UNADOPTED

POLLOCK PINES SCHOOL DISTRICT

MINUTES

Regular Board Meeting
Board of Trustees
December 10, 2013

Call to Order
The meeting was called to order at 6:31 p.m. by Board Clerk Susan McVey in the Professional Development Centre at the Emigrant Trail Educational Center.

Members Present
Michael Bird
Dave Campbell
Tom Griffin
Susan McVey

Board President J. Dennis Cullen was absent.

Annual Organizational Meeting

Election - Board President
It was moved by Mr. Bird, seconded by Mrs. McVey, to elect J. Dennis Cullen as Board President. Motion unanimously carried.

Election - Board Clerk
It was moved by Mr. Campbell, seconded by Mr. Bird, to elect Susan McVey as Board Clerk. Motion unanimously carried.

Election - EDCSBA Representative
It was moved by Mr. Campbell, seconded by Mrs. McVey, to elect Michael Bird as EDCSBA Representative. Motion unanimously carried.

Determination - Date, Time, and Location of Regular Meetings in 2014
It was moved by Mrs. McVey, seconded by Mr. Bird, to set the date and time of the 2014 regular meetings of the Pollock Pines Elementary School District Board of Trustees as the second Tuesday of the month (with the following exceptions: May 20, June 17, no regular meeting scheduled in July, and November 18), at 6:30 p.m., in the Professional Development Centre located on the Emigrant Trail Educational Center campus. Motion unanimously carried.

Adoption of Agenda
It was moved by Mr. Bird, seconded by Mr. Campbell, to adopt the agenda with one change. Item H.1, “Discussion of Transportation Procedures,” was moved before Item G.1, “State of the School Presentations for Pinewood and Sierra Ridge,” in order to accommodate Mrs. Barraque’s schedule.

Public Comment
There were no public comments.
Consent Agenda

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

1) Approval of Minutes of the Regular Board Meeting of November 12, 2013

2) Approval of Individual Services Agreements for Nonpublic, Nonsectarian School/Agency Services: Guiding Hands School, Inc.

3) Approval of request for authorization of operation of school-connected organization: Pinewood Parent Teacher Club

4) Approval of request for authorization of operation of school-connected organization: Pollock Pines Sports Boosters

5) Approval of temporary employment of Sheila Ono, Teacher Combination 1/2, effective November 18, 2013, for the remainder of the 2013-2014 school year

6) Approval of temporary employment of Michelle Justus, Teacher Special Education – Intervention Grades 5-8, effective December 2, 2013, for the remainder of the 2013-2014 school year

7) Approval of increase of .5 hour per day for Cathy Fritzler, Food Service Worker III, effective January 8, 2014 (Pinewood)

8) Approval of submission of Superintendent and School Site Administrators’ Affidavits declaring all credentialed employees properly credentialed for 2013-2014, reviewed for appropriateness and submitted to the Board per Education Code

Approval of Warrants

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

Board Policies and Administration

Superintendent Monsma stated that the Transportation Procedures and Policies are broad enough to put some adjustments in. Mr. Monsma also needs to speak with the Parent groups and bring this item back to a future Board Meeting.

Questions were asked about the current transportation procedures and policies by the board and Ms. Barraque’s answered them.
Principal Rich Callaghan, started his presentation by going over Sierra Ridge’s school Leadership Team. Kim West has been added this year and Kathleen Wiese has requested to be removed this year. Mr. Callaghan explained what is being taught at Sierra Middle School. The 1st Trimester Benchmark Assessment for Math was very positive. Of the 5th grade students, 85% of the students were proficient. The 6th grade student’s scores were measured differently. They were given a cumulative test of the all the chapters. As the year progresses, the students will be given the same test, thus showing the progression on test scores as well. One positive note was there is already one student that scored proficient on the test. The 7th grade students are doing very well. Ms. McClellan has done a great job with her students, 67% of the students tested proficient or advanced. Last year, the advanced and proficient levels were 36%. Ms. McClellan also has the 8th grade students. They tested 83% proficient or better. Last year, the students tested 51% at the advanced and proficient levels.

In the English and Language Arts area, the 5th graders tested at a 39% At/Above Benchmark. There were 8 students who tested at an Urgent Intervention Benchmark. Mr. Callaghan also said that they know who these students are and are working with them. At the 6th grade level, 54% tested At/Above Benchmark and there were 6 students that tested at the Urgent Intervention Benchmark. The 6 students are known and the staff is working with them. The 7th graders tested 57% At/Above Benchmark and 9 tested Urgent Intervention. These 9 students have been identified and the staff is working with them. The 8th grade students tested, 59% were At/Above Benchmark and 6 tested at Urgent Intervention. The 6 students have been identified and the staff is working with them. The settings used for the 8th graders were the defaults. This may change to show how the subgroups are doing.

