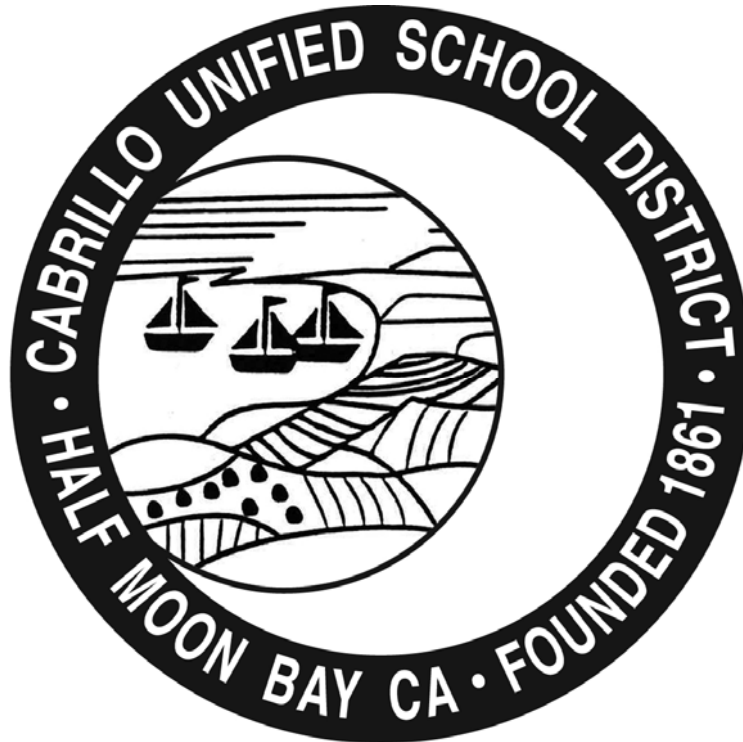


# CABRILLO UNIFIED SCHOOL DISTRICT



## **Governing Board Agenda**

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**April 14, 2011**

Regular Governing Board Meeting

District Office

498 Kelly Avenue, Half Moon Bay

7:00 PM (Closed Session, 6:00 PM)



## **CABRILLO UNIFIED SCHOOL DISTRICT**

498 Kelly Avenue, Half Moon Bay, CA 94019

### **A G E N D A – Thursday, April 14, 2011 Governing Board Meeting – District Office**

#### **1. CALL TO ORDER- 6:00 P.M.**

#### **2. ROLL CALL/QUORUM ESTABLISHED**

- \_\_\_ Mr. John Moseley, President
- \_\_\_ Mr. Charles Gardner, Vice President
- \_\_\_ Mr. Kirk Riemer, Clerk to the Board
- \_\_\_ Ms. Freya McCamant, Member
- \_\_\_ Mr. Rob Pappalardo, Member

#### **3. COMMENTS FROM THE PUBLIC RELATED TO ITEMS ON THE CLOSED SESSION AGENDA**

Anyone wishing to address the Board regarding any of the Closed Session matters may do so at this time.

#### **4. RECESS TO CLOSED SESSION – 6:01 P.M.**

- a. Public Employee Discipline/Dismissal/Release (Government Code 54954.5, 54957)
- b. Conference regarding labor negotiations with district designated representative: Dannis Woliver Kelley/Robert Gaskill/John Corry (Government Code 54957.6)
  - 1. Cabrillo Unified Teachers' Association
  - 2. California School Employees Association – Chapter 485
- c. Conference with Legal Counsel - Anticipated Litigation (Government Code 54956.9). Conference regarding anticipated litigation pursuant to Subdivision (b) of Section 54956.9. Number of potential cases: Two.
- d. Pupil Personnel/Student Matters (Education Code 35146). The Board may hear expulsion cases and consider the requests from students for re-admittance following expulsion. Also, the Board may review student disciplinary reports, exemption requests, and other student related matters that are regarded to be confidential according to Education Code. The Education Code requires closed session in these cases to prevent

disclosure of confidential student record information. Number of potential expulsion cases: One.

**5. RECONVENE OPEN SESSION – 7:00 P.M.**

Report action from Closed Session, if applicable.

**6. PLEDGE OF ALLEGIANCE**

**7. ADOPTION OF AGENDA AS PRESENTED/AMENDED**

**8. STUDENT/STAFF/COMMUNITY RECOGNITION**

Recognize Half Moon Bay High School Cast and Crew for their production of *Beauty and the Beast*.

**9. COMMENTS FROM THE PUBLIC RELATED TO ITEMS NOT ON THIS AGENDA**

**Public Participation at Board Meetings**

The Board of Education encourages your participation in its deliberations. If you wish to address the Board on an agenda item, please fill out a speaker card located on the agenda table at the back of the room and present it to the Administrative Assistant seated to the immediate left of the Superintendent prior to the item being called. Any additional materials you choose to present will be copied and presented to all Board members following the meeting. The Board President will randomly call on persons submitting cards. The general order of discussion on any particular agenda item during the course of a meeting is: 1) Staff presentation on item, 2) Public comment, and 3) Board deliberation and action, if so warranted. If you wish to address the Board on a matter that is not on the agenda, you may speak during the “Comments from the Public” portion of the meeting that is held near the beginning of the meeting following the same general procedures noted above. Board members are legally prohibited from discussing non-agenda items and, therefore, cannot respond to items presented at this time. Open session is audio and/or video recorded.

Board agendas are often long and time is limited. For that reason, the Board reserves the right to limit the time allocated to each speaker (three minutes) as well as the cumulative time allocated to multiple speakers who are addressing the same topic (twenty minutes). The presiding officer may rule out of order persons who unduly interrupt or otherwise interfere with the orderly conduct of business, or who use defamatory, abusive, or profane language. Irrelevant or redundant presentations may likewise be ruled out of order. In the unlikely event that the behavior of an individual is such that the Board is unable to continue to conduct its business in an orderly manner, the Board President may direct the offending individual(s) to vacate the meeting room.

Finally, a citizen may place an item on the Board Agenda by submitting a written request and supporting information to the Superintendent's Office. The Superintendent, in consultation with the Board President, will determine at which upcoming regular Board meeting the item will be scheduled. The person who requested the item will be allowed three minutes at the meeting to present the information to the Board. Following this presentation the Board may address the issue, put the issue on a future agenda for more discussion and action, refer the issue to the administration for follow-up, or take no action.

In compliance with the Americans with Disabilities Act, those individuals requiring assistance and/or accommodations in order to participate in this meeting are asked to contact the Superintendent's Office in advance at (650) 712-7112.

## **10. REPORTS/INFORMATION/PRESENTATIONS**

- a. Student Representative
- b. Association Representatives
- c. Cabrillo Education Foundation Representatives Michele Hannigan, John Ediger and Mike Alifano Will Present Immediate Use Funds to Site Principals
- d. Receive Report on Activities of the District Technology Curriculum Committee
- e. District Construction Update
- f. Receive Status Report from the Cabrillo Unified School District Ad-Hoc School Solar Power Committee and Discuss with Consideration of Action a Committee Proposal to Disseminate a Request for Information

## **11. COMMUNICATIONS**

- a. Board Members
- b. Superintendent

## **12. CONSENT ITEMS**

### **The Consent Agenda**

Consent items are those items judged by staff to be routine in nature, consistent with policy, and reflective of established practice. As a time-saving measure, such items are typically grouped together on what is called the "Consent Agenda" for Board consideration of action. The Consent Agenda requires a motion and a second and must be approved by a roll call vote of the Governing Board. Any Board member may direct that one or more of these items be removed from the Consent Agenda for the purpose of discussion and consideration of action.

- a. Approve Certificated Personnel Report
- b. Approve Classified Personnel Report
- c. Approve Minutes of the March 10, 2011 Regular Governing Board Meeting
- d. Accept Enrollment Report: Seventh Month 2010-2011 School Year
- e. Approve Donations to the District
- f. Accept Quarterly Report on Williams Uniform Complaints (Education code 35186)
- g. Approve Declaration of Need for Fully-Qualified Educators for 2011-12
- h. Approve Overnight Trip for Half Moon Bay High School Marine Ecology Class to Salt Point State Park in Sonoma County, May 13 – 15, 2011

### **13. ACTION ITEMS**

- a. Approve Waiver J-13A Waiver Form, Request for Allowance of Attendance Because of Emergency Conditions
- b. Adopt Resolution No. 09-11 Classified and Certificated Employees Weeks
- c. Adopt Resolution No. 07-11 Reduction and/or Discontinuation of Classified Positions
- d. Adopt Resolution No. 08-11 in Support of Senate Constitutional Amendment 5 Which Would Reduce the Required Threshold for Approving Parcel Tax Measures to Fifty-five Percent
- e. Adopt Resolution No. 10-11 Agreement to Three Year Contract Between the State of California, Department of Rehabilitation and the Cabrillo Unified School District

### **14. DISCUSSION ITEMS**

- a. Receive and Discuss Facilitator's Notes from Special Board Meeting Held on February 5, 2011
- b. Discuss with Consideration of Action the Proposed District Goals for the 2011-2012 School Year

**15. FUTURE BOARD AGENDA ITEMS**

- a. Site Plan Approvals, May 12
- b. Certificated Final Layoff and/or Rescission Notice As Appropriate, May 12
- c. CIF Representatives Designations, May 12
- d. Report on Governor's Revise, June 2
- e. Report on Transitional Kindergarten, June 2
- f. Preliminary Discussion of CUSD Budget, June 2
- g. Adoption of CUSD Budget, June 30
- h. Consolidated Application Part I, June 30

**16. FUTURE EVENTS/DATES/REQUESTS**

- a. April 18 - 25, Spring Recess
- b. May 4, Los Listos Promotion
- c. May 5, Kings Mountain Open House
- d. May 12, Bike to Work Day

**17. RETURN TO CLOSED SESSION (IF NECESSARY)**

**18. ADJOURNMENT OF THE MEETING**

### **Meeting Curfew**

Board Bylaw 9323 stipulates that the meeting of the Board shall conclude no later than 10:00 p.m. The Board, at its discretion, may extend the meeting for a defined time to finish the business at hand.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 10.d.

**BOARD AGENDA ITEM:** Receive Report on Activities of the District Technology Curriculum Committee

**DEPARTMENT:** Technology

**CONTACT PERSON:** Anne Bailey, Director of Technology

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## **BACKGROUND INFORMATION:**

The District Technology Curriculum Committee, after a 3-year hiatus, was reconstituted for the 2010-11 academic year. Comprised of members representing each school site, the Committee's purpose is to review the 5-year District Technology Plan with respect to the curriculum component in order to strategically plan and recommend effective, integrated use of technology across all grade levels.

## **REPORT/PROPOSAL:**

The report will update the Board about the District Technology Curriculum Committee's activities to date.

## **FINANCIAL IMPACT:**

There is no financial impact to the District

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# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 10.f.

**BOARD AGENDA ITEM:** Receive Status Report from the Cabrillo Unified School District Ad-Hoc School Solar Power Committee and Discuss with Consideration of Action a Committee Proposal to Disseminate a Request for Information

**DEPARTMENT:** Superintendent

**CONTACT PERSON:** Rob Gaskill, Superintendent

## **BACKGROUND INFORMATION:**

During the course of a meeting held on June 25, 2009, board member John Mosley expressed interest in scheduling a workshop with Chevron staff regarding the company's "Empowering the Future" (solar and other alternative energy sources) program. That workshop was subsequently held on July 15, 2009 in the District Office. In addition to Chevron staff members Raymond Wong and Martin Kurtovich, participants included board members Jolanda Schreurs and Charlie Gardner, community member T.J. Gauthier, Maintenance and Operations Director Jim Tjogas, Laura Reed, and Superintendent Rob Gaskill. This informal committee reached consensus to 1) request that Chevron conduct an initial no obligation/no cost audit and 2) have Chevron representatives present a condensed overview of the "Empowering the Future" program as well as their audit findings at a future board meeting.

Chevron did, in fact, complete that preliminary audit and a presentation was subsequently made at a board meeting held on September 17, 2009 as a "discussion with consideration of action" item. After reflecting on the \$30,000 cost for conducting the second stage audit and the potential energy cost-savings, the Board determined to take no further action at that time. Trustees Moseley and Gardener agreed to form an ad-hoc advisory committee with interested members of the community to explore additional options for providing solar power at one or more District sites at some point in time in the future.

