



CABRILLO UNIFIED SCHOOL DISTRICT

498 Kelly Avenue, Half Moon Bay, CA 94019

MINUTES (Adopted) – June 30, 2011

Regular Governing Board Meeting

District Office Conference Room

Board Members Present:

Charles Gardner
Freya McCamant
John Moseley
Rob Pappalardo

Board Members Absent:

Kirk Riemer

Administrators at the Table:

Robert Gaskill, Superintendent
John Corry, Director, Personnel & Pupil Services
Wael Saleh, Chief Business Official
Elizabeth Schuck, Assistant Superintendent

Student Representative:

Kathryn Nassar

CALL TO ORDER/QUORUM ESTABLISHED

President Moseley called the meeting to order at 6:00 p.m.

COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA

None.

RECESS TO CLOSED SESSION

The Governing Board recessed to closed session at 6:01 p.m.

RECONVENE OPEN SESSION

President Moseley called open session to order at 7:20 p.m. He reported that the Board met in closed session from 6:01p.m. to 7:15 p.m. and took the following actions: The Governing Board voted 4 to 0 to approve an interdistrict transfer out of Cabrillo Unified School District and the Board voted 4 to 0 to dismiss two probationary classified employees for the 2010-11 school year. He also noted that the Board has authorized the Superintendent and Legal Counsel to issue a response to a draft audit report recently received from the State Teachers Retirement System.

No other action was taken.

PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Kathryn Nassar, junior at Half Moon Bay High School.

ADOPTION OF AGENDA

Member Gardner made the motion to approve the agenda as presented. Member Pappalardo made the second.

Passed: 4-0 (M-167)

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

None.

REPORTS/INFORMATION/PRESENTATIONS

Association Representatives

CSEA President Stig Lynne expressed concern over the use of the surveillance system to monitor routine employee activity.

CUTA President Tom Cox was not in attendance.

Student Representative

Student Representative Kathryn Nassar noted that students were enjoying their break and she will be attending the ASB Leadership Retreat later this summer.

Community Recognition

Superintendent Gaskill recognized the Boys and Girls Club of the Coastside for the Club's contributions to the installation of a new high-efficient lighting system for the Cunha Gymnasium at no cost to the District.

COMMUNICATIONS

Board Members

Trustee McCamant noted that she is happy summer is here. She enjoyed attending the Kings Mountain promotion ceremony and was pleased to see that teachers who had received lay-off notices were receiving return-to-work opportunities as a result of staff attrition.

Trustee Gardner declined comment.

Trustee Pappalardo noted he has been a board member since November and felt like he has been “drinking from a fire hose.” He is learning from written and verbal communication and thanked Superintendent Gaskill for his direction. He also wanted to “float the idea” of gathering data a couple times a year relative to goals where the board can become better informed and receive feedback to make the best decisions possible in a formal way. He would like to see a discussion on the relative merits of this type of survey including on a future meeting agenda.

President Moseley commented on the Hatch Elementary School promotion he had attended. He thanked High School Assistant Principal, Jarrett Dooley for coordinating the first-time-ever, outdoor graduation ceremony. He noted that the new venue accommodated more than 500 onlookers who would not have been able to attend the ceremony had it been held in the gymnasium. He also acknowledged Chris Dobbrow for arranging necessary equipment to make it successful new venue. Finally, he noted that the idea of a survey was something the whole board should discuss and agree to before moving forward.

Superintendent

Superintendent Gaskill commented briefly on the newly-signed state budget. He noted that The Half Moon Bay Review had just published a story on the student helper program underway in the summer intervention program at Hatch Elementary School. He also commented that a lawsuit has been filed by the County of San Mateo against paint companies who have used lead paint in their products. Paint companies have issued subpoenas to school districts including Cabrillo Unified. He commented that the District is an “interested third party” in this particular litigation. He also noted that he met with representatives from the City of San Carlos Parks and Recreation Department to explore potential partnerships and with HEAL Director Kim Borick to work on a Memorandum of Understanding (MOU) to formalize what has been a great partnership with this group. Finally, he met with Board President Moseley and Solar Ad Hoc Committee member TJ Glauthier to review the submitted Requests for Information and to discuss “next steps” for the Committee, including a planned Board presentation in August or September.

He announced that there will be no regularly scheduled board meeting in July.