Mr. Callaghan shared some success stories associated with Intervention program. In grades 5th – 8th, all the Intervention assessments to date are showing a positive growth. Teachers can also use the pie charts to see how well their students are doing in mastering different areas. There is also a parent who is working with the students at school as a volunteer.

In the Asset Building area- Mr. Callaghan discussed all the positive groups, activities and programs that Sierra Ridge has to offer. One positive outcome is that many of the students are
involved in the programs/activities. The students at Sierra Ridge are forming a positive bond with different adults in the school. Students are learning that they can go to not only one adult, but can go to more adults because of the interaction in the different activities/programs. There have been a couple of incidents where a student has gone to an adult to share something that the student is struggling with and the adult was able to get help for the student. The Student Council is a power house with all the activities that the students have been working on. The GATE Program is continuing to grow, there are 20+ students in the program and 14 more have been tested and will be entering the program. Participation is high in sports, Band, Choir, and this year the school is also putting on a Musical (Annie).

Mr. Callaghan then turned the time over to Rhiannon Bailey- a 7th grade ELA and Art Teacher at Sierra Ridge. Ms. Bailey spoke about the School Wide Accelerated Reader Program. She explained how she uses the program in her class with her students and the success that she has seen. Ms. Bailey is still using the Reading Log in her classroom as a tool that she can communicate with her students. The students fill the logs out daily and Ms. Bailey can communicate with the students via the logs.

Another new incentive that has been implemented at Sierra Ridge is the Wolverine Paws Award. The award is a two part ticket, when an adult sees a student doing something good, the adult will give the student a Wolverine Paws Award. The stub part of the award will go into a jar for a raffle; the other part of the ticket will go home with the student. The first month of this program being implemented, 28 students received tickets for “caring,” one of the Character Counts sections.

Another addition to the Sierra Ridge community is Ms. Michelle Justus, the new Special Education Teacher. Ms. Justus class will be located in room B-2. She will be having an Open House on Thursday, December 12, 2013 from 3 p.m. – 6 p.m. Mr. Callaghan and Ms. Rogers are excited with this expansion.

Ms. Bailey with the assistance of 4 students showed some of the art projects they have been working on. Joshua Bird gave a presentation on stamps, how the students made the stamps out of rubber and the process. He had an example of different stamps and the final product. Michael Willhite gave a presentation on watercolors. How the students use the colors on their drawings. He also had some examples to show. Brooke Wheeler gave a presentation on Metal Embossing. The students made different masks using metals and embossing. She explained the process and
had many wonderful examples. Sean Burnett gave a presentation on Collages (lines, textures, and designs). He explained how the students took a section of a picture and focused just on that section. Joshua Bird also gave a presentation on Mandalas. The different symbols and shapes used to make them.

Principal Brent Malicote started his presentation by sharing who was on the Pinewood Leadership Team. He also mentioned how the Pinewood Leadership Team has spent a great deal of time and energy collaborating to search out the areas of greatest need in the school. The team gets together as needed and when Mr. Malicote asks them a question; the teams always go back to their grade level for input.

Mr. Malicote then went on to explain the goals for the school. He displayed a colored chart and said that the goals fall into one of the areas in the chart. The goals are as follows:

Goal #1 – Pinewood Elementary School will build and foster positive relationships by reinforcing effort and providing recognition. Rationale: Robert Marzano demonstrates through rigorous research that “reinforcing effort and providing recognition” plays a tremendous role in both self-confidence and academic success. The school has implemented the two strategies from the Clay Roberts training. Not singling students out and the staff introducing themselves to students and parents on a regular basis.

Goal #2 – Pinewood Elementary School will increase overall attendance rates from 94.8% in 2012/13 to 96% in 2013/14. Rationale: Time-on-task is one of the greatest indicators of student success. Without high student attendance rates, increased time-on-task becomes difficult if not impossible. This goal is being achieved by the following: Communication- the biggest accomplishment in this area is Connect Ed. Mr. Malicote also has a reminder message in the News Notes. He also has called 5-6 families that are having attendance issues. Celebrations are another huge contribution to the success of this goal. More immediate awards are being distributed. Mini PPESD SARB (School Attendance Review Board) hearings are being set up to happen 3 times a year with Sheila Silan. The attendance at Pinewood has shown improvement over the past 3 school years.

Goal #3 – Pinewood Elementary School will utilize common assessments to access student performance data. Rationale: A strategic common assessment approach to data analysis will give us the needed information to improve academic success for each child. By doing the following, this goal will be met. Summative
assessments from our Board adopted language arts and math curriculum will be included in the Data Director testing software to allow grade level PLCs the opportunity to make informed decisions on student academic success. Monthly PLC meetings will be organized to allow for the “Cycle of Inquiry” as teachers discuss successes and areas of need. The student performance as measured by our school wide common assessments will help us determine areas of need for children and thus give us insight into needed intervention and acceleration (see Goal #4).