The District Ad-Hoc School Solar Power Committee has met on several occasions over the past fourteen months, most recently on November 4, 2010. While participation in this ad hoc group has fluctuated some over time, core members have included John Moseley who has served as chairperson, Charles Gardener, T. J. Glauthier, Dennis Paul, and Rob Gaskill. More recent additions to the Committee include Anne Sklute, Bob Cleave, and Lenny Mendonca. The Committee believes that the next logical step is to gain a better idea of "what's out there" in this fast-evolving field by issuing a formal Request for Information (RFI) to alternative energy vendors in the field. It is the intent of the Committee to collect the RFI's that are submitted, reduce the data into a report detailing "next step" options, and present this report to the Board with a request for further direction.

**REPORT/PROPOSAL:**

This is an opportunity for the Board to receive a progress report from Cabrillo Unified School District Ad-Hoc School Solar Power Committee members and to discuss, with consideration of action, a proposal to disseminate the attached Request for Information (RFI).

**FINANCIAL IMPACT:**

Staff projects that a decision to disseminate and collect a Request for Information will have little or no impact to the General Fund.

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**RECOMMENDATION:**

Receive status report from the Cabrillo Unified School District Ad-Hoc School Solar Power Committee and discuss with consideration of action a Committee proposal to disseminate a Request for Information.

# Request for Information (RFI)

## For Potential Bidders on Solar Energy Power Purchase Agreement

### For the Cabrillo Unified School District of Half Moon Bay

<b>Date of Issue:</b> 04/14/11	<b>Request for Information #:</b> 01-11	<b>Bid Title:</b> Solar Energy Project for the Cabrillo Unified School District
<b>Date of RFI Release:</b> 04/22/11	<b>Response due date</b> 2:00 P.M. on 06/03/11	

#### ***OPPORTUNITY DESCRIPTION***

The Cabrillo Unified School District (CUSD) is the sole public school district that operates in Half Moon Bay, CA, and consists of four elementary schools, one intermediate school, one continuation school, and one high school. The high school has a heated swimming pool that operates year around and is heated by natural gas. Current district enrollment in 2010/2011 is 3,237 students. The school system employs approximately 314 full-time employees and operates approximately 54 buildings totaling approximately 344,000 square feet.

CUSD is interested in reducing its carbon footprint through use of renewable energy sources, specifically those related to use of solar Photo-Voltaic (PV) and solar hot water systems. CUSD is therefore seeking organizations that are interested in developing a Power Purchase Agreement (PPA) proposal or suitable alternative for a solar energy system for the school(s) located in the District. The system would consist of PV installations at one or more sites with a combined maximum capacity as indicated on the attached energy usage reports and/or a solar hot water system for the swimming pool at the high school with a capacity that is also specified in usage reports. Furthermore, CUSD is interested in systems that will provide regular operating data to students in the classroom and on-line in order to increase the scientific, environmental, and economic awareness of District students.

This Request for Information (RFI) is designed to provide CUSD with information to develop an acquisition approach, policy, and itinerant documentation for a subsequent procurement as described herein.

#### ***PROCUREMENT APPROACH***

The District is taking a three-step process to implement this activity, as described below:

1. Issuing this Request for Information (RFI) to seek input from solar providers experienced with high installation capacity on a comprehensive program to deploy PV at as many of these locations as possible. This RFI requests information regarding a number of questions in order to provide guidance on the best approach to execute this program.
2. Incorporating this information and then issuing a Request For Proposal (RFP) in order to select one or more vendors.
3. Selecting one or more contractors to execute the intended project(s).

The District reserves the right to change its acquisition approach at any time.

## **GOALS**

The District seeks educational, economic, and environmental benefits from a solar energy system. It desires incorporation of real-time monitoring and other information from the system into the academic curriculum at all schools in the District. The installation will also serve as a model of renewable energy usage for the broader Coastside community.

From a fiscal standpoint, the District requires that **the project be budget neutral or better** compared to its baseline energy costs even in its early years, and expects the project to provide significant financial savings over its lifetime. Hence, it is expected that a PPA form of contract will be appropriate in which the District signs a long-term contract for energy at the same or lower rates than those expected from its current utility, PG&E, and will therefore not have any investment cost in the project. The District, however, is open to other possible project forms of funding providing that such options offer a superior means of meeting the financial and educational goals stated above. It is anticipated that the successful bidder will design, install, maintain, own and operate the solar energy system for the contract period. At the end of the contract period, the ownership could transfer to the District.

## **BACKGROUND**

The District has made significant energy efficiency improvements at these facilities over the years, but has not yet installed significant energy sources. It has included renewable energy generally in its long-term planning, including upgrading the roof design of the recently-completed science building at the Cunha Middle School to accommodate the weight of solar panels.

The District has not developed specific designs or identified specific locations for the various elements of the solar energy system. It is open to appropriate proposals that are consistent with its goals and the normal usage of the facilities and grounds, including rooftop, parking covers and other designs.

A summary of some key information is attached to aid organizations in determining whether they would like to be considered to develop proposals for this project. Full access to detailed information and site visits would be available to those who are invited to develop proposals in future phases. The attachments provide summaries of the annual energy usage and bills at these facilities. The schools are located at separate sites.

## **SCOPE OF WORK**

This Request for Information ("RFI") is an invitation to prospective Respondents to provide written information to assist the District in:

- 1) Determining the financial feasibility of acquiring solar energy systems;
- 2) Defining the key characteristics of the system(s), such as sizing, schedule, financing, maintenance, and other aspects that should be included in the RFP; and
- 3) Identifying suppliers of solar energy systems that are interested in being invited to develop proposals to the District for the provision of solar energy systems.

Implementation may take the form of a phased deployment. Therefore the scope has been divided into "CORE" (heating of the swimming pool) and "OPTION" (electrical power for the high school and intermediate school) projects. The CORE represents the minimum effort undertaken. Respondents are requested to consider such a deployment scheme and to inform CUSD on the benefits and drawbacks for such an approach, as well as the investments required to reduce the Life Cycle Costs. Each phase is described below.

**CORE:** The high school pool is gas heated and has a capacity of approximately 110,000 gallons. The pool is outdoors and operates with an average water temperature of 78 degrees F.

**OPTION ONE:** The high school sits on approximately 39 acres and has 17 buildings. The campus is largely an outdoor campus, and room access is via shaded walkways. The average outdoor temperature is 63 degrees F, and the average room temperature is 68 degrees F. The total number of parking spaces for the high school is 328.

**OPTION TWO:** The intermediate school sits on approximately 16 acres and has 6 buildings. The campus consists of self-contained buildings with internal hallways and external buildings with room access via shaded walkways. The average outdoor temperature is 63 degrees F, and the average room temperature is 68 degrees F. The total number of parking spaces for Cunha School is 82.

**LIMITATIONS ON ACCESS TO DISTRICT EMPLOYEES AND SITES** At this time, the District wishes to obtain information that is based solely on the data provided in this RFI. The District is not open to site visits or other inquiries from potential respondents to this RFI. If and when an RFP is issued, then the District does expect to host one or more bidders' conferences and to make provisions for site visits and/or providing additional, more detailed information.

### ***RECEIPT OF RESPONSES***

Sealed responses for the information requirements set forth herein must be received at the District Office, 498 Kelly Avenue, Half Moon Bay, on or before the deadline of **2:00 P.M. current local time on June 3, 2011.**

### ***RFI DOCUMENTS***

Copies of this RFI document may be obtained by:

Downloading the document from the Board's website at: [www.cabrillo.k12.ca.us](http://www.cabrillo.k12.ca.us).

Calling the District Facilities Department at 650-712-7103

Visiting the Facilities Department between the hours of [7:00 AM and 3:30 PM], Monday through Friday, excluding holidays. The Facilities Department is located at 498 Kelly Avenue, Half Moon Bay, CA 94019.

Confidential or proprietary information should not be included in your response.

CUSD accepts no obligations for costs incurred by Respondents in preparing or submitting a Response to this Request for Information.

### ***NO COMMITMENT TO FINAL RFP OR CONTRACT, AND NON-EXCLUSIVE STATUS***

The intent of this RFI is to provide the Board with information which will enable it to determine whether and when an RFP and formal procurement process should be initiated. At this time, there is no commitment to an actual procurement. That decision will be made in the future, based in part upon the information obtained in response to this RFI. This RFI process is intended to advise the Board on potential future action and is considered to be "Non-Exclusive".

### ***QUESTIONS/POINT OF CONTACT***

All questions concerning the RFI document or process must be sent via email to [torrel@cabrillo.k12.ca.us]. All answers will be in the form of an Addendum to the RFI and posted on the website.

# INSTRUCTIONS TO RESPONDENTS

## I. GENERAL

The respondent is required to submit **one response** via hand delivery, mail, or as an email attachment by the date and time stipulated earlier in this document.

## II. RFI RESPONSE CONTENT

The response should address the following elements:

### A. Contractor qualifications

- Past performance: site at least [3] other jobs of similar size and nature performed with derived relevance criteria
- Capacity to execute: provide details on the critical aspects to execute, including supply chain, labor required, and material

### B. Conceptual implementation approach:

- Provide an overall approach to implement the scope, including:
  - CORE: High School Swimming Pool (Response required)**
  - OPTION ONE: High School Electricity (Response optional)**
  - OPTION TWO: Middle School Electricity (Response optional)**
- Address the requirements to implement, including commitments required by CUSD, regulatory, legal, or other factors. Specify those items, such as access to storage areas, equipment, etc., required from CUSD to implement.
- Provide a nominal schedule and schedule dependency items.
- Provide an expected lifetime analysis which considers the weather on the Half Moon Bay Coast, the operations and maintenance costs, logistics costs, or other factors that relate to the successful operation of the system.

### C. Financing approach

### D. Legal and regulatory requirements to implement

### E. Ground rules and assumptions

## APPLICABLE ENERGY USAGE CHARTS

Half Moon Bay High School - Swim Pool Gas							Tarriff GNR1							
	Jun 08	Jul	Aug	Sep	Oct	Nov	Dec	Jan 09	Feb	Mar	Apr	May	Total	
Total Therms	2,017	1,530	2,026	1,266	1,799	2,553	3,030	3,500	2,935	3,602		1,846	26,104	
Total Cost	\$2,823	\$2,454	\$3,521	\$1,890	\$2,145	\$2,778	\$3,205	\$3,464	\$3,188	\$3,626	\$2,152	\$1,444	\$32,691	

<b>Cunha Middle School - Electricity</b>													
<b>Account 3776047271-4 Tarriff E19S</b>													
Month	Jun 08	Jul	Aug	Sep	Oct	Nov	Dec	Jan 09	Feb	Mar	Apr	May	Total
Summer Peak Kwh	2,640	960	1,520	800	2,000	1,760						480	10,160
Demand	47	35	33	33	60	40						28	
Part Peak	2,960	960	1,040	880	3,200	2,720						640	12,400
Demand	47	45	42	38	76	43						28	
Off Peak	3,520	2,080	2,720	1,120	2,160	2,000						560	14,160
Demand	47	45	42	38	76	43						28	
Winter Peak Kwh													
Demand													
Part Peak						800	5,200	3,760	5,600	4,560	4,880	880	25,680
Demand						41	36	88	46	72	57	34	
Off Peak						400	3,200	2,560	3,120	2,080	3,120	320	14,800
Demand						41	36	88	46	72	57	34	
Total Kwh	9,120	4,000	5,280	2,800	7,360	7,680	8,400	6,320	8,720	6,640	8,000	2,880	77,200
Total Cost	\$1,985	\$948	\$1,213	\$712	\$1,557	\$1,513	\$1,155	\$987	\$1,219	\$987	\$1,328	\$2,141	\$15,747
<b>Account 3328244320-0 Tarriff A6</b>													
Month	Jun 08	Jul	Aug	Sep	Oct	Nov	Dec	Jan 09	Feb	Mar	Apr	May	Total
Summer Peak Kwh	2,320	960	720	1,840	2,000	2,160						400	10,400
Part Peak	3,200	1,440	1,040	1,600	3,200	2,317						684	13,481
Off Peak	2,560	1,600	1,760	2,000	2,160	1,788						397	12,265
Winter Peak Kwh													
Part Peak						483	4,960	3,920	5,520	3,520	3,840	1,796	24,039
Off Peak						372	2,720	2,000	2,880	2,320	2,000	1,043	13,335
Total Kwh	8,080	4,000	3,520	5,440	7,360	7,120	7,680	5,920	8,400	5,840	5,840	4,320	73,520
Total Cost	\$1,691	\$785	\$646	\$1,179	\$1,557	\$1,474	\$1,013	\$783	\$1,099	\$787	\$789	\$729	\$12,512
<b>Account 3286577656-4 Tarriff A6</b>													
Month	Jun 08	Jul	Aug	Sep	Oct	Nov	Dec	Jan 09	Feb	Mar	Apr	May	Total
Summer Peak Kwh	960	240	240	720	960	960						240	4,320
Part Peak	1,320	480	360	600	840	1,380						483	5,443
Off Peak	1,560	840	960	1,200	1,200	1,971						463	8,194
Winter Peak Kwh													
Part Peak						300	3,720	5,400	4,920	4,560	2,760	1,217	22,877
Off Peak						429	3,000	4,440	3,600	3,240	3,240	1,217	19,166
Total Kwh	3,840	1,560	1,560	2,520	3,000	5,040	6,720	9,840	8,520	7,800	6,000	3,600	60,000
Total Cost	\$765	\$278	\$270	\$514	\$652	\$957	\$878	\$1,272	\$1,103	\$1,022	\$784	\$571	\$9,065

