

Cold Spring School District Board of Trustees

MINUTES – Regular Meeting Monday, May 12, 2014

Members Present

Bryan Goligoski, President
Allison Marcillac, Vice-President
Michael Wasserman, Clerk
Julie Hayashida, Trustee

Staff Present

Dr. Tricia T. Price, Supt./Principal
Mary Stark, Interim CBO
Stephanie Carey
Janet Reid
Christian Garfield
Diana Wilson

Members Absent

Matt Marquis, Trustee

Guests

Maureen Evans, from School Services of California

REGULAR SESSION

1. **CALL TO ORDER – 6:00 p.m. (5 minutes)**
The Regular Meeting was called to order at 6:09 p.m.
2. **ADJOURN TO CLOSED SESSION** – No Closed Session Scheduled
3. **PLEDGE OF ALLEGIANCE**
4. **ANNOUNCEMENT OF CLOSED SESSION ACTION**
5. **APPROVAL OF MINUTES –**

5.A. **April 14, 2014 Regular Session**
Trustee Goligoski *Motioned*, Trustee Marcillac seconded, to approve the minutes of April 14, 2014. The motion carried unanimously.
6. **RECOGNITIONS, RECEIPT OF GIFTS,
ACKNOWLEDGEMENTS AND ACCEPTANCES**

6.A. Recognition of Parent Volunteers

Individual Cold Spring parents were recognized for their service to the District, including but not limited to organizing the Book Fair, Book Exchange, Science Fair, and Spring Event.

7. BOARD COMMENTS - COMMUNICATION/CORRESPONDENCE

Board members shared a written communication from a Cold Spring parent regarding services to students with IEP's. The parent questioned the effectiveness of the fluency program used with Special Education students, and whether measurable goals were consistently being written in IEP's.

8. PUBLIC COMMENTS

Stephanie Carey thanked the Board for the additional teaching support this year for the First Grade, which was one of the larger classes in the school this year.

9. CONSENT AGENDA

Recommended that the board approve the following items as presented:

9.A. FINANCE ITEMS:

1. Warrants (attachment)
2. Regular Payroll: \$267,641.41
3. Other financial items since preparation of the agenda

9.B. Applications for Use of School Facilities

Trustee Hayashida suggested that the District have money in the budget to recognize and celebrate retiring staff. Christian Garfield explained that the item on the VISA report showing the purchase of two cameras was reimbursed by Parent Club. The cameras were purchased for the District to replace older cameras that could no longer interface with other technologies. President Goligoski *Motioned*, Clerk Wasserman seconded, to approve the Consent Agenda. The motion carried unanimously.

10. SUPERINTENDENT REPORT

10.A. School Services of California Presentation: Reorganization of Business and Front Office – Maureen Evans

Maureen Evans from School Services of California presented recommendations for changes to the organizational structure of the Central and Business offices, and for how to address recent audit findings. Recommendations included: Relieve Dolphin Director of invoicing and receipt collections responsibility and transfer these functions to the Business Office; Develop a fee schedule and a written procedure for invoicing and receipt collections; create a 0.50 FTE for Assistant Principal; Add 1.0 FTE Director of Fiscal Services to the business Office; Revise job descriptions for the Executive Assistant and School

Office Coordinator to include essential duties and identify associated staff development opportunities; Use objective assessments for the hiring process where practical; Formalize back-up assignments and complete back-up training; Develop desk manuals for each District Office position. The report acknowledged all of the adjustments may not be implemented over a short period of time, and recommended that the District establish priorities. Board members asked about the costs of several recommendations. Ms. Stark noted that the Director of Fiscal Services projected cost was included in the April 14 Board item of a modeled FY 2014-15 district budget. She guesstimated that a .5 FTE Assistant Principal might be an approximate additional \$75,000 per year dependent upon salary schedule placement.

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10.B. Instructional Presentation – Technology, Janet Reid and Christian Garfield

Janet Reid and Christian Garfield presented an update on District technology and next steps. Mrs. Reid shared a Keynote that showed students at each grade level effectively integrating the iPad into the curriculum (eBooks, News-O-Matic, Key Word Searching, PicCollage). Mrs. Reid recommends that the District not invest in any more iPads at this time, but instead invest in more teacher training and District infrastructure to support technology. Christian Garfield presented a Keynote demonstrating grade level activity using the laptops: Public Service Announcement; Weather Brochures, iMovie, California history skits. He agreed with Mrs. Reid that the technology infrastructure needs upgrading.

10.C. Monthly Enrollment Report

Current enrollment is 170, adding one new fourth grader since April.

