

UNADOPTED MINUTES

POLLOCK PINES SCHOOL DISTRICT

MINUTES

Regular Board Meeting
Board of Trustees
December 14, 2009

Call to Order The meeting was called to order at 6:50 p.m. by Acting President Dean Smith in Room B-1 at the Emigrant Trail Educational Center.

Members Present Dean Smith
 Dave Campbell
 Tom Griffin
 Cindy Stetler

Board President Dennis Cullen was out of town.

Annual Organizational Meeting

It was moved by Mrs. Stetler to nominate Dennis Cullen for Board President. It was moved by Mr. Griffin to nominate Dean Smith for Board Clerk. It was moved by Mrs. Stetler to nominate Tom Griffin for EDCSBA Representative. There being no additional nominations, the slate of nominees was elected with a vote of four Ayes, zero Noes, and one Absent (Mr. Cullen).

Determination -
Date, Time, and
Location of Regular
Meetings in 2010

It was moved by Mr. Griffin, seconded by Mrs. Stetler, to set the date and time of the 2010 regular meetings of the Pollock Pines School District Board of Trustees as the second Tuesday of the month (with three exceptions: March 2, June 15, and no regular meeting scheduled in July), at 6:45 p.m., in Room B-1, located on the Emigrant Trail Educational Center campus. Motion unanimously carried.

Adoption of Agenda

By unanimous consent, Items F.1, "Budget Committee Report," and N.2, "Public Employee Performance Evaluation (G.C. 54957) – Superintendent," were tabled until the next regular board meeting. It was moved by Mrs. Stetler, seconded by Mr. Campbell, to adopt the agenda as amended. Motion unanimously carried.

Approval of Minutes

It was moved by Mr. Griffin, seconded by Mr. Campbell, to approve the Minutes of the Regular Board Meeting of November 10, 2009. Motion unanimously carried.

Public Comment

There were no public comments.

Presentations, Hearings, Reports, and Discussion

Deferred Maintenance
Extreme Hardship Project

When our district signed a contract with Johnson Controls, Inc. (JCI) in October 2007, we agreed to pay JCI 10% of the total project budget for design, engineering, and development, if apportionment for a Deferred Maintenance Extreme Hardship grant was successfully obtained from the state for paving at Sierra Ridge, and the project was not implemented with JCI. Due to the state budget crisis, the apportionment is being paid to us over a period of five years, rather than in a lump sum payment. The state has also allowed these funds to be “flexed,” giving us the option to use them as a means of mitigating revenue cuts; however, we cannot apply for another grant for the same purpose in the future. The district has received the first payment from the state, and the release of the second payment has been approved. Both JCI and the district’s attorney agree that we still have the obligation to pay JCI. Ten percent of the original total project budget is \$112,570. JCI has agreed to accept a buyout of \$96,374; however, this amount would be significantly reduced if we proceed with the project. There is also the possibility of realizing more savings from the contractors, if the project proceeds.

A discussion followed which included the possibility of dividing the project into phases, going out for new bids, and the probability of additional state budget cuts to education for 2009-2010. It was the general consensus of board members to bring this topic back for further consideration in April or May, along with a rough estimate of the costs of repaving critical areas, at which time we will also have more information on the state budget.

Summer School

Superintendent Spencer reported that remedial programs have now been established at both sites, providing ongoing assistance to students in language arts and math. There is no longer an allocation from the state for Summer School, and it was eliminated in most districts last year. Direction was requested from the Board as to whether our district should also eliminate Summer School and focus on the support of ongoing remedial programs.

It was the general consensus of board members to table this decision until after the Budget Committee Report at the next board meeting.

Common Site Start Time Superintendent Spencer stated that the discussion of a common start time at sites with one bus run instead of two is no longer a budgetary discussion, as the elimination of one bus and driver generated approximately the same amount of savings; however, a common start time at sites would make staff collaboration possible. Although this would provide many benefits, it was agreed that the decision process would be a lengthy one. This topic will be brought back in March with suggested procedures for the decision making process. After procedures have been established, we will move forward with discussions to provide input from different stakeholders, followed by a parent survey.

Finance and Business

**Acceptance -
First Interim Report**

Chief Fiscal Officer Sean Martin presented the First Interim Budget Report to the Board. He reported the following changes from the adopted budget:

- The state budget was revised to include a one-time cut of \$252 per ADA to the Revenue Limit; the ongoing deficit to Transportation was decreased from 65% to 20%.
- Additional Federal ARRA funds were received.
- Deferred revenues and carryovers of restricted ending balances of categorical programs were included.
- Position control was revised to reflect the most up-to-date personnel salaries and benefits.
- Contributions to Special Ed, Transportation, and Routine Repair and Maintenance were decreased.