<b>Half Moon Bay High School - Elect</b>		<b>Tarriff A10SX</b>												
Month	Jun 08	Jul	Aug	Sep	Oct	Nov	Dec	Jan 09	Feb	Mar	Apr	May	Total	
Summer Peak Kwh	4,800	11,370	9,962	13,904	19,692	17,179						4,604	81,511	
Part Peak	5,700	13,983	12,804	15,835	23,436	21,734						5,006	98,498	
Off Peak	8,700	25,950	24,048	30,393	29,400	26,175						5,916	150,582	
Winter Peak Kwh														
Part Peak	30,900						41,933	32,171	41,951	35,569	39,292	21,400	243,216	
Off Peak	24,300						36,748	31,658	30,789	30,007	28,614	16,953	199,069	
Total Kwh	74,400	51,303	46,814	60,132	72,528	65,088	78,681	63,829	72,740	65,576	67,906	53,879	772,876	
Total Cost	\$11,165	\$8,012	\$6,805	\$10,002	\$10,003	\$10,610	\$9,096	\$7,611	\$8,381	\$7,874	\$8,693	\$7,608	\$105,861	

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.a.

**BOARD AGENDA ITEM:** Approve Certificated Personnel Report

**DEPARTMENT:** Personnel

**CONTACT PERSON:** John Corry, Director, Personnel and Pupil Services

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## **BACKGROUND INFORMATION:**

The following personnel items are submitted for your ratification/approval.

### **1. OFFERS OF EMPLOYMENT OF SUBSTITUTE TEACHERS**

<i>Employee</i>
Gleichmann, Karin
Hanson, David
Lash, Rob

### **2. RESIGNATION**

Jennifer Zamora, Resource Specialist Teacher, Cunha Intermediate School,  
effective March 31, 2011.

## **FINANCIAL IMPACT:**

Financial impact is included in the budget.

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## **RECOMMENDATION:**

Approve the Certificated Personnel Report.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.b.

**BOARD AGENDA ITEM:** Approve Classified Personnel Report

**DEPARTMENT:** Personnel

**CONTACT PERSON:** John Corry, Director, Personnel and Pupil Services

**BACKGROUND INFORMATION:**

The following personnel items are submitted for your ratification/approval.

**1. OFFERS OF EMPLOYMENT**

<i>Employee</i>	<i>Position</i>	<i>Site</i>	<i>Date</i>	<i>Replace/New</i>
Sisson, Linda	Paraprofessional-Spec Ed II	HMBHS	03/21/11	Replace

**2. APPROVE OFFER OF EMPLOYMENT OF COCURRICULAR POSITION FOR HALF MOON BAY HIGH SCHOOL FOR THE 2010-11 SEASON**

The cocurricular position below was posted and was not filled by the district's certificated staff. The following applicant is certified as outlined in Title 5, California Code of Regulations Section 5593 and in Board Policy 4127.

<i>Applicant</i>	<i>Cocurricular Position</i>	<i>Stipend</i>
Guttormsen, Nicole	Frosh-Soph Softball Coach	\$2,970

**FINANCIAL IMPACT:**

Financial impact is included in the budget.

**RECOMMENDATION:**

Approve the Classified Personnel Report.

# **CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM**

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.c.

**BOARD AGENDA ITEM:** Approve Minutes of the March 10, 2011 Regular Governing Board Meeting

**DEPARTMENT:** Superintendent/Governing Board

**CONTACT PERSON:** Rob Gaskill, Superintendent

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## **BACKGROUND INFORMATION:**

The following Minutes are submitted for Board approval.

## **REPORT/PROPOSAL:**

The Unadopted Minutes are included for Board review.

## **FINANCIAL IMPACT:**

No financial impact to the district.

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## **RECOMMENDATION:**

Approve Minutes of the March 10, 2011 Regular Governing Board meeting.



## **CABRILLO UNIFIED SCHOOL DISTRICT**

498 Kelly Avenue, Half Moon Bay, CA 94019

### **MINUTES (Unadopted) – March 10, 2011 Regular Governing Board Meeting**

District Office Conference Room

**Board Members Present:**

Kirk Riemer  
Freya McCamant  
John Moseley  
Rob Pappalardo

**Board Members Absent:**

Charles Gardner

**Administrators at the Table:**

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

**Student Representative:**

Ethan Hofmayer

#### **CALL TO ORDER/QUORUM ESTABLISHED**

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

#### **RECESS TO CLOSED SESSION**

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

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

None.

#### **RECONVENE OPEN SESSION**

President Moseley called open session to order at 7:12 p.m. He reported that the board met in closed session from 6:01 p.m. to 7:10 p.m. and took the following actions: The Governing Board voted 4-0 to expel a student from Half Moon Bay High School for the remainder of the spring 2011 semester and the fall (2011) semester, with the expulsion for the fall semester suspended. The student will be eligible for readmission to Half Moon Bay High School for the fall (2011) semester contingent on adherence to school rules, the rehabilitation plan, and a behavior contract.

Per Board Policy 5117, the Governing Board voted 4-0 to approve an interdistrict transfer into Half Moon Bay High School.

Under Personnel Matters, the Governing Board voted 4-0 to non re-elect one (1) Probationary One (1) certificated employee for the 2011-12 school year.

The Governing Board also voted 4-0 to release Twelve (12) Temporary certificated employees for the 2011-2012 school year.

No other action was taken.

## **PLEDGE OF ALLEGIANCE**

Pledge of Allegiance was led by students from Farallone View Elementary School.

## **ADOPTION OF AGENDA**

Member Riemer made the motion to approve the agenda as presented. Member McCamant made the second.

Passed: 4-0 (M-132)

## **STUDENT/STAFF/COMMUNITY RECOGNITION**

Dr. Schuck recognized Diana Purucker, Kelly Farnsworth and Julia Thollaug for their roles in directing and producing the Farallone View second and third grade performance of Shakespeare's "A Comedy of Errors." Students Ela (Rafaela) Ugalde, Marcelo Ugalde, Galilea Patino and Gwinna Putz provided a brief performance in full costume.

## **COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA**

City Manager Laura Snideman and Council Member Rick Kowalczyk introduced themselves. Mr. Kowalczyk commented that he has been designated as the Council Liaison to the Governing Board and is looking forward to partnering with CUSD.

Bill Kehoe, parent at Half Moon Bay High School, spoke in opposition of eliminating zero (0) period at Half Moon Bay High School in general, and not offering the section of jazz band, more specifically. Public comment was closed at 7:33 p.m.

## **REPORTS/INFORMATION/PRESENTATIONS**

### **Student Representative**

Student Representative Ethan Hofmayer commented on the Battle of the Sexes Assembly held at the high school, the Talent Show, the Jazz Band and Chorale concert and this Friday's "Pajama

day.” He noted that yesterday a survivor of the Holocaust spoke at the school. This evening is the annual Art Studio. Next week, school elections are being held that will include the selection of a new student board representative. The spring musical *Beauty and the Beast* opens March 25. He also noted there is talk of moving the senior graduation outdoors to the football field which would allow more space and additional family members to attend. He concluded by commenting that The California Association of Student Council has introduced a pilot compass program “Student and Teacher Evaluations” and that students are very interested in having Half Moon Bay High School become a participant in this program.

### **Association Representatives**

CUTA President Tom Cox voiced his strong objection to comments made by “a board member” that had appeared in The Half Moon Bay Review and seemed to imply that staffing reductions were due to the Association’s refusal to agree to further share the pain strategies.

CSEA Chapter President Stig Lynne declined comment.

### **Report on Bullying: Best Practices for Prevention and Intervention**

Director Corry and site principals presented the report *Bullying: Best Practices for Prevention and Interventions*. Mr. Corry noted that administrators had attended a workshop and training conducted by the law firm of Dannis, Woliver, and Kelley earlier in the week. Principals briefly addressed the Governing Board on the types of programs, training opportunities, and community resolutions that are currently being provided for students at their respective sites. Mr. Corry concluded the presentation by noting that next steps for the District include training for all staff, getting additional input from students, identifying appropriate across-the-district measures, creating goals for next year, and addressing these issues on a Districtwide and communitywide basis.

### *Request to Amend Agenda*

President Moseley suggested that the board address Action Item 13.c at this time due to the number of community members who wished to address the board on this matter. Trustee Riemer moved to address Action Item 13.c. at this point in the meeting. Trustee McCamant made the second.

Passed: 4-0 (M-133)

Roll Call: Rob Pappalardo – Yes  
Kirk Riemer – Yes  
Freya McCamant – Yes  
John Moseley – Yes

### **Adopt Resolution No. 02-11 Decrease the Number of Certificated Employees Due to a Reduction in Particular Kinds of Service**

Superintendent Gaskill briefly commented on the very volatile nature of state and district budgets and noted that the board was being asked to consider making provisional lay-offs by the March 15 statutory deadline.

President Moseley opened the meeting for Public Comment and 8:55 pm.

Liz Murphy, parent at Farallone View, commented on the loss of the principal position and her concerns over whether enough has been done to reduce administration costs at the district level. She added that parents would like a “voice” in how the future of Farallone View will be decided. She noted her appreciation of Governing Board Member Freya McCamant for her difficult role in serving as both a board member and a member of the School’s parent community and for listening and responding to questions from parents.

Todd Miller, parent at Farallone View, commented that he understands cuts have to be made but that the decision does not seem “fair”. He urged the board to consider a more even-handed approach and hopes the district as a whole will pull together to arrive at a better resolution.

Sarah Bunkin, parent at Farallone View noted her belief that the role of a principal is to bring vision, direction, and leadership to the school. She feels it is essential to have someone dedicated to Farallone View first. The Farallone View Community should not be singled out and needs a responsible, realistic plan.

Valarie Dubois, parent at Farallone View, noted her appreciation for “how hard the job is” for administrators and the board. She shared that there has been a significant amount of turnover in the principalship at the school and these changes affect the school’s ability to move forward and be innovative. She asked what percentage of time a reassigned administrator would be able to dedicate to the Farallone View principal position in the coming year.

Nina Greeley, parent at Farallone View noted the turnover in leadership at Farallone View has been very difficult. She hopes there is a chance for true consistency, leadership and ways to develop and improve their school. She asked “what are we looking at in a year?”

President Moseley closed public comment at 9:11 p.m.

Trustee McCamant commented as a parent, she feels there are very committed parents and teachers at Farallone View. She commented that the potential flipside for this decision is that it may allow for new opportunities and that the decision being made tonight is provisional allowing a two-month period for staff to work with students, parents, and teachers and administration to establish a new and positive direction for the school.

Trustee Pappalardo noted his sadness in having to face such difficult decisions at this point in time. He added that the community had hoped that Measure E would have been the “glue” to providing stable programming. He concluded by commenting that his obligation as a board member is to assist the district in maintaining fiscal solvency.

