular Board Meeting, Thursday, March 3, 2016
- Special Board Meeting, Thursday, March 24, 2016

8.0 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 17, 2015

5.0 SITES AND CONSTRUCTION

5.1 Award Revised Bid for CUSD District Request for Proposal RFP 2015-10 for Classroom Projector Systems and Services (Action)

Background Information:

The Coronado Unified School District is in need of upgraded Classroom Projection Systems due to aging of existing systems. This project includes the purchase of new LED projectors, installation of the projectors on existing ceiling mounting systems (modifying, enhancing and/or upgrading existing mounts, as needed), enhancing existing wall-mounted input systems to incorporate HDMI connections and providing a multi-year warranty and on-going maintenance for the installed solution as well as existing systems. The District seeks a single highly qualified and experienced Value Added Reseller to perform the services specified in the RFP.

Report:

Revision: The bid awarded for this project at the November 5, 2015 meeting of the Governing Board, for \$145,391.79 to Pathway Communications LTD, accurately represented the criteria and results of the bids for this project. Due to non-comparability between the three bids, the amount awarded did not include the costs for extended warranties, or HDMI installation parts and labor. Datel could provide those additional items for \$2,756.16 less than Pathways, which bid \$54,342.00 for the additional items including a contingency amount. However, Pathways was \$22,855.18 lower on the base bid than Datel, and thus is still \$20,099.02 lower on the total bid. Vector Resources did not provide information for comparable pricing on the additional items.

Financial Impact:

This amount of this revised bid award, \$199,733.79, will be paid from Fund 40, Special Reserve Fund for Capital Projects. An amount of \$200,000 for this project was a part of the original 2015-16 budget for Fund 40.

JPF

Superintendent’s Recommendation:

That the Board award CUSD Request for Proposal RFP 2015-10 for Classroom Projector Systems and Services and authorize Administration to sign all necessary documents.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – December 17, 2015

5.0 SITES AND CONSTRUCTION

5.2 Award Bid for the Coronado Unified School District to Purchase Various Dell Marketing, L.C. Products Utilizing the Piggyback Bid Process (Action)

Background Information:

Public Contract Code Section 20118 authorizes school districts and other public agencies to “piggyback” from contracts publicly bid by other agencies, provided the originating agency’s bid documents contain a piggyback option. This allows purchasing equipment, material, or supplies from said vendor utilizing the same terms and conditions that are available to the public agency under the contract.

The State of California Participating Addendum No. 7-15-70-34-003 in conjunction with the Minnesota WSCA-NASPO, in compliance with Public Code 20118, has contracted with Dell Marketing, L.C. as the awarded vendor on Master Agreement Award Contract No. MNWNC-108, in compliance with Public Contract Code 20118. The aforementioned contract has included a “Piggybacking” clause, allowing school districts to piggyback for materials listed on the contract.

This contract allows CUSD to utilize a competitively bid contract to purchase Dell Marketing, L.C. products at the lowest cost without incurring the costs associated with the bid process. These products will include Chrome books, Chrome boxes, Chrome carts, and related equipment, to be utilized by all sites.

Financial Impact:

An amount of \$226,419.64 for technology upgrade/replacement is part of the 2015-16 Technology Department budget from Fund 40. An additional \$50,896.72 is to be paid from the Village site budget to purchase four carts and 144 chrome books. Total: \$277,316.36.



Superintendent’s Recommendation:

That the Board award the bid for the Coronado Unified School District to Purchase Various Dell Marketing, L.C. Products Utilizing the Piggyback Bid Process to Dell Marketing, L.C. and authorize Administration to sign all related documents.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – December 17, 2015

5.0 DISTRICT ORGANIZATION AND BOARD OPERATION

5.3 Approve the Selection of One Board Member to Review the Proposals with the Board President from Superintendent Search Firms and Select Firms for Board Interviews (Information/Action)

Background Information:

At the December 10, 2015, Board Meeting, Board Members determined that they will conduct a nationwide search for a permanent replacement for the Superintendent who is retiring on June 30, 2016. This search will take place during this school year.

Report:

Request for Proposals were sent out to 12 executive search firms. Proposals are due to the District Office no later than January 5, 2016.

A subcommittee of one Board member and the Board President will review all proposals and select search firms to be invited to interview with the full Board at a special meeting on January 14, 2016. The Board will use the following criteria to guide the selection of the firms:

- Clearly stated purpose, scope and objectives; practical approach and work plan to achieve objectives;
- Technical expertise, including experience of firm’s principal and staff and availability of resources to meet schedule and program requirements;
- Community and staff engagement in the process;
- Past performance of proposer on relevant work previously accomplished for school districts;
- Support offered to the Board and successful candidate before, during, and after the search;
- Ability to customize the search;
- Client references and satisfaction; and
- Costs analysis of proposal.