Mr. Martin reviewed with the Board revenue assumptions, ADA/enrollment assumptions, a summary of ADA, revenue limit detail, federal and state restricted programs and state flex accounts, expenditure assumptions, summaries of income and expenditures and other funds, ending fund balances, a budget summary, and multi-year projections.

In 2009-10, 2010-11, and 2011-12, the multi-year projection shows the district anticipates ongoing deficit spending in the unrestricted fund due to declining enrollment, the anticipated deficated revenue limit, and decreased restricted revenues. Through a combination of the District's reserve accounts, including the extreme hardship and deferred maintenance flexibility and adjustments to the current allocation of funding, the District will be able to meet its required reserves for all three years.

It was moved by Mr. Campbell, seconded by Mrs. Stetler, to accept the First Interim Budget Report as presented. Motion unanimously carried.

Presentation -
2008-2009 Audit

Chief Fiscal Officer Sean Martin reviewed with the Board a summary of the 2008-2009 Audit Report prepared by the Stephen Roach Accountancy Corporation which included the following information:

- Financial statements and supplementary financial and statistical information, including the schedule of state and federal financial assistance, were presented fairly.
- The district complied with applicable state laws and regulations tested in accordance with the audit guide.
- There were no instances of noncompliance found.
- There were no material weaknesses or reportable conditions in the system of internal controls.
- There were no audit findings.

The Board extended commendations to all staff for no audit findings.

Adoption -
Resolution No.
2009-2010-06

CFO Sean Martin explained that all school districts in El Dorado County have received excess liability coverage through Schools Excess Liability Fund (SELF) for many years as members of Schools Insurance Authority (SIA). Due to concerns regarding SELF's increasing rates and the current economic uncertainties, SIA has found comparable coverage at a lower cost and will withdraw from SELF, effective June 30, 2010. Since each SIA member district is a member of SELF in its own right as well as a member of SIA, each individual district must submit the required notice and resolution.

It was moved by Mrs. Stetler, seconded by Mr. Campbell, to adopt Resolution No. 2009-2010-06, in the Matter of Determination to Withdraw from the Schools Excess Liability Fund. Motion unanimously carried.

Approval -
Revised Agreement for
Administrative Services
Provided to Silver Fork
Elementary School District

Superintendent Spencer stated that the revised Administrative Services Agreement with Silver Fork Elementary School District reflects an updated section regarding facilities oversight and supervision with an increased payment in the amount of \$5,500, effective July 1, 2009.

It was moved by Mr. Griffin, seconded by Mr. Campbell, to approve the revised Agreement for Administrative Services

provided to Silver Fork Elementary School District for the 2009-2010 school year. Motion unanimously carried.

Approval/Adoption -
Termination of Agreement
with TDS and
Resolution No.
2009-2010-07

CFO Sean Martin explained that administrators of the district's 403(b) plan will change from Tax Deferred Services (TDS) to CalSTRS 403bComply, effective February 1, 2010. There have been serious concerns with the service provided by TDS and recent increases in the fee structure for those services. This change of administrators is occurring with school districts countywide in an effort to improve service and minimize cost. There will be no additional paperwork required for existing 403(b) participants, and classified employees will have access to all 403(b) services, even though the plan will be through CalSTRS.

It was moved by Mrs. Stetler, seconded by Mr. Griffin, to approve termination of the agreement with the TDS Group as designated administrator of the district's 403(b) and 457 plans, effective January 31, 2010, and to adopt Resolution No. 2009-2010-07, 403(b) Compliance and Administration Program entitled CalSTRS 403bComply. Motion unanimously carried.

Approval -
Agreement for E-Rate
Consulting Services

It was moved by Mr. Campbell, seconded by Mr. Griffin, to renew the Agreement for Professional Services with Larry Talbert for E-Rate Consulting Services. Motion unanimously carried.

Board Policies and Administration

Approval -
The Single Plan for
Student Achievement –
Sierra Ridge Middle School

Principal Rich Callaghan presented the Single Plan for Student Achievement for Sierra Ridge Middle School, stating that the Sierra Ridge Staff collaborated on its development and the establishment of goals focused on raising student achievement. After a short discussion, it was moved by Mrs. Stetler, seconded by Mr. Campbell, to approve The Single Plan for Student Achievement for Sierra Ridge Middle School. Motion unanimously carried.

It was moved by Mr. Campbell, seconded by Mr. Griffin, to approve the following items:

Resolution No.
2009-2010-08

Resolution No. 2009-2010-08, "Approving Submittal of Application for Funding, Small School District and County Office of Education, Bus Replacement Program, Fiscal Year 2009-10"

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Resolution No.
2009-2010-09

Resolution No. 2009-2010-09, “Approving Submittal of Proposal, El Dorado County Air Quality Management District, FY 09/10 School Bus Replacement Projects, Funded by AB 923”

Motion unanimously carried.