Trustee Riemer noted that Farallone View is not being “abandoned or punished.” The plan is to

always have a principal on site. It is time to think about additional revenue streams and actions. He added that even though the parcel tax was very important, we knew at the time it would not solve all of our financial issues.

President Moseley noted he has confidence in the Superintendent and that everyone will “roll up their sleeves and tackle this together.” He asked the public to “trust the process” as we work together to solve these problems.

Trustee Pappalardo made the motion to Adopt Resolution No. 02-11 Decrease the Number of Certificated Employees Due to a Reduction in Particular Kinds of Service. Trustee Riemer made the second.

Passed: 4-0 (M-134)

Roll Call: Rob Pappalardo – Yes  
Kirk Riemer – Yes  
Freya McCamant – Yes  
John Moseley – Yes

*Staff suggested that the Board should also consider Agenda Item 13.d. at this time given its relationship to the action just taken. Board members agreed to this recommendation via informal consensus.*

### **Adopt Resolution No. 03-11 Criteria for Determining Order of Seniority for Employees with Same Date of First Paid Service**

Trustee Pappalardo made a motion to Adopt Resolution 03-11 Criteria for Determining Order of Seniority for Employees with Same Date of First Paid Service. Dr. Riemer made the second.

Passed: 4-0 (M-135)

Roll Call: Rob Pappalardo – Yes  
Kirk Riemer – Yes  
Freya McCamant – Yes  
John Moseley – Yes

## **COMMUNICATIONS**

### **Board Members**

Trustee Pappalardo noted his confidence that we have the energy of the community and Farallone View to get things done and solve the problems in front of us. He had the opportunity to be the Master of Ceremonies for the HEAL (Health, Environment, Agriculture, Learning) project’s annual fundraiser. In more of his role as a parent in the Hatch Elementary School community, he attended their annual auction to help raise needed funds for the school.

Trustee Riemer offered no comments.

Trustee McCamant commented that she had attended the “Best Practices to Stop Bullying” workshop and described the activity as “inspiring.” She added that it has been a tough week for her personally, wearing the hat of both a Farallone View parent and a board member. She expressed hope that we will be moving towards solutions everyone can work with.

President Moseley asked for everyone to keep calm and carry on. He read for the audience a list of potential goals for the upcoming year.

### **Superintendent**

Superintendent Gaskill noted he had attended the Concert Chorale/Jazz Band Concert at Half Moon Bay High School and was impressed by the quality of the performance. He also attended the Hatch Elementary Schools Sock/Hop fundraiser and invited board members and community members to attend this Saturday’s Farallone View “Down on the Bayou” fundraiser. District employee groups will participate in a meeting on March 16 to discuss the 2011-2012 school year calendar and there may be interest in also addressing the 2012-2013 calendar at this time.

### **CONSENT AGENDA**

Trustee Riemer 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 February 5, 2011, Special Governing Board Meeting
- d. Approve Minutes of the February 10, 2011, Special Governing Board Meeting
- e. Approve Minutes of the February 10, 2011, Regular Governing Board Meeting
- f. Accept Enrollment Report: Sixth Month 2010-2011 School Year
- g. Approve Donations to the District
- h. Approve Overnight Field Trip for Half Moon Bay High School Track and Field Team to Santa Barbara, California March 25 – 27, 2011

Passed: 4-0 (M-136)

Roll Call: Rob Pappalardo – Yes  
Kirk Riemer – Yes  
John Moseley – Yes  
Freya McCamant - Yes

## **ACTION ITEMS**

### **Adopt Resolution No. 05-11 Second Interim Financial Report and Budget Revision for Fiscal Year 2010-2011**

Chief Business Official, Wael Saleh reviewed the process for reviewing and adopting the Second Interim Financial Report. The district budget is adopted in June with Interim Reports due in December and March. He briefly reviewed the Second Interim changes to the District budget via a PowerPoint presentation.

Trustee Pappalardo made a motion to Adopt Resolution No. 05-11 Second Interim Financial Report and Budget Revision for Fiscal Year 2010-2011 as presented. Trustee Riemer made the second.

Passed: 4-0 (M-137)

Roll Call: Rob Pappalardo – Yes  
Kirk Riemer – Yes  
John Moseley – Yes  
Freya McCamant - Yes

### **Adopt Resolution No. 04-11 to Enter into a California School Boards Association (CSBA) Sponsored Tax and Revenue Anticipation Note Agreement (TRAN) for the 2011-2012 Fiscal Year**

Trustee McCamant made a motion to Adopt Resolution No. 04-11 to enter into a California School Boards Association (CSBA) Sponsored Tax and Revenue Anticipation Note Agreement (TRAN) for the 2011-2012 Fiscal Year. Trustee Pappalardo made the second.

Passed: 4-0 (M-138)

Roll Call: Rob Pappalardo – Yes  
Kirk Riemer – Yes  
John Moseley – Yes  
Freya McCamant - Yes

### **Adopt Resolution No. 01-11 to Support Placing a State Revenue Extension Measure on the June Ballot**

Trustee McCamant made a motion to Adopt Resolution No. 01-11 to support placing a State Revenue Extension Measure on the June ballot. Trustee Riemer made the second.

Passed: 4-0 (M-139)

Roll Call: Rob Pappalardo – Yes  
Kirk Riemer – Yes  
John Moseley – Yes  
Freya McCamant - Yes

**Adopt Resolution No. 06-11 in Support of Full Funding of County Mental health Services and Students with Disabilities**

Trustee Riemer made a motion to Adopt Resolution No. 06-11 in support of full funding of County Mental Health Services for students with disabilities. Trustee Pappalardo made the second.

Passed: 4-0 (M-140)

Roll Call: Rob Pappalardo – Yes  
Kirk Riemer – Yes  
John Moseley – Yes  
Freya McCamant - Yes

**Cast District Ballot for Sub Region 5-B Representatives to the California School Boards Association’s Delegate Assembly**

Trustee Riemer made a motion to cast the Board ballot in the following manner: Maria S. Luna (Jefferson Union HSD), Kevin Martinez (San Bruno Park ESD), and Carrie Dubois (San Carlos ESD). Trustee McCamant made the second.

Passed: 4-0 (M-141)

**DISCUSSION ITEMS**

**Receive and Discuss Facilitator’s Notes from Special Board Meeting Held on February 5, 2011**

**ADJOURNMENT OF THE MEETING**

Trustee McCamant made a motion to adjourn the meeting and discuss Item 14.a. Receive and Discuss Facilitator’s Notes from Special Board Meeting Held on February 5, 2011. Trustee Pappalardo made the second.

Passed: 4-0 (M-142)

The meeting was adjourned at 9:59 p.m.

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

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.d.

**BOARD AGENDA ITEM:** Accept Enrollment Report:  
Seventh Month 2010-2011 School Year

**DEPARTMENT:** Business Services

**CONTACT PERSON:** Wael Saleh, Chief Business Official

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**REPORT/PROPOSAL:**

The Enrollment Report for the seventh month of the 2010-2011 school year is being presented to the Governing Board for information.

CABRILLO UNIFIED SCHOOL DISTRICT  
 2010-2011 SCHOOL YEAR  
 ENROLLMENT REPORT

School Month No. 7

Date: 3/18/2011

Grade	El Granada	Farallone View	Hatch	Kings Mountain	Cunha	Half Moon Bay High	Pilarcitos	Home & Independent Study	TOTALS
K	72	66	109	16				1	264
1	86	68	102	13				0	269
2	81	62	103	22				1	269
3	84	72	86	13				1	256
4	65	70	78	13				0	226
5	79	66	104	7				0	256
6					250			0	250
7					267			0	267
8					245			1	246
9						246	0	1	247
10						210	3	3	216
11						218	9	11	238
12						231	22	19	272
<b>Total Regular Enrollment</b>	467	404	582	84	762	905	34	38	3276
<b>SDC Student Enrollment</b>	26				7	16			49
<b>TOTAL ENROLLMENT</b>	493	404	582	84	769	921	34	38	3325

<b>Total Enrollment as of 2/19/2010</b>	500	428	559	83	773	944	37	39	3363
<b>Difference between 2/19/2010 Total Enrollment and 03/18/2011 Total Enrollment</b>	-7	-24	23	1	-4	-23	-3	-1	-38

<b>Total Enrollment as of CBEDS 2010</b>	489	400	584	86	769	944	41	29	3342
<b>Difference between CBEDS 2010 and Total Enrollment as of 03/18/2011</b>	4	4	-2	-2	0	-23	-7		-17

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.e.

**BOARD AGENDA ITEM:** Approve Donations to the District

**DEPARTMENT:** Business Services

**CONTACT PERSON:** Wael Saleh, Chief Business Official

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## REPORT/PROPOSAL:

Pursuant to the Governing Board Policy 3290, the Governing Board is to accept donations on behalf of the district or any school in the district.

**Half Moon Bay High School**

**\$13,438.00**

Michael Knox

### **Student Recognition**

Wells Fargo Community Support Campaign

### **Athletic Donations**

Nancy Voorhees  
Manuel & Jeanne Correa  
Sean Correa  
Gina Brazil  
Frederick Vaughn  
Joseph & Jolene Carlevaris  
Thomas & Sherry Payne Jenkins  
Lawrence & Linda Hedrix Fama  
Lisa Harvey Garcia  
Teresita L. Thompson  
John Draper  
Carla Lea Lundberg  
Elizabeth Murillo  
Lisa Richardson  
Stephen & Elizabeth Terrazas  
Lori Mattel  
Michael Abramson  
Maria Ontiveros  
Paul Fassinger  
Eric & Tina Watts

**Athletic Donations (continued)**

Debbie Silveria  
Scott & Katherine Howell  
Deanne Kelly  
Jeff & Julie Rupert  
Steven Tinetti  
Bryan & Rochelle Dexter  
Mikio Hamada  
David & Karen O'Connor  
Jesus Huerta  
Cheryl Dere  
Jesus Ayon  
Jesus Gutierrez  
Robert & Margaret Applegate  
Donna Croix  
William Sorfleet  
Matthew Hedding  
Maria Cecilia Monteverde  
Christopher & Tu Anh Cilia  
Karen & Michael Shaff  
Joanne McGowan  
Cari Cooper Lemke  
Pedro Miguel Morales  
Manuel & Isabel Rosa Silveira  
Casildo & Ana Guevara  
Kimberly Tjogas  
Jim Tjogas, Jr.  
Susan Freeberg  
Peter Royce  
Gregory Jacobson  
Darcie Workman-Galle  
Stephanie Flora Roberts  
Kimberly K. Hines

**Half Moon Bay High School Swim Team Scholarship**

Gwen Giusti  
Brian Lee  
Gabor Lengyel  
Michael Luna  
George Miller  
Michael & Susan Royer  
Nicole Pham Skerry  
Nancy Stern

**Seth Koller Scholarship**

Sandra Anfang  
Daniel George

**Art Club**

Robert Martin

**Puente Club/ASB General**

Brianna's Restaurant

Cunha's Country Store  
Happy Taco Taqueria  
Safeway

**Milegro Scholarship**

Half Moon Bay High School Advisory Council

**Staff Development**

Genentech Givingstation  
Alan Olivero

**El Granada**

**\$250.00**

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John Sperinde

**FINANCIAL IMPACT:**

The financial impact is to benefit the district.

**RECOMMENDATION:**

Approve Donations to the District.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.f.

**BOARD AGENDA ITEM:** Accept Quarterly Report on Williams Uniform Complaints (Education Code 35186)

**DEPARTMENT:** Superintendent/Governing Board

**CONTACT PERSON:** Robert Gaskill, Superintendent

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## **BACKGROUND:**

In May 2000, the American Civil Liberties Union (ACLU) and other public interest groups filed a lawsuit against the State of California alleging the state had failed to provide poor and underprivileged students with equal educational opportunities by providing these students with inadequate facilities, insufficient educational materials, and with teachers who were not fully credentialed. This requirement only refers to the types of complaints listed above.

On August 13, 2004, Governor Schwarzenegger and the State of California settled the lawsuit. As part of the lawsuit, the State of California agreed to enact legislation and provide funding to address the issues in the lawsuit. On September 29, 2004, Governor Schwarzenegger signed five bills to implement the settlement as urgency measures. Assembly Bill 2727 and Education Code 35186 requires school districts to submit quarterly reports on Williams Uniform Complaints to their Governing Boards.

