Call to Order   The meeting was called to order at 6:31 p.m. by President Dennis Cullen in Room B-1 at the Emigrant Trail Educational Center.

Members Present  Dennis Cullen  
Michael Bird  
Dave Campbell  
Tom Griffin  
Susan McVey

Special Order of Business  It was the unanimous consensus of the board to delete Items H.4a and H.4b from the agenda.

Adoption of Agenda  It was moved by Mr. Campbell, seconded by Mrs. McVey, to adopt the agenda as revised. Motion unanimously carried.

Public Comment  Kris Schultz, President of the Pollock Pines Teachers Association (PPTA), introduced the 2012-13 PPTA representatives: Kim Little, Pinewood representative, and Steve Simpson, PPTA Vice President and Sierra Ridge representative.

Consent Agenda  It was moved by Mr. Griffin, seconded by Mr. Bird, to approve the Consent Agenda. Motion unanimously carried.

1) Approval of Minutes of the Regular Board Meeting of June 19, 2012
2) Approval of Quarterly Report on Investments for the period ending June 30, 2012
4) Review of Facility Inspection Program Reports for all district sites
5) Approval of School Facilities Consultant Agreement with Williams & Associates, LLC
6) Approval of Agreement with Stephen Roatch Accountancy Corporation for audit services for FY13 through FY15
8) Approval of 2012-2013 Consolidated Application (Part II)
9) Declaration of 1977 Crown Bus, VIN 38158, as surplus and authorization for disposal

10) Approval of 2012-2013 Master Contract for Shining Star Children’s Therapy

Approval of Warrants

It was moved by Mrs. McVey, seconded by Mr. Griffin, to approve the warrants. Motion carried with four Ayes, zero Noes, and one Abstention (Mr. Campbell).

Presentations, Hearings, and Discussion

Report - Superintendent Monsma reported that eight firms responded to our Request for Proposals for construction management firms, and eighteen firms responded to our Request for Qualifications for architect firms. Board Members Dennis Cullen and Susan McVey, M&O/Food Service Supervisor Phil Karnitz, CFO Sean Martin, and Superintendent Monsma interviewed three of the construction management firms and four of the architect firms. All agreed it was a good process which resulted in unanimous consensus for selection of the construction management firm of Innovative Construction Services, Inc. (ICS) and the architect firm of NTD Architecture.

ICS Managing Principal Eric Hartwell and Project Manager Jack Campbell were introduced to the Board. Our district has worked with the ICS team in two previous projects. In addition, ICS managed the $800,000 modernization project for Silver Fork ESD this summer. Mr. Hartwell and Mr. Campbell have been very easy to work with, and their services have been very valuable, providing significant savings for both Pollock Pines ESD and Silver Fork ESD. ICS has opened a satellite office in Pollock Pines and is a member of the Pollock Pines Chamber of Commerce.

NTD Architecture Partner Jordan Knighton and Project Manager Derek Labrecque were introduced to the Board. Mr. Knighton stated that NTD’s local office is located in Auburn. The firm has a history of working with smaller districts, has served the Sierra foothills for almost thirty years, and is experienced in high-altitude designs. NTD is committed to the collaborative process, maximizing value, and “Kids First” planning.

Finance and Business

It was moved by Mrs. McVey, seconded by Mr. Griffin, to approve the following items:
Approval - Selection of Innovative Construction Services, Inc. to provide construction management services

Approval - Selection of NTD Architecture to provide architectural services

Motion unanimously carried.

Board Policies and Administration

Superintendent Monsma stated that the adoption of Resolution 2012-2013-02 establishes the Citizens’ Oversight Committee and bylaws and is the first of many processes to prepare for the sale of bonds in mid-January. Once the Committee is established, a letter will be sent to parents outlining the qualifications to serve on it. Applications submitted by interested citizens for committee membership will come to the Board for consideration.

Adoption - It was moved by Mr. Campbell, seconded by Mrs. McVey, to adopt Resolution 2012-2013-02, “Resolution of the Board of Trustees of the Pollock Pines Elementary School District Establishing a Citizens’ Bond Oversight Committee and Approving Bylaws Therefore.” Motion unanimously carried.

Approval - It was moved by Mrs. McVey, seconded by Mr. Campbell, to approve the Application for the Citizens’ Oversight Committee. Motion unanimously carried.