On January 14, 2016, the selected firms will be interviewed. Each firm will present its proposal and answer questions. Staff who will be working on the project will be expected to attend and participate in the interview.

Financial Impact:

None for this report.

JPF

Superintendent’s Recommendation:

That the Board select one Board member to review the proposals with the Board President from search firms and select firms for Board interviews.

Moved _____ Seconded _____

Ayes _____ Noes _____ Absent _____ Abstain _____ Student _____

AGENDA – December 17, 2015

6.0 BUSINESS AND FISCAL MANAGEMENT

6.1 Site and Department Budget Update

Background Information:

Associate Superintendent Keith Butler will present updated information about 2014-2015 site and department budget results, 2015-2016 budget modifications, and 2016-17 budget planning.

Site and Department Administrators: Bill Cass, Karin Mellina, Carrie Fisher-Fernan, Ramona Loiselle, Richard Erhard, and Keith Butler will also provide information about their relevant units.

Financial Impact:

There is no financial impact in receiving this report.

This report is provided to the Board for information.

JPF

Status Report: Site & Department Budgets

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December 17, 2015
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Overview

The Board has requested information about 2014-15 results, 2015-16 adjustments, and 2016-17 “wish lists” for Site & Department (S&D) budgets

Goal for today’s meeting:

To provide budget updates the Board can use to develop priorities for 2016-17 budget changes

Overview

2014-15 Results

- All S&D had responsibility for their budgets
 - Information during the year was less than optimal
 - In October S&D were informed of carryover amounts
-

Overview

2015-16 Adjustments

S&D budgets adjusted “on the fly” for 2015-16

A rule of thumb was to not accumulate more carryover in 2015-16 than the 2014-15 balance

Overview

2016-17 “Wish Lists”

S&D have had the opportunity to restore people and programs

We have a \$3.7 million annual operating loss in 2017-18, absent an increase in LCFF funding

Silver Strand 2014-15 carryover (c/o): \$205,580

2015-16

- Restored ASE teachers and increased to .6 FTE for afternoon collaboration
- Added 3 general education Instructional Assistants prioritizing support in grade levels with high class sizes; increased PE teacher to .75 FTE
- Paid for all substitutes-no extra support from the District
- Added additional support to Before School Academic Assistance Program

2016-17

- Continue ASE teachers at as close to current levels as possible
- Leverage the new DoDEA M3 grant to enhance Math intervention/ASE support

CMS 2014-15 c/o: \$130,427

2015-16

- Paid for all CMS teaching FTE-no extra support from the District
- Increased diversity of elective offerings utilizing existing staff
- Increased professional development opportunities for staff

2016-17

- Maintain diverse elective offerings by leveraging CSF monies
- Sustain multi-tiered systems of support (MTSS) intervention classes
- Safeguard enrichment opportunities for students (6th grade camp, robotics, and community-based instruction)

BBMAC 2014-15 c/o: (\$72,843)

2015-16

- Lost three months of income due to deck construction, but was able to save operating costs
- Increased pool rates closer to market levels
- Projecting net loss of \$10K, with \$360K in reserves

2016-17

- Utilize marketing efforts to rent all available pool and classroom time
- Increase discussions with rental teams about hotel packages

Technology 2014-15 c/o: (\$7,101; General Fund)

2015-16

- Review of Fund 40 expenses
 - \$760K in additional equipment for 2015-16 (see handout)
- Develop new technology plan for 2016-17 through 2019-20
 - Completion June 2016

2016-17

- Develop SAS (Software as Service) conversion plan to outsource data management
- Implement Office 365 environment

Special Ed/Student Services 2014-15 c/o: n/a

2015-16

- Added \$10,000 Student Services budget for 504 plans
- Enhanced full inclusive model; pursuing aggressive early RTI implementation to mitigate future Special Education costs
- Monitor, ideally with the help of a new Accountant II position, contracts, Nonpublic School (NPS) attendance and routing

2016-17

- Will begin utilizing SEIS data listing personnel and services required, by student, by site and district-wide, to inform staffing decisions (position control)

Supt. & Bus. Svcs. 2014-15 c/o: (\$52,035)

2015-16

- Restored legal budget eliminated for 2014-15
- Will need to budget superintendent search costs
- Overtime, largely related to PeopleSoft implementation, has increased to approximately 160 hours per month

2016-17

- Reduce overtime to a maximum of 80 hours per month for Bus. Svcs.
- Implement process documentation and cross-training
- Implement true position control