## **REPORT/PROPOSAL:**

There have been no complaints received by the Cabrillo Unified School District according to the Williams Uniform Complaints (Education Code 35186).

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## **RECOMMENDATION:**

Accept Quarterly Report on Williams Uniform Complaint as presented.

# SAN MATEO COUNTY OFFICE OF EDUCATION

## Valenzuela/CAHSEE Lawsuit Settlement

### Quarterly Report on Williams Uniform Complaints

[Education Code § 35186(d)]

District: Cabrillo Unified School District

Person completing this form: Robert Gaskill Title: Superintendent

Quarterly Report Submission Date:  
(check one)

- October 2010 (Covers 7/1/10 – 9/30/10)
- January 2011 (Covers 10/1/10 – 12/31/10)
- April 2011 (Covers 1/1/11 – 3/31/11)**
- July 2011 (Covers 4/1/11 – 6/30/11)

Date for information to be reported publicly at governing board meeting: April 14, 2011

Please check the box that applies:

- No complaints were filed with any school in the district during the quarter indicated above.
- Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
<b>Textbooks and Instructional Materials</b>	0	0	0
<b>Teacher Vacancy or Misassignment</b>	0	0	0
<b>Facilities Conditions</b>	0	0	0
<b>CAHSEE Intensive Instruction and Services</b>	0	0	0
<b>TOTALS</b>	0	0	0

Robert Gaskill  
Print Name of District Superintendent

\_\_\_\_\_  
Signature of District Superintendent

\_\_\_\_\_  
Date

Return via Pony, fax, or email to Mefula Fairley  
San Mateo County Office of Education  
mfairley@smcoe.k12.ca.us  
650.802.5363 (fax)

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.g.

**BOARD AGENDA ITEM:** Approve Declaration of Need for Fully-Qualified Educators for 2011-12

**DEPARTMENT:** Personnel

**CONTACT PERSON:** John Corry, Director, Personnel and Pupil Services

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## **BACKGROUND INFORMATION:**

With the approval of Title 5 Regulations, starting July 1, 1994, the ability to employ or assign persons who are not appropriately credentialed for their assignment will be under the legal authority of the Commission on Teacher Credentialing.

A Declaration of Need for Fully Qualified Educators must be submitted annually to the Commission on Teacher Credentialing. This declaration is valid for no more than twelve months and expires on June 30 following its submission.

The declaration must include:

- titles of Limited Assignment Permits the employing agency anticipates will be requested;
- efforts the employing agency made to recruit certificated individuals and to certify, assign, and develop fully-qualified individuals; and
- verification the declaration was adopted by a school district, county superintendent, or state school administrator.

## **STATUS:**

The 2011-12 Declaration of Need for Fully-Qualified Educators anticipates emergency permits for the following areas: CLAD Credential  
BCLAD Credential

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## **RECOMMENDATION:**

Approve the Declaration of Need for Fully Qualified Educators for the 2011-12 school year.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 12.h.

**BOARD AGENDA ITEM:** Approve Overnight Trip for Half Moon Bay High School Marine Ecology Class to Salt Point State Park in Sonoma County, May 13 – 15, 2011

**DEPARTMENT:** Pupil Services

**CONTACT PERSON:** John Corry, Director, Personnel and Pupil Services

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## **BACKGROUND INFORMATION:**

Board Policy 6153 allows the Governing Board to permit students to participate in overnight field trips.

## **REPORT/PROPOSAL:**

Joseph Centoni, teacher of the Half Moon Bay High School Marine Ecology class, is requesting that the Governing Board approve a field trip to Salt Point State Park in Sonoma County, California May 13-15, 2011. The 29 students will be working in the rocky intertidal Gerstle Cove, a protected underwater preserve, and will be able to compare the intertidal zone of Sonoma with that of the Half Moon Bay coast. This will occur at low tide during two mornings. There will be three credentialed staff and five other adults attending.

The class will be camping for two nights at the Salt Point State Park, 25050 Coast Highway 1, Jenner, California 95450, 707-847-3221. The state park is within walking distance to the tidepools.

## **FINANCIAL IMPACT:**

PAC will provide funds to cover the camping reservations at Salt Point State Park.

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## **RECOMMENDATION:**

Approve the field trip request from Joseph Centoni to take the Half Moon Bay High School Marine Ecology students to Salt Point State Park in Sonoma County, California, May 13-15, 2011.

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION**
- CONSENT**
- DISCUSSION**
- INFORMATION**

**BOARD AGENDA NUMBER:** 13.a.

**BOARD AGENDA ITEM:** Approve J-13A Waiver Form, Request for Allowance of Attendance Because of Emergency Conditions

**DEPARTMENT:** Business Services

**CONTACT PERSON:** Wael Saleh, Chief Business Official

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## **BACKGROUND INFORMATION:**

On March 11, 2011, the California Coast experienced a tsunami warning due to a 8.9 magnitude earthquake off the coast of Japan. The community was instructed by the Office of Emergency Services to evacuate the coast. In addition, Governor Jerry Brown issued an Emergency Proclamation of a State of Emergency, which included San Mateo County. Due to the threat to safety and urgency of the situation, schools were closed for the day, resulting in a reduction in average daily attendance.

According to Education Codes 41422 and 46200 and California Code of Regulations, Title 5, Section 428, when there is a school closure due to an emergency, school districts are instructed to submit a J-13A waiver with the California Department of Education. Approval of the J-13A waiver allows the District to disregard the lost days in computation of average daily attendance and obtain credit for instructional time and instructional minutes that would have been regularly offered on those days.

## **REPORT/PROPOSAL:**

The J-13A waiver is included for Governing Board review.

## **FINANCIAL IMPACT:**

The financial impact is to prevent loss of revenue resulting from reduction in average daily attendance for March 11, 2011.

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## **RECOMMENDATION:**

Approve J-13A Waiver Form, Request for Allowance of Attendance Because of Emergency Conditions.

**REQUEST FOR ALLOWANCE OF ATTENDANCE  
BECAUSE OF EMERGENCY CONDITIONS  
Form J-13A (Rev. 01-05)**

School District (or Charter School) Name: **Cabrillo Unified School District**

School District (or Charter School) Address: **498 Kelly Avenue, Half Moon Bay, CA 94019**

County-District Code: **41 68890 0000000**

County Name: **San Mateo County**

This form replaces the Form J-13A (Rev. 4-90) and should be used to obtain approval of attendance and instructional time credit under one or more of the following conditions:

- When one or more schools were closed because of conditions described in *Education Code* Section 41422
- When one or more schools were kept open but experienced a material decrease in attendance because of conditions described in *Education Code* Section 46392
- When attendance records have been lost or destroyed as described in *Education Code* Section 46391

Approved credit for instructional time may be used in conjunction with regular instructional days to satisfy the requirements of *Education Code* Section 37202 (equal length of instructional time among schools within a district).

A separate form should be submitted for each emergency event, but credit may be requested for more than one school and under one or more of the foregoing conditions on the same form. Each separate form must include the affidavit of the governing board members and the county superintendent before it can be approved by the State Superintendent of Public Instruction.

The original form (with the board members' affidavit) and two copies should be filed with the county superintendent of schools. If the county superintendent approves the request, he or she should execute the affidavit certifying that approval and forward all pages of the original and one copy of the form to:

Office of Principal Apportionment and Special Education  
School Fiscal Services Division  
California Department of Education  
1430 N Street, Suite 3800  
Sacramento, CA 95814

This form consists of five preprinted pages. Pages 1 and 5 (5C for charter schools) must accompany all submissions. Page 4 (Lost or Destroyed Attendance Records) will not need to be submitted by most districts. Multiple copies of Pages 2 and/or 3 may have to be submitted when claims are made on a school-by-school basis.

**SCHOOL CLOSURE**

Nature of Emergency:

**On March 11, 2011, the California Coast experienced a tsunami warning due to an 8.9 magnitude earthquake off the coast of Japan. The community was instructed by the Office of Emergency Services to evacuate the coast. In addition, Governor Jerry Brown issued an Emergency Proclamation of a State of Emergency, which included San Mateo County. Multiple school sites within Cabrillo Unified School District serve as disaster relief centers which preclude them from holding class when such events arise. Due to the threat to safety and urgency of the situation, all school sites within the Cabrillo Unified School District were closed for the day,**

Name of School(s):

**El Granada Elementary School, Farallone View Elementary School, Alvin S. Hatch Elementary School, Kings Mountain Elementary School, Cunha Intermediate School, Half Moon Bay High School, and Pilarcitos Continuation School.**

School Codes:

**41-68890-6043624, 41-68890-6043632, 41-68890-6043616, 41-68890-6043657, 41-68890-6043665, 41-68890-4132817, 41-68890-4130027**

We request that apportionments be maintained and instructional time credited for the above named schools without regard to the fact that the schools were closed on:

**March 11, 2011**

because of the described emergency. Approval of this request authorizes the local educational agency to disregard these days in the computation of average daily attendance (ADA) (per Section 41422) and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *Education Code* Section 46200, et seq.

If the school closure resulted from a power outage or impassable roads caused by inclement weather, state the number of school closure days for the same conditions in each of the last five years:

**AFFIDAVIT OF GOVERNING BOARD MEMBERS**

We, members constituting a majority of the governing board of the Cabrillo Unified school district, hereby swear (or affirm) that the foregoing statements are true and are based on official district records.

**John Moseley**

**Charles Gardner**

**Kirk Riemer**

**Freya McCamant**

**Rob Pappalardo**

Printed Names

Signatures

**At least a majority of the members of the governing board shall execute this affidavit.**

Subscribed and sworn (or affirmed) before me, this 14<sup>th</sup> day of April, 2011

Signature, Title \_\_\_\_\_

of San Mateo County, California

Contact/Individual responsible for preparing this form:

Name: Wael Saleh Title: Chief Business Official

Phone: (650) 712-7135 Fax : (650) 726-0279 E-mail: Salehw@cabrillo.k12.ca.us

**AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS**

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

Signature, County Superintendent of Schools \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn (or affirmed) before me, this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

Signature, Title \_\_\_\_\_

of San Mateo County, California

Contact/Individual responsible for preparing this form:

Name: Wael Saleh Title: CBO

Phone: (650) 712-7135 Fax : (650) 726-0279 E-mail: Salehw@cabrillo.k12.ca.us

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION**
- CONSENT**
- DISCUSSION**
- INFORMATION**

**BOARD AGENDA NUMBER:** 13.b.

**BOARD AGENDA ITEM:** Adopt Resolution No. 09-11 Classified and Certificated Employee Weeks

**DEPARTMENT:** Pupil Services

**CONTACT PERSON:** John Corry, Director, Personnel and Pupil Services

---

## **BACKGROUND INFORMATION:**

The District wishes to express its sincere gratitude and appreciation for the employees of the school district who provide and support the quality educational programs for the students of Cabrillo Unified School District.

Excellence in education begins with the dedication and contribution of both certificated and classified staff.

## **REPORT/PROPOSAL:**

This attached Resolution No. 09-11 is presented as a formal appreciation of these invaluable certificated and classified employees.

---

## **RECOMMENDATION:**

The administration recommends the Governing Board approve Resolution No. 09-11 to honor the contributions of both certificated and classified professionals in the Cabrillo Unified School District.

**CABRILLO UNIFIED SCHOOL DISTRICT**

**RESOLUTION No. 09-11**

*In Recognition of Certificated and Classified Employee Weeks*

**WHEREAS,** an educated citizenry serves as the foundation of our democracy; and

**WHEREAS,** teachers, counselors, school librarians, coaches, administrators, and other specialized members of the certificated team are directly responsible for providing high quality education today as well as for adequately preparing the workforce of tomorrow; and

**WHEREAS,** quality teaching and related certificated services to children grow in value and pay dividends that extend far beyond the classroom; and

**WHEREAS,** no profession other than teaching and related certificated services imparts such a positive and lifelong impact on so many; and

**WHEREAS,** classified staff members provide invaluable services that so directly support good instructional practice; and

**WHEREAS,** classified staff serve a vital role in providing for the welfare and safety of our students; and

**WHEREAS,** classified staff contribute to the establishment and promotion of a positive instructional environment and interact with members of the general public in a welcoming and professional manner; and

**WHEREAS,** excellence in our district, greater school community, and state begins with the work performed so well on a daily basis by the certificated and classified professionals employed by Cabrillo Unified School District;

**THEREFORE, BE IT RESOLVED,** that the District Board of Education hereby recognizes and honors the contributions of certificated and classified professionals to quality education and declares the week of May 2 – 6, 2011 as *Teacher Appreciation Week* and the week of May 16 – 20, 2011 as *Classified Employee Appreciation Week* in the Cabrillo Unified School District.