Goal #4 – Pinewood Elementary School will implement interventions for students not reaching proficiency and provide enrichment/acceleration for students that are advanced. Rationale: Differentiation happens for students in every classroom every day. Sometimes, students still need extra help learning a complex skill or concept. For other students, extra challenges through extended learning opportunities and/or enrichment is needed. Pinewood will create groups of “Focus Students” that will receive extra remediation or enrichment depending on need. Some of the ways that Mr. Malicote plans on attaining this goal is by using common assessments (see Goal #3); teachers will meet in grade level PLCs to identify focus students for language arts and mathematics. The staff will continue the use of the 35 minute PALS time for leveled reading instruction. They will also continue the use of the Title 1 Reading pull-out program (Rainbow Readers). They will also be working on the school intervention program retooled to provide additional supports in both intervention and acceleration/enrichment. By creating a program where the high flyers will attend a different class, i.e. Intel Robotic Class.

Goal #5 – Pinewood Elementary School will use writing as a tool to develop deeper thinking in all subject areas. Rationale: Writing is a necessary skill to be well rounded communicator, and is a critical tool for problem solvers to demonstrate reasoning. Each teacher will commit to incorporating Step-up-to-Writing strategies across the subject areas each week. Grade level PLCs will be utilized to implement common writing rubrics to normalize expectations in writing for each grade level.

Suzanne Kenny shared how she is using DataWorks in her classroom in order to move towards the Common Core. To verify that her students are learning, she uses “TAPPLE” and “Engagement Norms” to get her students participating as well as listening.
2012-2013 Audit Report

summary of the 2012-2013 Audit Report prepared by the Stephen Roatch 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.
- One audit finding and the district has responded to this finding by changing procedures to correct the action.

Approval - District Audit

It was moved by Mrs. McVey, seconded by Mr. Campbell, to approve the 2012-2013 District Audit: Pursuant to Education Code provisions, the district has had an independent audit for 2012-2013 completed by Stephen Roatch Accountancy Corporation. Motion unanimously carried.

Acceptance - First Interim Report

Chief Fiscal Officer Sean Martin presented the First Interim Budget Report to the Board. He 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, changes and summaries of income and expenditures, summaries of other funds and the budget, updated Board reserves, and multi-year projections.

The multi-year projection shows the district anticipated deficit spending in 2013-2014 but anticipates surplus funds in 2014-15 and 2015-16 based on the state funding the Local Control Funding Formula. The district does not anticipate any issues, as it has sufficient reserves and stable cash balances going forward.

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

Staff Reports and Announcements

Mr. Malicote reported:
Sheila Ono the new 1st/2nd Grade Combination Teacher started today. Her class is going very well and he is pleased to have her on his staff.

Mr. Martin reported from the Food Service Department:
- There will be a change at Sierra Ridge at lunch time with an additional checkout line being added for the students. Hopefully, this will help to get students through the food line quicker.
- At this time, Pinewood will not be getting an additional checkout line.
- On January 7, 2014, the Food Service Department will be attending the Cisco Main Plant for a team building activity.
- There is a new standard that has been added concerning food carts. Per our Food Service Consultant- Jesus Santiago, food carts cannot have items that additional sugar is added to the product being served. This maybe an issue with the slushy cart.
- New salads have been added to the menus- the Chinese Chicken Salad is doing quite well.

Mr. Monsma reported from the M&O Department:
- Kudos to the M&O staff for clearing out the snow.
- The truck and the tractor have some damage to them. The truck will be repaired as well as the tractor. Scott knows someone who is a welder and he will be able to fix the tractor.
- At the District Level- during Winter Break- the Guitar Club will be moved to the old 5th grade portables at Sierra Ridge.
- The old DO will be turned into a Tech Center. All of the technology items will be stored there and the technicians will be able to work out of that building.

Superintendent’s Reports, Announcements, and Communications

The Superintendent reported on the following:
- District had a snow day on December 16, 2013, due to icy weather conditions
- Teacher Development on January 6 and 7 – Clay Roberts will be conducting the training
- Ethel Harnden’s Retirement Party will be held on December 20, 2013
Board Members’ Reports and Communications

Future Board Agenda Topics
No future board agenda topics were suggested.

Other Board Member Reports
Mr. Bird had more questions after attending the CSBA Conference concerning Technology and Common Core. Mr. Campbell also commented on the CSBA Conference and the Technology aspect of the conference.

Adjournment
There being no further business, it was moved by Mr. Griffin, seconded by Mr. Campbell, to adjourn the meeting at 9:30 p.m. Motion unanimously carried.

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

APPROVED:

J. Dennis Cullen, President

DATE: ____________________