Accounting Assistant II

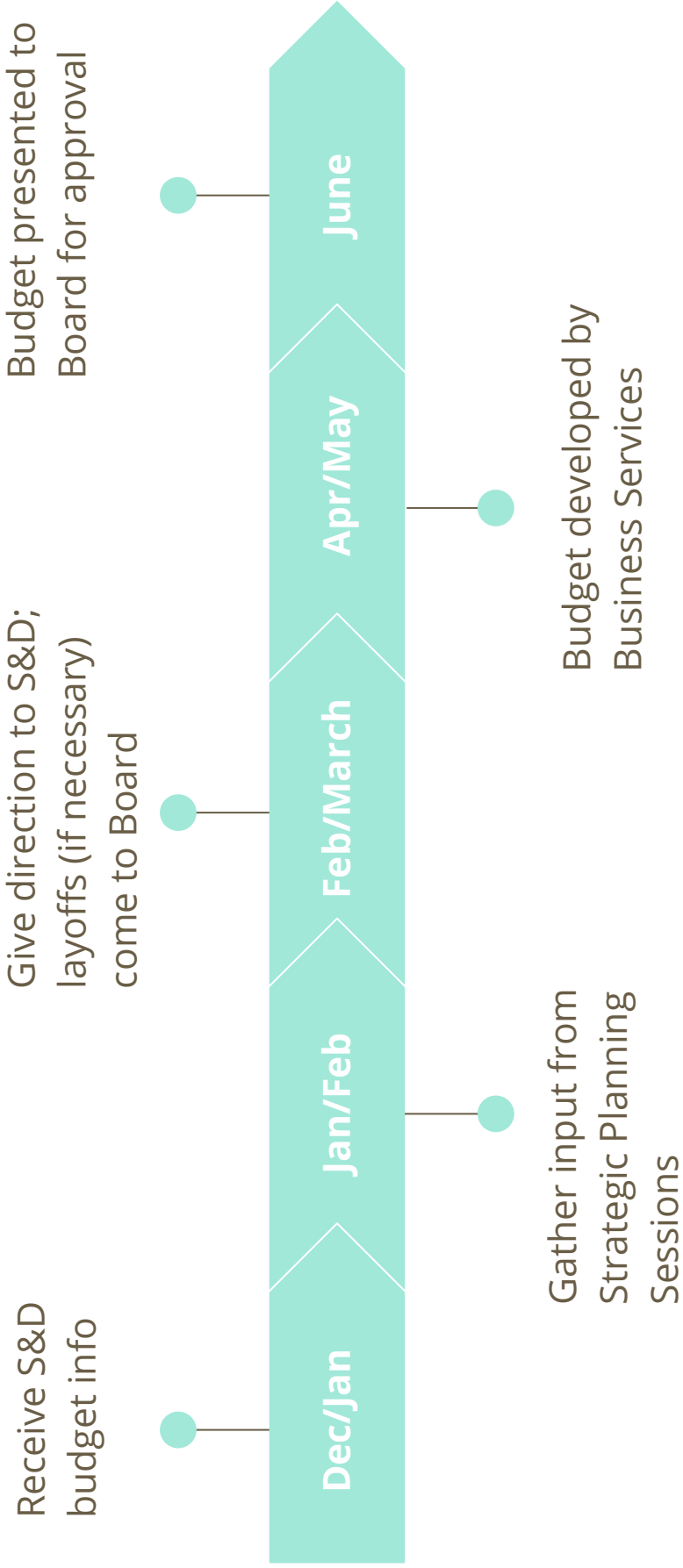
Work Plan

- 1) 40 hours/mo Special Ed contracts and grant accounting (saving Angelica 30 hours)
- 2) 40 hours PeopleSoft customer service (saving Sharon 30 hours)
- 3) 80 hours budget & P/Soft site support, Special Ed personnel & services monitoring, Business Services process documentation & cross-training

Savings (vs. \$54K cost)

- Saving 60 hours monthly of overtime, paid at time & ½ plus higher hourly rates; \$46K annually
- Auditing NPS students; \$4K annually per @ 95% attendance
- Saving one Instructional Asst. due to position control; \$29K annually

Budget Schedule



Next steps

2016-17 Budget

Follow timeline; receive Board direction

2016-17 Fiscal Year

Continue to fine-tune Site-Based Budgeting and carryovers

Special Board meeting(s) re: Fund 40 (Fall 2016):

- Available funds since Redevelopment dissolution; Basic Aid timeline
- IT spending tied to new Tech plan
- M&O spending tied to Facilities Management Plan, Preventative Maintenance Plan, and planned degradation of facilities

Equipment Replacement

2014-2015

\$306,500

2015-2016

\$1,064,000

Increase: (+)\$757,500

Classroom Projector
Replacements

\$110,000

Netbook, Chromebook, Phone
Replacements

\$129,000

Macintosh Desktop
Replacement

\$318,500

Theatre Projector Addition

\$200,000