**Regularly** passed and adopted this fourteenth day of April, 2011, by the following vote:

AYES in Favor of Said Resolution:

NOES against Said Resolution:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Clerk of the Board

Date

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 13.c.

**BOARD AGENDA ITEM:** Adopt Resolution No. 07-11 Reduction and/or Discontinuation of Classified Positions

**DEPARTMENT:** Personnel

**CONTACT PERSON:** John Corry, Director, Personnel and Pupil Services

---

## **BACKGROUND INFORMATION:**

The reduction or discontinuation of classified positions for lack of funds and/or lack of work is permitted under the provisions of Ed Code 45308. Further, section 45117 directs, in part, that:

- (a) When as a result of the expiration of a specially-funded program, classified positions must be eliminated at the end of any school year, and classified employees will be subject to layoff for lack of funds, the employees to be laid off at the end of such school year shall be given written notice on or before April 30 informing them of their layoff effective at the end of such school year and of their displacement rights, if any, and reemployment rights.
- (b) When, as a result of a bona fide reduction or elimination of the service being performed by any department, classified employees shall be subject to layoff for lack of work. Affected employees shall be given notice of layoff not less than 45 days prior to the effective date of layoff, and informed of their displacement rights.

## **STATUS:**

Due to unknown funding from the state for general and restricted programs, the departments and school sites are unable, at this time, to determine program needs for the 2011-12 school year. While the district is hopeful that minimal reductions will occur, it is necessary to initiate the procedure, required by law, to notify personnel of a possible discontinuation or reduction of classified positions. A reemployment meeting will be scheduled immediately after schools and departments have determined program needs for the 2011-12 school year.

The administration has met with representatives of the local CSEA chapter to assure understanding of the layoff procedure regarding the effects of the layoffs. CSEA representatives have reviewed the attached resolution and have been assured that the benefits of employees will continue for not more than four months from the effective date of layoff. Employees will become eligible for unemployment benefits, if all eligibility requirements are met, as of the last working day of the school year even though the effective date of the layoff is June 30, 2011. Unemployment benefits will cease, however, as soon as the laid-off employee is provided reasonable assurance of reemployment in the fall.

---

**RECOMMENDATION:**

Adopt Resolution No. 07-11 Reduction and/or Discontinuation of Classified Positions as presented.

**CABRILLO UNIFIED SCHOOL DISTRICT**

**RESOLUTION No. 07-11**

**REDUCTION AND/OR DISCONTINUATION OF CLASSIFIED POSITIONS**

WHEREAS, budget projections indicate a significant reduction in available financial resources for 2011-12, and

WHEREAS, the district at this time has no assurance of continuing to receive funds under state and federal categorical programs, and

WHEREAS, as a result of the expiration of specially-funded programs, classified positions must be discontinued and/or reduced at the end of the school year, and

WHEREAS, due to lack of funds and/or lack of work, it is the opinion of this Board that the following classified positions be discontinued and/or reduced:

- Accounts Technician I
- Clerical Assistant I
- Custodian I
- Food Service Account Technician
- Food Service Assistant I
- Food Service Assistant II
- Library Technician
- Paraprofessional
- Paraprofessional-Migrant
- Paraprofessional – Special Education I
- Paraprofessional – Special Education II
- Prekindergarten Educator
- Satellite Food Service Assistant
- School Age Child Care Coordinator
- School Bus Driver
- School/Community Relations Assistant

THEREFORE BE IT RESOLVED, by the Governing Board as follows:

1. That due to lack of funds and/or lack of work, the classified positions listed above shall be reduced and/or discontinued pursuant to Education Code 45117.
2. That the Superintendent or designee is directed to give notice of layoff to the affected classified employees pursuant to Education Code 45117, no later than forty-five (45) days prior to the effective date of the elimination of services forth above.
3. That said layoff shall become effective on June 30, 2011.
4. That persons laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code 45298.

**Resolution No. 07-11 (cont'd)**

**CABRILLO UNIFIED SCHOOL DISTRICT  
RESOLUTION No. 07-11  
REDUCTION AND/OR DISCONTINUATION OF CLASSIFIED POSITIONS**

AYES in Favor of Said Resolution:

NOES Against Said Resolution:

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Signed: \_\_\_\_\_  
Clerk to the Governing Board

Date: \_\_\_\_\_

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION**
- CONSENT**
- DISCUSSION**
- INFORMATION**

**BOARD AGENDA NUMBER:** 13.d.

**BOARD AGENDA ITEM:** Adopt Resolution No. 08-11 in Support of Senate Constitutional Amendment 5 Which Would Reduce the Required Threshold for Approving Parcel Tax Measures to Fifty-five Percent

**DEPARTMENT:** Superintendent

**CONTACT PERSON:** Rob Gaskill, Superintendent

## **BACKGROUND INFORMATION:**

Public schools in the State of California continue to reel from the effects of the “Great Recession.” American Recovery and Reinvestment Act (ARRA) funds are drying up, revenue from one-time tax increases authorized by the Budget Act of 2009 are expiring, and California’s bid to secure Race to the Top (RTTT) funding has failed. According to State Superintendent of Public Instruction Tom Torlakson, nearly 2 million students— roughly 30 percent of pupils in California— now attend school in a district facing serious financial jeopardy and the fiscal emergency confronting California’s schools is “widening and deepening.” Without approval of the Governor’s proposed tax extension plan, more and significantly greater cuts are in store for districts throughout the state.

Senate Constitutional Amendment 5 (Simitian, D-Palo Alto) would help local schools cope with the reality of such painful cuts by allowing voters the ability to do what the Legislature and Governor have not been willing or unable to do: increase revenues for education. The measure would place a constitutional amendment before the voters that, if approved, would lower the threshold to 55 percent for voter approval of local parcel tax measures impacting school districts, community college districts, and county offices of education. A similar resolution of support was reviewed and approved by the Cabrillo Unified School District in June, 2009 for the measure that was then titled Senate Constitutional Amendment 6.

## **REPORT/PROPOSAL:**

This is an opportunity for the Board to discuss the relative merits of SCA 5. Should the Board determine to support the proposed resolution in support of such a measure, copies would be forwarded to State Senator’s Joe Simitian’s Office and the San Mateo County Office of Education in support of this measure.

**FINANCIAL IMPACT:**

Staff projects no fiscal impact at this point in time. Approval of SCA 5 or a comparable measure would increase the odds that future parcel tax measures would be approved by voters in the Cabrillo Unified School District community resulting in a positive impact on the General Fund.

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**RECOMMENDATION:**

Approve Resolution No. 08-11 in support of Senate Constitutional Amendment 5 as presented.

**CABRILLO UNIFIED SCHOOL DISTRICT**

**RESOLUTION No. 08-11**

**SENATE CONSTITUTIONAL AMENDMENT 5**

**WHEREAS**, Senate Constitutional Amendment 5, which reduces the two-thirds vote requirement on parcel taxes, will be acted on by the California State Legislature; and

**WHEREAS**, reductions in the state General Fund revenue have led to reduced school funding; and

**WHEREAS**, state General Fund revenue is unstable and erratic, which results in unpredictable funding levels for school districts and county offices of education; and

**WHEREAS**, parcel tax revenue can provide a stable, predictable source of school revenue; and

**WHEREAS**, passage of Senate Constitutional Amendment 5 will empower local voters to invest in their schools based on the needs of their communities by requiring a tough, but fair 55 percent vote to pass local parcel taxes, while protecting taxpayers and homeowners with accountability provisions that will ensure that funds generated from parcel taxes are not wasted or mismanaged; and

**WHEREAS**, revenue from parcel taxes can be spent according to local priorities and are not subject to state control; and

**WHEREAS**, the two-thirds vote requirements results in minority rule by requiring two "yes" votes to cancel out one no vote; and

**WHEREAS**, passage of Senate Constitutional Amendment 5 will allow local voters to decide to make investments in their neighborhood schools in addition to state funding; and

**NOW, THEREFORE, BE IT RESOLVED** that the Governing Board of the Cabrillo Unified School District strongly urges the California State Legislature to support and adopt Senate Constitutional Amendment 5.

**Regularly** passed and adopted this fourteenth day of April, 2011 by the following vote:

AYES in Favor of Said Resolution:

NOES against Said Resolution:

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Clerk of the Board

Date

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION**
- CONSENT**
- DISCUSSION**
- INFORMATION**

**BOARD AGENDA NUMBER:** 13.e.

**BOARD AGENDA ITEM:** Adopt Resolution No. 10-11 Agreement to Three Year Contract between the State of California, Department of Rehabilitation and the Cabrillo Unified School District

**DEPARTMENT:** Special Services

**CONTACT PERSON:** Cece Burgoon, Director, Special Services

---

## **BACKGROUND INFORMATION:**

The Cabrillo Unified School District has had a contract with the State of California's Department of Rehabilitation since January 2004. This contract is designed to jointly serve the mutual clients receiving services from Cabrillo Unified School District (CUSD) and the Department of Rehabilitation (DOR). The DOR supports CUSD students with the most severe disabilities by providing funding to CUSD for a Transition Partnership Program (TPP) Vocational Specialist position as well as for a TTP Vocational Assistant. The TPP staff provides employment preparation and placement services designed to prepare DOR students/clients to obtain and retain competitive employment. The District is required by special education law to provide vocational transition service to students with severe disabilities.

## **REPORT/PROPOSAL:**

The Department of Rehabilitation has submitted to the Cabrillo Unified School District a three year agreement proposal for Fiscal Year 2011-2012, 2013-2014. The total amount of funding the District would receive in this agreement is \$228,897.00 (\$76,299 for each year of the contract). This is the current (2010-2011) funding level.

Director, Special Services Cece Burgoon will be present at the board meeting to answer any questions the Board may have regarding this proposed agreement.

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## **RECOMMENDATION:**

Adopt Resolution 10-11 Agreement to Three Year Contract between the State of California, Department of Rehabilitation and the Cabrillo Unified School District as presented.

**Resolution No. 10-11**

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FULL Name of Corporation or Public Agency

Cabrillo Unified School District

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WHEREAS, the Board of Directors or Board of Trustees of the above-named corporation or public agency has read the proposed agreement between State of California, Department of Rehabilitation (DOR), and above-named corporation or public agency and said Board of Directors or Board of Trustees acknowledges the benefits and responsibilities to be shared by both parties to said agreement.

NOW, THEREFORE, BE IT RESOLVED that said Board of Directors or Board of Trustees does hereby authorize the following person/position

---

Name/Position of Person Authorized to Sign Agreement

Robert Gaskill/Superintendent

---

of the above-named corporation or public agency on behalf of the corporation or public agency to sign and execute any and all documents required by DOR to effectuate the execution of contracts and/or amendments except to increase the financial liability of said corporation or public agency. This authorization shall remain in effect until the expiration of the contract and shall automatically expire at that time, unless earlier revoked or extended by the Board of Directors.

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**CERTIFICATION**

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I, the Recording Secretary named below, hereby certify that the foregoing resolution was duly and regularly adopted by the Board of Directors or Board of Trustees of above-named corporation or public agency at a meeting of said Board regularly called and convened at which a quorum of said Board of Directors or Board of Trustees was present and voting, and that said resolution was adopted by a vote of the majority of all Directors or Trustees present at said meeting.


IN WITNESS WHEREOF, I have hereunto set my hand as Recording Secretary of said corporation or public agency.

---

Address Where Board Meeting Held

498 Kelly Avenue, Half Moon Bay, CA 94019

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Date of Board Meeting	Signature of Recording Secretary	Date Signed
April 14, 2011		

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# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION
- CONSENT
- DISCUSSION
- INFORMATION

**BOARD AGENDA NUMBER:** 14.a.

**BOARD AGENDA ITEM:** Receive and Discuss Facilitator's Notes from Special Board Meeting Held on February 5, 2011

**DEPARTMENT:** Superintendent/Governing Board

**CONTACT PERSON:** Rob Gaskill, Superintendent

## BACKGROUND INFORMATION:

*Board Bylaw 9400: Board Self-Evaluation* stipulates that "the Board shall, in alternating years, make use of 1) a written self-appraisal-followed-by-discussion approach and 2) an externally facilitated work session" in order to fulfill its obligation to engage in an annual self-evaluation process.