10.D. Superintendent Goals Update

Superintendent Price updated the Board on her goals for the year. Goals focus on the areas of budget, school and community, management and supervision, facilities, and curriculum and instruction. The Board will include these goals and progress indicators as part of their evaluation process.

10.E. Smarter Balanced Field Test Administration

Superintendent Price reported that the Field Test administration went smoothly, and credited preparedness on the part of the testing coordinators, staff, and students.

10.F. Parent Satisfaction Survey Results and Analysis

Superintendent shared the results of the Parent Satisfaction Survey, which is administered in the District every other year. She reported that there was approximately a 50% response rate, and that responses were largely favorable. Parents report that what they value most about Cold Spring School are the qualified, effective staff, small class size, aides in every classroom, community feeling, and small class size. Things that could be improved include Spanish being taught during the day, enforcement of no/low sugar policy, and the front office staff. Results of this survey will be used in the development of the Local Control and Accountability Plan. There was a significant increase in the satisfaction with

the art program and a slight decline in parents reporting satisfaction with the music program.

11. **ACTION AGENDA**

11.A. Review and Approval of Proposal for CPR/First Aid Training from Disaster Survival Skills LLC

President Goligoski *Motioned*, Trustee Hayashida seconded, to approve the proposal for CPR/First Aid training from Disaster Survival Skills LLC. The motion carried unanimously.

11.B. Approval of Resolution 2013/14-8 Ordering Governing Board Member Election and Notice to Consolidate

Clerk Wasserman *Motioned*, Trustee Hayashida seconded, to approve Resolution 2013/14-8 Ordering Governing Board Member Election and Notice to Consolidate. The motion carried unanimously.

11.C. Review and Approval of revised 2014-15 Calendar

Superintendent Price explained that the staff had seen the revised calendar and approved the changes. The calendar was also sent to Christy White, auditor, and she returned a written response that the calendar would meet the audit program requirements for instructional days and minutes. Trustee Hayashida *Motioned*, President Goligoski seconded, to approve the revised 2014-15 Calendar. The motion carried unanimously.

11.D. Adoption of Board Policy and Administrative Regulation 5145.3, Nondiscrimination/Harassment

President Goligoski *Motioned*, Vice-President Marcillac seconded, to adopt Board Policy and Administrative Regulation 5145.3, Nondiscrimination/Harassment, The motion carried unanimously.

11.E. Review and Approval of revised Chief Business Official Job Description

Vice-President Marcillac *Motioned*, President Goligoski seconded, to approve the revised Chief Business Official job description. The motion carried unanimously.

11.F. Review and Approval of revised School Office Coordinator Job Description

President Goligoski *Motioned*, Vice-President Marcillac seconded, to approve the revised Office Coordinator job description. The motion carried unanimously.

12. **CONFERENCE AGENDA**

5.A.4

Conference items may recognize people and programs, provide reports, request operational actions, discuss proposals, or make recommendations. The Board may comment, provide direction or take action on these items. Generally, items requiring action will be placed on a following agenda.

12.A. Preliminary 2014-15 District Budget Update

Interim CBO Mary Stark presented the Board with a breakdown of the cost of the Specialists (art, computer education, drama, library, music, band and physical education) program. Ms. Stark noted that the computer education budget included this year's \$25,551 in Apple computers purchased. She told them the list did not include the approximately \$5,000 in cost for coaching support. Board members requested copies of the spreadsheet to take to the next Foundation meeting. Board members also asked for a breakdown of how much time Mr. Garfield spends teaching and how much time he serves as the District's technology support.

12.B. Review and/or approval of the 2014-15 Grant Request to the Cold Spring School Foundation

President Goligoski *Motioned*, Vice-President Marcillac seconded, to approve the 2014-15 \$100,000 grant request to the Cold Spring School Foundation. The motion carried unanimously.

12.C. Review of the process and timeline for the evaluation of the Superintendent/Principal

Superintendent Price presented the Board with the process and timeline for the evaluation of the Superintendent/Principal. The timeline remains unchanged from last year.

12.D. Review of Board Policy 5111.1, District Residency, First Reading


Board Policy 5111.1, District Residency, will be on the agenda again in June for a second reading. The Board wants to ensure that the policy makes clear that in order to attend Cold Spring School the student – not just the parent – needs to reside in the attendance area a majority of the week.

12.E. Review of Revised Administrative Regulation 5111.1, District Residency, First Reading

Administrative Regulation 5111.1, District Residency, will be on the agenda again in June for a second reading.

12. ADJOURNMENT

The Regular meeting of the Board adjourned at 8:41 p.m.


Clerk of the Board

5.A.S.