CONSENT AGENDA

Trustee Pappalardo made the motion and Member McCamant made the second to approve the following items under the Consent Agenda:

- a. Approve Certificated Personnel Report
- b. Approve Classified Personnel Report
- c. Approve Minutes of the June 2, 2011 Regular Governing Board Meeting
- d. Accept Enrollment Report: Tenth Month 2010-2011 School Year
- e. Approve Donations to the District

- f. Accept Quarterly Report on Williams Uniform Complaints (Education Code 35186)
- g. Approve 2011-2012 Site Staff Development Plans
- h. Approve Renewal of Senior Management Employment Agreements
 - 1) Superintendent
 - 2) Assistant Superintendent
 - 3) Director of Personnel and Pupil Services
 - 4) Chief Business Official
- i. Approve District Response to Grand Jury Report on Bullying within the County School Districts
- j. Approve the San Francisco State University Student Teaching Agreement from July 1, 2011 to June 30, 2014
- k. Approve Application for the 2011-2012 Carl D. Perkins Grant
- l. Approve New Job Description for Athletic Trainer
- m. Approve the Annual Submission of Part 1 of the Consolidated Application

Passed: 4-0 (M-168)

Roll Call: Rob Pappalardo – Yes
 John Moseley – Yes
 Freya McCamant – Yes
 Charlie Gardner – Yes

ACTION ITEMS

12. a. Conduct Public Hearing on the Use of Tier III Program Revenues for 2011-2012 and Approve Fund Transfers for 2010-2011

Wael Saleh, Chief Business Official, presented the use of Tier III Program Revenues for 2011-2012 and asked the Governing Board to approve fund transfers for 2010-2011 as presented. These Tier III Program revenues will be received by the District’s general fund as part of its unrestricted revenues.

The public hearing was opened at 7:40 and closed at 7:41. No comments were offered.

Trustee Pappalardo made the motion and Member Gardner made the second.

Passed: 4-0 (M-169)

12. b. Conduct Public Hearing on 2011-2012 District Budget and Adopt 2011-2012 District Budget

Wael Saleh, Chief Business Official, asked the Governing Board to adopt the 2011-2012 Budget certifying the District will meet its obligations in 2011-2012 and subsequent two years based on making ongoing cuts totaling 1.2 million in 2012-2013 and an additional 1.2 million in 2013-2014.

The public hearing was opened at 7:58 and closed at 7:59. No comments were offered.

Member Gardner noted “our government can sign a budget today yet we are still faced with a structural deficit that may require mid-year cuts.” President Moseley expressed his concern about the “fair share” hit that the District was absorbing. Member McCamant agreed and asked whether the Board would like to direct Superintendent to submit a letter addressing this issue to our legislative representatives. She also questioned whether proceeds from the sale of surplus property could be used to offset the budget shortfall.

Trustee Gardner made the motion and Member Pappalardo made the second.

Passed: 4-0 (M-170)

Member Gardner concluded by noting that the District still has a tough road ahead. CBO Saleh shared that the Board will be asked in August or September to schedule a series of public hearings to gather input from District constituents regarding potential cuts and to build a new priority list of programs and services.

12. c. Waive Additional Readings and Approve Resolution No. 14-11, Revising Board Policy 3100: Budget

Wael Saleh, Chief Business Official, asked the Governing Board to waive additional readings and approve Resolution No. 14-11, Revising Board Policy 3100: Budget. The new statement is intended to improve the usefulness of the amount reported in the fund balance by updating and providing more structured classification.

Trustee McCamant made the motion and Member Pappalardo made the second.

Passed: 4 – 0 (M-171)

Roll Call: Rob Pappalardo – Yes
John Moseley – Yes
Freya McCamant – Yes
Charlie Gardner – Yes

12. d. Adopt Resolution No. 15-11 to Commit Funding to Adult Education and Deferred Maintenance Funds for 2010-2011

Wael Saleh, Chief Business Official, asked the Governing Board to adopt Resolution No. 15-11 to commit funding to adult education and deferred maintenance funds for 2010-2011.

Trustee Gardner made the motion and Member McCamant made the second.

Passed: 4 – 0 (M-172)

Roll Call: Rob Pappalardo – Yes
John Moseley – Yes
Freya McCamant – Yes
Charlie Gardner – Yes

12. e. Adopt Resolution No. 16-11 to Commit Funding to Adult Education and Deferred Maintenance Funds for 2011-2012

Wael Saleh, Chief Business Official, asked the Governing Board to adopt Resolution No. 16-11 to commit funding to adult education and deferred maintenance funds for 2011-2012.

Trustee Gardner made the motion and Member Pappalardo made the second.

Passed: 4 - 0 (M-173)

Roll Call: Rob Pappalardo – Yes
John Moseley – Yes
Freya McCamant – Yes
Charlie Gardner – Yes

12. f. Adopt Resolution No. 17-11, Budgetary Increases and Transfers at Year’s End

Wael Saleh, Chief Business Official, asked the Governing Board to adopt Resolution No. 17-11, Budgetary Increases and Transfers at Year’s End. By adopting this resolution at this time, the Business Office does not have to call a Special Governing Board meeting at a later date to accomplish these tasks.