On February 5, 2011 Board members and Superintendent Rob Gaskill participated in a facilitated workshop led by California School Boards Association Governance Consultant Babs Kavanaugh that was conducted in open session at the District Office. While the central focus of the session was on developing team consensus on general governance strategies, the meeting also served as this year's Board self-review process.

## REPORT/PROPOSAL:

This is an opportunity for the Board to receive and discuss the consultant's notes and findings from this session that are included in this packet.

## FINANCIAL IMPACT:

The District was assessed a one-time consultant's fee by the California School Boards Association of \$1,800 for this service.

## RECOMMENDATION:

Receive and discuss facilitator's notes from special board meeting held on February 5, 2011.



February 23, 2011

**TO:** Robert Gaskill, Superintendent Cabrillo Unified School District  
Board of Trustees: John Moseley, Charles Gardner, Kirk Riemer,  
Freya McCamant, Rob Papalardo

**FROM: Babs Kavanaugh**  
CSBA Governance Consultant  
(707) 778-1260 (office)  
bkconsult@comcast.net

---

**ABOUT: Workshop Notes from the February 5, 2011 Governance Workshop**

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Thank you for inviting me to facilitate your workshop on effective governance practices. This memo includes summary notes from the discussion during the workshop. The agreements that were reached during the workshop can be found in your companion Governance Handbook.

Please do not hesitate to contact me with any comments or questions about these materials. I may be reached at 707/778-1260 or by email (bkconsult@comcast.net).

Regards,

Babs Kavanaugh

# *Cabrillo Unified School District*

---

On February 5, 2011, the Cabrillo Unified School District School District Governing Board participated in a workshop on Effective Governance with CSBA Consultant, Babs Kavanaugh. These summary notes and Governance Handbook reflect the discussions and agreements reached by the governance team.

## **I. GOVERNING AS A UNIFIED TEAM: UNITY OF PURPOSE**

---

The foundation of effective governance is the common focus, core values and beliefs that governance team members share about children, the district and public education.

### ***Discussion: Unity Of Purpose***

In considering the Unity of Purpose, the Trustees and the Superintendent discussed and gave individual responses to the following statements:

#### ***One Thing I am Proud of about Our District***

- Our students, who graduate after twelve years, can go anywhere. We deliver!
- The board had the courage to promote Measure E, which provided some financial security. Measure E demonstrates that the community embraces the school district.
- We have protected programs during this time of fiscal reduction, e.g., counseling, libraries and small class size.
- The retrofit for Manuel Cunha Intermediate School was a successful project.
- There is open, positive communication amongst the governance team.

#### ***The Challenges on the Horizon***

- The short-term fiscal challenges and the fiscal viability of the district.
- Maintaining and building community engagement and support.
- That all students have a clear path. Our educational system offers hope for all

#### ***What We Want this Governance Team to Accomplish***

- To put effective planning in place. To prepare for and complete a District strategic plan. To revisit and centralize the information in the facilities Masterplan.
- To improve efficiencies and leverage resources that maintains the focus on a quality education and individual learning approaches. To be inclusive and see greater gains for all.
- To change the way we do business. We need to build for the future. To not be distracted by the fiscal crisis and to see the opportunities within the fiscal pressures.
- Figure out the immediate fiscal challenges. Communicate with the greater community.

## II. DOMINANT WORKING STYLES SCORING

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All members of the governance team completed the dominant working styles questionnaire. The results are listed below. The lowest score (shaded) is the identified dominant working style.

Name	Analytics	Driver	Amiable	Expressive
Robert Gaskill	15	14	10	11
John Moseley	13	13	12	12
Charles Gardner	13	5	19	13
Kirk Riemer	8	14	14	14
Freya McCamant	14	12	13	11
Rob Papalardo	15	8	11	13

## III. VISION OF THE FUTURE

---

The governance team divided into teams to write the headline and key themes in a New York Times Article published in the year 2014 acknowledging the successes of Cabrillo USD. Three headlines and themes were developed.

# The New York Times

### EARLY EDITION

Sunday: Rain south of the city, high 74. Sunday night, rain arriving, low 65. Monday, rain ending, high 72. Details, Page 31.

Copyright 2010 The New York Times

NEW YORK, Wednesday October 24, 2014

TWELVE DOLLARS

### 100% of HMBHS Grads Earn Full Ride Scholarships to Top Tier Universities

---

- Continued focus on strategic plan brings phenomenal student success
- Innovative educational strategy brings continuous success for all learners

### California School District Designs Curriculum for All Kids. All kids in California School District Find Learning Fun

---

- In an unprecedented partnership with local businesses and foundations the CUSD in Half Moon Bay has succeeded in developing curriculum that meets individual student learning needs based on local environment and resources. This is an acknowledgement that all children will not attend college and opens career opportunities in lucrative fields.

## **Cabrillo Schools First to Close Achievement Gap**

---

1. Data shows equivalent scores across the board for all students.
2. Huge community buy-in.
3. Multiple strategies and parent choice lead the way.
4. Teachers and principals lauded for innovative practices.
5. Resulting State and Federal grant monies a boon to the District.

## **IV. NEXT STEPS**

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- Summary report on Strategic Plan – in the fall of 2011
- A plan for updating the Strategic Plan



# Cabrillo Unified School District Governance Handbook 2011

## **Board of Trustees**

John Moseley  
Charles Gardner  
Kirk Riemer,  
Freya McCamant  
Rob Pappalardo

## **Superintendent**

Robert Gaskill

*The Cabrillo Unified School District Governance Handbook was developed during an effective governance workshop conducted in February 2011 with the assistance of Babs Kavanaugh Governance Consultant, California School Boards Association.*

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## ELEMENTS OF EFFECTIVE GOVERNANCE

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### ***Governance – A Definition***

*School district governance is the act of transforming the needs, wishes and desires of the community into policies that direct the community's schools.*

There are four dimensions to the effective governance of a school district. Effective governance tenets encompass the basic characteristics and behaviors that enable governance team members to effectively create a climate for excellence in a school district and maintain the focus on improved student learning and achievement.

### ***They are:***

1. Governing as a unified team with a common vision and unity of purpose
2. Governing with a shared understanding of roles and responsibilities
3. Creating and sustaining a positive governance culture
4. Developing protocols and procedures to facilitate governance leadership

## I. UNITY OF PURPOSE

---

The foundation of effective governance is the common focus, core values and beliefs that governance team members share about children, the district and public education.

### **Cabrillo Unified School District Vision**

Our vision is to provide a strong, comprehensive education for all of our students in order to prepare for and value citizenship, employment, and further education.

### **Cabrillo Unified School District Mission**

The mission of the Cabrillo Unified School District - an exemplary learning community committed to valuing our distinct cultural identities – is to develop critical thinkers and socially responsible citizens who actively participate in their individual learning and development and are fully prepared to embrace their next challenge. We accomplish this by utilizing our unique natural resources and engaging the entire Coast side community and its partners in providing a rich and academically rigorous curriculum in a safe and nurturing environment.

## II. GOVERNANCE ROLES

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*Effective teams value and respect their essential roles, reach mutual agreement on the roles of the board and superintendent, and strive to operate within them.*

Working together, board members and the superintendent leverage the efforts of the professional staff by setting a direction for the district reflective of the community's wishes for its children, by creating a supportive framework for action in the district, by holding the system accountable through mutually agreed upon mechanisms, by providing support to students and staff through

behaviors and actions, and by demonstrating community leadership on behalf of students, district schools and public education.

### ***Effective Teams***

- Share a common set of values
- Effective communication and honest collaboration
- Ability to challenge and generate ideas: independent in our thoughts, grapple with issues as a group
- Trust one another
- Have designated roles and stay within their roles
- Take responsibility for decisions

## **III. CREATING AND SUSTAINING A POSITIVE GOVERNANCE CULTURE**

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To be effective, it is vital that the board and superintendent have a respectful and constructive working relationship based on trust and open communications. Trustees and the Superintendent discussed strategies to support to one another and strengthen the working relationship.

### ***What trustees need from the superintendent to fulfill their responsibilities...***

- Good guidance from professional educators
- No surprises
- Answers to individual questions.
- Equal access to information, answers to questions sent to all
- Explicit follow through
- Questions to staff sent through the superintendent
- Regular and ongoing communication, e.g., Friday updates and quarterly goal updates
- Key messages and talking points for trustees on important topics

### ***What the Superintendent needs to fulfill his responsibilities...***

- Conducting the public's business in public
- Prepared board members
- No surprises. Questions in advance. To know a trustee may ask the question again during a board meeting.
- Direct questions to the superintendent at board meetings
- Honor the public input and deliberation process
- United front once a decision is made

## IV. GOVERNANCE LEADERSHIP - STRUCTURE AND PROCESS

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To effectively meet district priorities, goals and challenges, the board and superintendent must function together as a governance leadership team. The following board meeting guidelines and protocols were developed to support and promote the effectiveness of the governance team and to ensure a positive and productive working relationship among board members, the superintendent, district staff, students, and the community. The protocols were developed for and by the members of the governance team, and may be modified over time as needed.

### *Board Meeting Guidelines*

- Be respectful
- Actively participate
- Focus on learning
- Turn off cell phones
- Begin and end on time
- Keep a sense of humor
- Use data to monitor goals
- Ask questions
- Avoid dominating the discussion
- Seek solutions – avoid “yes, but” mentality
- Keep confidentiality to create a safe environment
- Stick to the agenda and the outcomes of the meeting

### *Protocols to Facilitate Governance Leadership*

Topic	Using meetings as strategic leadership tools
<b>Rationale</b>	<ul style="list-style-type: none"><li>• The board meeting is a meeting to conduct board business in public. Well-run efficient meetings model leadership and proactive thinking; promote trust and confidence; and provide opportunities to demonstrate planning for the future and strategically moving the district forward.</li></ul>
<b>Protocol</b>	<ul style="list-style-type: none"><li>• The board will be explicit about how discussion and actions link to the district strategic plan and annual goals.</li><li>• The superintendent and staff will prepare quarterly reports on district goals for the board and the public.</li><li>• Staff presentations will be periodically reviewed for effectiveness.</li></ul>

<b>Topic</b>	<b>Bringing up new ideas</b>
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• Board members value opportunities to share innovative strategies and community connections for moving the district forward and bringing solutions to needs.</li> <li>• The board promotes vital forward thinking while being mindful of the impact on the District resources.</li> </ul>
<b>Protocol</b>	<p>The board agrees to develop a process for more efficiently bringing forward and evaluating new ideas while maintaining the focus on District priorities. The protocol outlines a series of decision points for determining whether or not to move a new idea forward.</p> <p><b>Decision points/Steps in the process</b></p> <ul style="list-style-type: none"> <li>• Step 1 – Discuss the idea with the superintendent or the board president.</li> <li>• Step 2 – Introduce new ideas during the board comments section of the board meeting.</li> <li>• Step 3 – The board will decide whether to recommend the idea for study and as a future agenda topic.</li> </ul>

<b>Topic</b>	<b>Board Study Sessions/Conversation Meetings</b>
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• Study sessions and conversation meetings provide opportunities to study issues in more depth. The topics are usually those where additional discussion is needed to make important decisions.</li> </ul>
<b>Protocol</b>	<ul style="list-style-type: none"> <li>• Study sessions and conversation/discussion meetings are public meetings subject to the provisions of the Brown Act and no action is taken.</li> <li>• Conversation meetings involve agreeing on guiding principles and developing criteria to be used for problem solving, action planning, and/or decision-making on major district issues.</li> <li>• Annually and as needed the board will schedule study sessions and board conversations linked to the district’s strategic priorities.</li> <li>• During the study sessions and conversation meetings, the governance team will ensure an orderly structure for input with flexibility to allow for effective deliberation among governance team members.</li> </ul>