Personnel

It was moved by Mr. Campbell, seconded by Mrs. Stetler, to approve the following items:

Approval -
Assignment of
Steve Simpson

Assignment of Steve Simpson to teach departmentalized science, pursuant to Education Code Section 44256(b)

Review -
Superintendent and School
Site Administrators’
Affidavits and Teacher
Assignment Reports

Annual reports of teachers’ assignments by principals, a report of other certificated staff assignments by the Superintendent, and the Superintendent’s affidavit declaring that all persons in certificated positions were properly credentialed

Motion unanimously carried.

Staff Reports and Announcements

The Principals and Supervisor of Maintenance and Operations and Food Service had submitted written reports of activities and programs at their sites.

In addition, Mr. Callaghan announced that due to the snow-day closures last week, the date for Sierra Ridge graduation will be rescheduled from June 1 to June 3. The Awards Program will be held June 1. Both ceremonies will take place at 7:00 p.m. Parents will be notified of these changes.

Superintendent’s Reports, Announcements, and Communications

The Superintendent reported on the following:

- Enrollment – Enrollment is currently at 706, which is down 12 students from October.
- Kindergarten Christmas Program – The Kindergarten Christmas Program will be held at 2:00 p.m. tomorrow afternoon in the Pinewood gym.
- ADA Recovery Day – The ADA Recovery Day scheduled for Saturday, December 12, has been cancelled due to the extreme

weather conditions and extended school closures. When it is rescheduled, we will try to encourage a larger number of students to enroll.

- District Christmas Party – The Apple Mountain Golf Resort was very generous and did not charge us for cancelling our Christmas Party which was to be held at their site on December 9. We hope to reschedule another staff party in January or February at the same location.
- Letter of Appreciation – A letter of appreciation from substitute teacher Kay Schwartz was distributed to Board members.
- SSDA Annual Conference – The SSDA Annual Conference will be held April 14-16, in Sacramento. The deadline for Early Bird registration is February 1.
- CSBA Workshop – Information from a CSBA workshop, “Visioning for Future Generations: The Board Role,” was shared with Board members.
- County Committee – The California State Board of Education has approved the transfer of the duties and powers of the El Dorado County Committee on School District Organization to the County Board.
- Letter from Alex Padilla – A letter has been received from State Senator Alex Padilla requesting support for local ordinances that prohibit or restrict the sale of tobacco within 300 feet of schools.

Board Members’ Reports and Communications

Future Board
Agenda Topics

Future board agenda topics include:
!Deferred Maintenance Extreme Hardship Project
!Summer School
!Common Site Start Time

Other Board Member
Reports

Mr. Campbell, Mr. Cullen, Mr. Smith, Mrs. Stetler, and Superintendent Spencer recently attended the Annual CSBA Conference.

Mr. Campbell reported that some districts are trying to increase their ADA and are giving back a portion of the increase to the school site. They are promoting competition between classrooms and the use of hand sanitizer to lower the number of student absences due to illness.

Mr. Smith brought back some pension information from CalSTRS which will be made available to staff at Pinewood and Sierra Ridge. He also attended a workshop regarding the competition for students public schools now face from religious schools, charter

schools, and neighboring districts. A marketing director has been hired by a district in Santa Rosa and is placing ads promoting its programs and activities. Mr. Smith distributed copies of a sample postcard he created, along with rough estimates of mailing and printing costs, which might be used to promote school activities in our district.

Consent Agenda

It was moved by Mr. Griffin, seconded by Mrs. Stetler, to approve the Consent Agenda. Motion carried with three Ayes, zero Noes, one Absent (Mr. Cullen), and one Abstention (Mr. Campbell).

1. Approval of Warrants

Closed Session

At the hour of 9:05 p.m., Mr. Smith concluded the open portion of the meeting, and the Board met in closed session regarding:

- Public Employment (G.C. 54957)
! Classified

Actions from
Closed Session

The Board reconvened into open session at 9:25 p.m.

It was moved by Mrs. Stetler, seconded by Mr. Campbell, to approve a one-year, unpaid leave of absence for Classified Employee ID Number 0643, effective January 6, 2010 – January 5, 2011. Motion unanimously carried.

It was moved by Mr. Griffin, seconded by Mr. Campbell, to approve a one-year, unpaid leave of absence for Classified Employee ID Number 0182, effective December 22, 2009 – December 21, 2010. Motion unanimously carried.

Adjournment

There being no further business, it was moved by Mr. Griffin, seconded by Mrs. Stetler, to adjourn the meeting at 9:27 p.m. Motion unanimously carried.

Respectfully submitted,
Susan Spencer
District Superintendent and
Secretary to the Board

APPROVED:

J. Dennis Cullen, President

DATE: _____