Trustee McCamant made the motion and Member Gardner made the second.

Passed: 4 - 0 (M-174)

Roll Call: Rob Pappalardo – Yes
John Moseley – Yes
Freya McCamant – Yes
Charlie Gardner – Yes

12. g. Adopt Resolution No. 18-11, Appropriating Ending Balance to a Reserve

Wael Saleh, Chief Business Official, asked the Governing Board to adopt Resolution No. 18-11, Appropriating Ending Balance to a Reserve. By adopting this resolution at this time, the Business Office does not have to call a Special Governing Board meeting to accomplish this task.

Trustee McCamant made the motion and Member Gardner made the second.

Passed: 4 - 0 (M-175)

Roll Call: Rob Pappalardo – Yes
John Moseley – Yes
Freya McCamant – Yes
Charlie Gardner – Yes

12. h. Adopt Resolution No. 19-11, Borrowing Funds to Address Potential Cash Shortfalls

Wael Saleh, Chief Business Official asked the Governing Board to adopt Resolution 19-11, Borrowing Funds to Address Potential Cash Shortfalls. By adopting this resolution at this time, the Business Office does not have to call a Special Governing Board meeting to accomplish this task.

Trustee Pappalardo made the motion and Member McCamant made the second.

Passed: 4-0 (M-176)

Roll Call: Rob Pappalardo – Yes
John Moseley – Yes
Freya McCamant – Yes
Charlie Gardner – Yes

12. i. Provide Direction to Staff Relating to Potential Future Measure K Bond-funded Projects

Superintendent Gaskill noted that during the course of the June 2 Governing Board meeting, the Board received a report on bond work completed to date as well as a list of potential facility projects that could be completed at some point in the future with remaining bond dollars. He noted that the Governing Board is being asked to provide direction to staff relating to potential future Measure K bond-funded projects at this time.

Trustee Pappalardo asked Director of Facilities, Operations and Maintenance Jim Tjogas and Construction Manager Ed Watkins to describe the scope of the proposed artificial turf project at Cunha. Mr. Tjogas stated that the project would result in one large regulation size field with lines creating two smaller side-by-side fields within this same turfed area for practice sessions or youth soccer games. The areas outside of these fields would remain natural grass. President Moseley questioned whether there would be room for a softball field. Mr. Tjogas noted that there is limited space for such a field in the corner of the grounds by the parking lot and that such a field could be constructed if, and when, funding sources are identified.

Trustee Gardner commented he wished there were more funds for technology. Member McCamant also suggested an increase in technology funding. At the request of Member Pappalardo, Director of Technology Anne Bailey presented an “Immediate Needs and On-going Support Costs” graph. A consensus was reached to allocate remaining bond funds in the following manner:

- \$700,000 match (maximum cap) for purchase and installation of artificial turf at Cunha
- \$ 250,000 designated for finish work at Cunha
- \$ 380,000 designated for technology infrastructure
- \$ 220,000 designated for contingency/future needs

Trustee Gardner made the motion and Member Pappalardo made the second.

Passed: 4-0 (M-177)

DISCUSSION ITEMS

13. a. Discuss First Reading of Revised Board Policy 3515 Business and Noninstructional Operations: Campus Security

John Corry, Director of Personnel and Pupil Services, presented the first reading of revised *Board Policy 3515, Business and Noninstructional Operations: Campus Security*. The revised policy addresses issues and provides specific examples related to the communication of the usage and any possible expansion of security cameras with students, parents, and staff.

It was recommended by the Governing Board to add annual notification of the security cameras in the back-to-school packets and student handbooks. Member Gardner asked for wording in the Board Policy be developed for inclusion that would clarify that such systems would not be used for “personnel supervision and related disciplinary action.”

Member McCamant asked for clarification on the “intent of cameras”. Her understanding is the primary focus is “deterrence” and secondary is to “verify facts after they have happened”. She also asked for signs to be placed stating “students/staff cannot obtain help” these measures are a “safety net” only as part of the safety plan.

No further action was taken at this time.

Board President Moseley declared a brief recess at 8:47 p.m. and announced that the Board would be returning to closed session shortly.

RETURN TO CLOSED SESSION

The Governing Board recessed to closed session at 8:58 p.m. to complete its annual evaluation of the Superintendent (Government Code 54954.5, 54957).

RECONVENE OPEN SESSION

President Moseley called open session to order at 9:39 p.m. and noted that no action was taken.

ADJOURNMENT OF THE MEETING

Recess was declared at 8:47 p.m. The Governing Board returned to closed session at 8:58 and met until 9:39. No action was taken.

Minutes prepared by Janice Olson, Administrative Assistant to the Superintendent
Minutes presented by Mr. Gaskill, Secretary to the Board

Certified by the Clerk of the Board

Date