<b>Topic</b>	<b>Responding to concerns from the community</b>
<b>Rationale</b>	<ul style="list-style-type: none"> <li>• The board wants to be accessible, consistent, and fair in dealings with complaints and concerns from the community.</li> <li>• Board members want to demonstrate that they listen and facilitate timely responses to issues.</li> </ul>
<b>Protocol</b>	<p><b>When approached with concerns and complaints, trustees will:</b></p> <ul style="list-style-type: none"> <li>• Listen and use judgment in responding, being mindful of their role in judicial review.</li> <li>• Clarify that a board member is one of five and that the authority rests with the majority in all board decisions and actions.</li> <li>• Strive to ensure a community member feels heard, and empowered with next steps. Provide information and direction to policies or processes or the person in the district</li> </ul>

Topic	Responding to concerns from the community
	<p>(e.g. teacher, principal, superintendent) who can most directly help them with their concern.</p> <ul style="list-style-type: none"> <li>Remind community members that the District complaint process is available on the District web site.</li> <li>Trustees will contact the superintendent when they direct a community member to administration.</li> </ul>

Topic	Visiting Schools
<b>Rationale</b>	<ul style="list-style-type: none"> <li>The board wants to be informed about instructional practices, and the needs of the students and staff with regard to school programs.</li> <li>The board respects the schedule of staff and the challenges that can be created by well-meaning, but unannounced visits to schools.</li> </ul>
<b>Protocol</b>	<p>Visiting schools provides the opportunity to show appreciation and recognize staff.</p> <ul style="list-style-type: none"> <li>As a professional courtesy, trustees will let the superintendent know about visiting a school site.</li> <li>Trustees will always sign in at the school site before going on campus. Trustees will check in and confer with the principal about classrooms and programs to visit.</li> <li>The superintendent will ensure that staff is aware of the process and protocols for trustees visiting the classrooms.</li> </ul>

Topic	Confidentiality/Closed Session Practices
<b>Rationale</b>	<ul style="list-style-type: none"> <li>The governing board recognizes the importance of maintaining the confidentiality of information acquired as part of a board member's official duties.</li> </ul>
<b>Protocol</b>	<ul style="list-style-type: none"> <li>The responsibility of the board includes being privy to closed sessions or confidential information about district litigation, personnel, negotiations, superintendent evaluation, or other issues permitted under the Brown Act.</li> <li>The governing team will work to maintain the public's trust by not breaching confidentiality.</li> <li>If confidentiality is inadvertently or accidentally breached, we will take immediate responsibility for our action.</li> </ul>

Topic	Establishing Multiyear/Annual /Goals
<b>Rationale</b>	<ul style="list-style-type: none"> <li>Important to the work of the board is the ability to track progress over multiple years, especially due to the lag time with data reporting.</li> <li>Multiyear goals help the community have a collective vision and help the board to be clear about performance expectations for the superintendent.</li> <li>The governance team wants to demonstrate proactive and strategic planning that is synchronized with the budget.</li> </ul>
<b>Protocol</b>	<p>Critical to governance work is data driven decision-making that promotes clarity of direction, focus and alignment. Setting multi year goals ensures that the work of the District is focused and strategic.</p>

<b>Topic</b>	<b>Establishing Multiyear/Annual /Goals</b>
	<ul style="list-style-type: none"> <li>• Initiate goal planning prior to the budget adoption so that the planning process will guide and inform the budget development.</li> <li>• Annually establish a schedule of progress reports.</li> <li>• Review and update the multiyear strategic plan at five-year intervals with stakeholder input.</li> </ul>

## **ANNUAL PLANNING CALENDAR**

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Given the challenges associated with overlapping planning cycles, the board outlined an annual calendar for goal setting and performance evaluation. Coordinating the planning practices helps to ensure that the district planning processes are aligned to accomplish established strategic goals.

<b>Schedule</b>	<b>Goal Setting Current Year</b>	<b>Goal Setting Next year</b>	<b>Budget Development Process</b>	<b>Supt. Performance Evaluation</b>
<b>Jan</b>			Budget development begins	
<b>Feb</b>		Initiate goal setting		
<b>March</b>				
<b>April</b>		Board adopts district goals	Second interim budget report	
<b>May</b>			Adopt budget	Superintendent evaluation
<b>June</b>			June 30 – budget adoption deadline	
<b>July</b>				
<b>Aug</b>				
<b>Sept</b>		Data results: Star Test results AYP		Set performance expectations for school year
<b>Oct</b>			First interim budget report -preliminary budget discussion	
<b>Nov</b>				
<b>Dec</b>	Interim/Mid Year Performance Review			Interim/Mid Year Performance Review

## *Appendix A*

### EFFECTIVE GOVERNANCE <sup>1</sup>

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*School district governance is the act of transforming the needs, wishes and desires of the community into policies that direct the community's schools.*

As the governance team fulfills responsibilities in the areas of setting direction, human resources, policies, student learning and achievement, finance, judicial appeals, collective bargaining, and community relations and advocacy, the way in which governance team members perform the governance role is critical.

Whether in the boardroom, out in the community or at home, board members are always trustees for the district. The integrity of the school district's educational program is dependent upon the responsible and professional manner in which each board member, and the board collectively, fulfills governance roles and responsibilities with the superintendent. The demeanor of governance team members sends an important message to the public.

Utilizing effective governance techniques, private citizens, once elected to school boards, work with the superintendent to keep all district efforts focused on student learning. Effective governance tenets encompass the basic characteristics and behaviors that enable governance team members to effectively create a climate for excellence in a school district.

The community elects school board members to set and monitor the direction of the school district, and the district superintendent will translate all efforts into action. It is therefore vital that the board and superintendent have a respectful and productive working relationship based on trust and open communications.

Working as a group, board members and the superintendent leverage the efforts of the professional staff by setting a direction for the district reflective of the community's wishes for its children, by creating a supportive framework for action in the district, by holding the system accountable through mutually agreed upon mechanisms, by providing support to students and staff through behaviors and actions, and by demonstrating community leadership on behalf of children, district schools and public education. When this is done effectively, the chances of a climate for excellence being created in which students thrive increases dramatically.

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<sup>1</sup> Source: California School Boards Association

**Appendix B**

**EFFECTIVE GOVERNANCE TEAMS<sup>2</sup>**

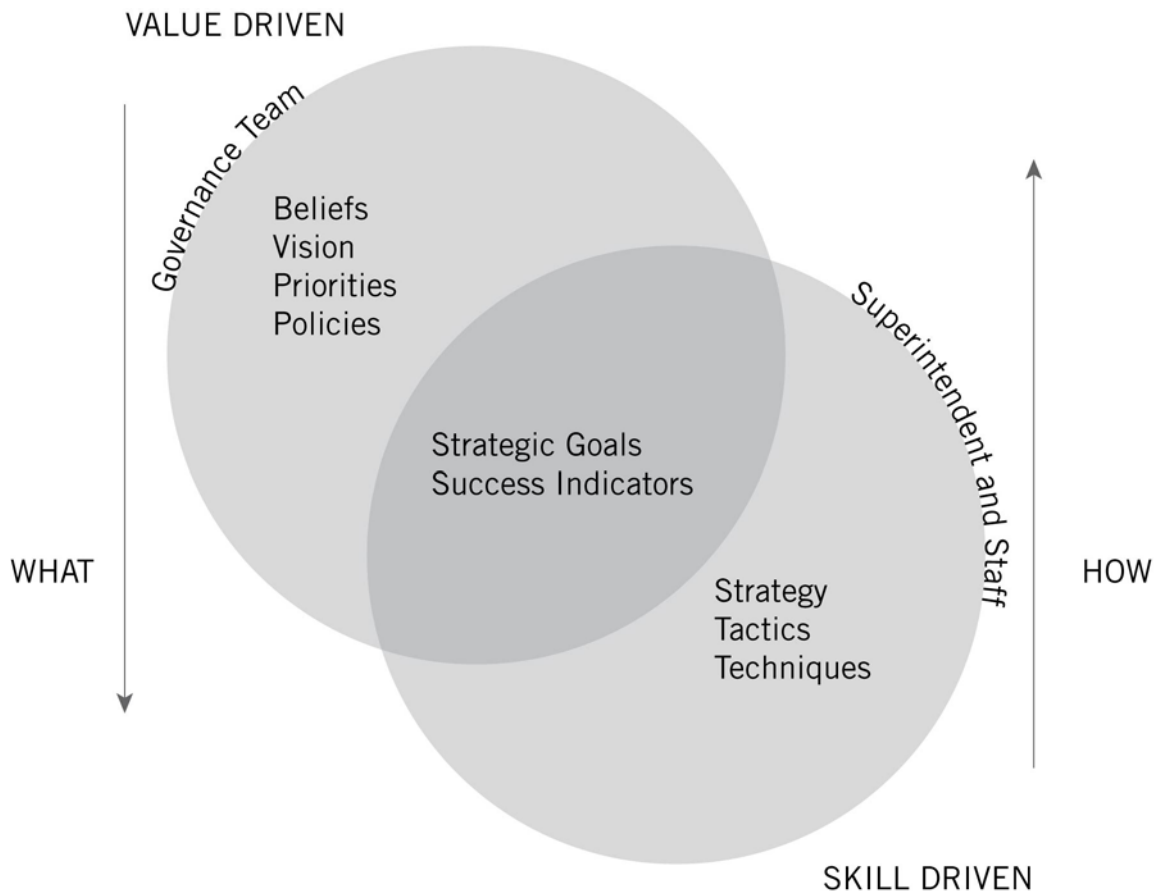
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*Effective teams value and respect their essential roles, reach mutual agreement on the roles of the board and superintendent, and strive to operate within them.*

Boards and superintendents work together to ensure a district has effective leadership. There are important distinctions to be made between the board’s role and that of the superintendent and staff. The role of the school board is not to run the schools, but to see that the schools are well run.

**UNDERSTANDING GOVERNANCE ROLES<sup>3</sup>**

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<sup>2</sup> Source: California School Boards Association

# CABRILLO UNIFIED SCHOOL DISTRICT BOARD AGENDA ITEM

**BOARD MEETING DATE:** April 14, 2011

- ACTION**
- CONSENT**
- DISCUSSION**
- INFORMATION**

**BOARD AGENDA NUMBER:** 14.b.

**BOARD AGENDA ITEM:** Discuss with Consideration of Action the Proposed District Goals for the 2011-2012 School Year.

**DEPARTMENT:** Superintendent/Governing Board

**CONTACT PERSON:** Rob Gaskill, Superintendent

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## **BACKGROUND INFORMATION:**

The Cabrillo Unified School District Board of Education met with the District Superintendent and members of the Senior Management Team in Special Session on February 10, 2011 to consider potential Board and District goals for the upcoming 2011-2012 school year. During the course of that session, seven potential “topics” were identified that Board members believed were both important and consistent with the mission of the District.

## **REPORT/PROPOSAL:**

The following seven goals are presented as potential District Goals for 2011-2012:

- 1) To implement strategies and activities that will result in an increase in the number of CUSD students who achieve at the proficient level or higher on the California Standards Test in English-Language Arts;
- 2) To implement strategies and activities that will result in an increase in the number of CUSD students who achieve at the proficient level or higher on the California Standards Test in Mathematics;
- 3) To develop and adopt a Districtwide anti-bullying and positive behavior reinforcement plan that includes programs, strategies, and activities that reflect both horizontal (across grade level) and vertical (K-12) articulation;
- 4) To develop and implement a prioritized plan for addressing facility needs with remaining bond dollars;
- 5) To receive a closing report on the status of the District Strategic Plan adopted in April, 2005, and to identify and prioritize gaps and needs that will need to be addressed in the next strategic planning process;
- 6) To devise and implement a plan to protect and grow the District’s technology infrastructure; and

- 7) To create a plan— in collaboration with the City, the County, neighboring districts and/or other Coastside entities— that will both increase community capacity and reduce District operating costs.

Staff will provide the Board with quarterly progress reports on approved District goals during the course of the 2011-2012 school year.

**FINANCIAL IMPACT:**

Staff estimates little, if any, impact on the General Fund for proposed District Goals 1, 2, 3, 4, 5, and 7 during the course of the 2011-2012 school year. The work associated with Goal 6 (technology infrastructure) could entail third-party costs and/or a commitment of future General Fund monies that is unknown at this time.

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**RECOMMENDATION:**

Discuss with consideration of action the proposed District goals for the 2011-2012 school year.