Review - In accordance with Government Code 87306.5, the Board reviewed the District’s Conflict of Interest Code. Amendments are required to incorporate the following changes:

- The positions of Governing Board Members, Superintendent, and Chief Fiscal Officer will be changed from Category 3 to Category 1, and the Category 3 disclosure information will be deleted based on the following:

  The Pollock Pines Elementary School District does not have any surplus or special reserve funds to invest and merely deposits all funds it receives in the county treasury pursuant to Education Code 41001-41002.5. As a result, Board members, the Superintendent, and the Chief Fiscal Officer are not considered to have discretion regarding the
investment of the district’s money and are therefore not officials who manage public investments.

- The positions of Supervisor of Maintenance and Operations and Supervisor of Food Service will be combined.
- Information regarding disclosures for consultants will be expanded.

These amendments will be reported to the El Dorado County Board of Supervisors in the form of a Resolution after adoption of the new CSBA Board Bylaws Policy and Exhibit 9270.

**Personnel**

It was moved by Mrs. McVey, seconded by Mr. Bird, to approve the following personnel items:

**Approval - Leave of Absence for Sharon McGaughey**
Request from teacher Sharon McGaughey for an unpaid leave of absence for 2012-2013; with a stipulation for notification regarding intent to return to Pollock Pines ESD by March 1, 2013

**Approval - Temporary Employment of Chantalle Shuck**
Temporary employment of Chantalle Shuck, 5/6 Grade Combination Class Teacher, for 2012-2013

**Approval - Assignment of Richard Armstrong III**
Assignment of Richard Armstrong III to teach physical education pursuant to Education Code Section 44258.3 for the 2012-2013 school year

**Approval - Assignment of Steve Simpson**
Assignment of Steve Simpson to teach science pursuant to Education Code Section 44263

Motion unanimously carried.

**Staff Reports and Announcements**

The Principals, M&O/Food Service Supervisor, and Transportation Supervisor had submitted written reports of activities and programs at their sites.

In addition, Mr. Malicote reported that enrollment is up at Pinewood to 386. Three more kindergartners enrolled today for a total of 70. Pinewood will begin the year with a long-term substitute teacher for Steve Hirsch, who is on sick leave.
Mr. Karnitz reported that the installation of the fence around Sierra Ridge has been completed. Deadbolts will be installed on gates within the week, and the gates will remain locked during school hours.

Mr. Martin reported that the district will be installing new software for food service as the current software does not interface with the state’s programs. When it has been installed, parents will be able to make payments to food service online and access detailed information about their students’ accounts. It is planned to complete the software installation over Christmas break for activation the first week of January. Online payment for transportation fees using PayPal and credit cards has been very successful.

Superintendent’s Reports, Announcements, and Communications

The Superintendent reported on the following:

- New ELA Textbooks – The work Phil and his staff did to get books delivered to classrooms is much appreciated. Special Ed teachers were very happy to receive new materials too.
- Treasures Training – Training for the new English Language Arts textbook adoption has been completed. All teachers, including the long-term substitute, have been trained. Training will also be available for Mr. Hirsch when he returns to the classroom.
- Board Policy Review – Last Saturday, Dave Campbell, Tom Griffin, Sean Martin, Kevin Monsma, and CSBA representative Cindy Akin met to review new board policies. Sections 0000, 1000, 2000, 3000, 5000, and 6000 have been completed, as well as over half of Sections 7000 and 9000. The new policies should be ready to bring to the board in November for consideration of adoption. Once adopted by the board, the policies will be posted online.
- Barbeque – The District Welcome-Back Barbeque will begin at 11:30 a.m. tomorrow at Emigrant Trail.
- Evening in the Orchard – This year’s Rotary fundraiser, Evening in the Orchard, will be held Wednesday, September 19. Tickets for this event are $40.
- TK/PK – Nancy Parat, the TK/PK teacher at Pinewood attended Pinewood’s staff meeting today and has been adopted as a member of the kindergarten staff.
Board Members’ Reports and Communications

Future Board Meeting Topics
No future board meeting topics were suggested.

Other Board Members Reports
There were no other board member reports.

Adjournment
There being no further business, it was moved by Mr. Griffin, seconded by Mr. Campbell, to adjourn the meeting at 7:27 p.m. Motion unanimously carried.

Respectfully submitted,
Kevin Monsma
District Superintendent and Secretary to the Board

APPROVED:

______________________
J. Dennis Cullen, President

DATE: ________________