

PIEDMONT UNIFIED SCHOOL DISTRICT
Council Chambers, City Hall
120 Vista Avenue
Piedmont, California 94611

MINUTES OF
Regular Meeting of the Governing Board

September 27, 2011

CALL TO ORDER	Board President Roy Tolles called the meeting of the Board of Education to order at 6:33 p.m.
ESTABLISHMENT OF QUORUM	President Roy Tolles, Vice President Rick Raushenbush; Board Members Martha Jones, Ray Gadbois
Absent from Closed Session	Board Member June Monach (excused)
Adjourn to Closed Session	The Board adjourned to Closed Session at 6:34 p.m. to discuss: A. Conference with District Negotiator Constance Hubbard Regarding Negotiations with the Association of Piedmont Teachers (APT) (Government Code Section 54956.6) B. Conference with District Negotiator Constance Hubbard Regarding Negotiations with the California School Employees Association (CSEA) Chapter 60 (Government Code Section 54956.6) C. Conference with District Negotiator Randall Booker Regarding Negotiations with the Association of Piedmont School Administrators (APSA) (Government Code Section 54956.6)
Reconvene to Regular Session	Board President Tolles called the Regular Session of the Board of Education to order at 7:05 p.m. led the Board and audience in the Pledge of Allegiance.
Absent from Regular Session	Board Member June Monach (excused)
Others Present at Regular Session	Constance Hubbard, Superintendent Michael Brady, Assistant Superintendent, Business Services Randall Booker, Assistant Superintendent, Educational Services
Report of Action Taken in Closed Session	None
Agenda Adjustments	None
COMMUNICATIONS/ANNOUNCEMENTS	
Association of Piedmont Teachers (APT)	Harlan Mohagen, APT President, Tacoma teachers settled their strike; the Evaluation Committee is meeting tomorrow.
California School Employees Association (CSEA)	None
Parent Clubs	None

Student Representative to Board of Education

Karina Chan, Student Representative to the Board, could not be present this evening but provided information to be shared:

- Back to School Night was fun!
- The Senior Picnic was last Wednesday at Castle Rock
- Club Day was on Wednesday (opportunity to recruit new members)
- Piedmont *Highlander* came out on Monday
- This last weekend was the Fall Fest 5K (fund raiser for Wellness Center), with 300 participants
- Upcoming SAT is this weekend; mock ACT will also be given
- PSAT for sophomores and juniors is October 15
- The football game will be held at Encinal High School, Alameda this Friday
- The volleyball team will be holding a car wash this Sunday

As an aside the Superintendent received an inquiry about the National Merit Program. To be able to participate, one must be a junior and have taken the PSAT.

Persons Wishing to Speak to Any Item Not Listed on the Agenda None

Superintendent Announcements None

Board President Announcements None

PRESENTATION

Educational Services Report: Spotlight on Student Learning

The Spotlight on Student Learning will serve as a platform for information and recognition of our instructional priorities and academic success in the Piedmont Unified School District.

A. Piedmont Middle School 8th Grade "Glean-A-Thon"
PMS teachers and students will provide a brief recap of PMS' first Glean-A-Thon whereby students visited various organic and biodynamic farms in the North Bay (Assistant Superintendent Randall Booker – introduction)

A. Assistant Superintendent Randall Booker commended participating PMS teachers for coordinating such an educational event. Students spoke about this service learning experience, the purpose of which was to learn about harvesting local and organic produce which was donated to less privileged schools, homeless shelters, and other community organizations; and to supply leadership opportunities for 8th grade students to plan and implement changes at PMS. Gleaning experiences on the farms was also shared by PMS students.

B. "The East Bay Monthly" 11th Annual Cover Contest

B. Assistant Superintendent Randall Booker explained that "The East Bay Monthly" 11th Annual Cover Contest celebrates the work of young artists in grades six through 12 – and their teachers – in public and private schools throughout the East Bay. Five Piedmont High School students were awarded the following:

- PHS Senior Jonathan Shum: First Place for his piece entitled, "Phoenix Rising"
- PHS Sophomore Wylie Kiskaddon: Third Place for his piece entitled, "Dog in Color"
- PHS Senior Marie Knechtli: Honorable Mention for her piece entitled, "Bird Shattered"

- PHS Junior Ailey Simpson: Honorable Mention for her piece entitled, "Dark Scene"
- PHS Senior Hope Stutzman: Honorable Mention for her piece entitled, "No Parking"

REVIEW & ACTION ITEMS

A. Seismic Safety Bond Program Budget Update

Assistant Superintendent Brady and David Burke, Program Manager, Seismic Safety Bond Program Manager provided a PowerPoint presentation regarding the status of the Seismic Safety Bond Program.

- The total SSBP Budget remains at \$69.1 million
- Total anticipated funding is \$75.8 million
- The budgets are closed for the following projects: Maintenance, Piedmont Middle School, Havens Elementary, Ellen Driscoll Theater, Piedmont High School and Wildwood Elementary

The Beach Guaranteed Maximum Price (GMP) exceeds the construction budget, therefore, the District divided the project into two phases – buildings and site work. If the District gets all of the State funding anticipated, it will be \$75.8 million.

The budgets still active are Wildwood [contingency], Beach, and the District-wide Interim Housing (portables).

Current State funding was also summarized.

B. Conduct Public Hearing; Approve the 2010-11 Unaudited Actuals and 2011-12 Revised District Budget for All Funds Operated by the District: General Fund, Adult Education, Cafeteria, Deferred Maintenance, Capital Facilities, Building, Special Reserve/Noda, and Special Reserve/Parcel Tax; and Adopt Resolution 05-2011-12, "Authorizing Budget Transfers of Funds" (Michael Brady, Assistant Superintendent, Business Services)
The Board will conduct a public hearing on the 2010-11 Unaudited Actual Financial Report, and be requested to approve the report. They will also be requested to approve the District's Revised 2011-12 Budget based on the unaudited actual for all accounts; and adopt Resolution 05-2011-12 authorizing the appropriate budget transfers

The 2011-2012 Adopted Budget for all funds operated by the District was approved by the Board of Education at the June 22, 2011 Board meeting. Usually, districts submit their annual budgets and then adjust once the State budget is approved to meet the requirements of Education Code 42127 (which requires a revised budget for the current year be presented within 45 days of the State's final approved budget if substantive changes to the District's budget must be made). Typically, this Revised Budget is presented in tandem with the Unaudited Actuals from the prior year. However, for 2011-12, the State passed an on-time budget for the first time in several years. It is required to report the effect of the State budget on the District budget within 45 days, which was done on August 24, 2011. The beginning fund balance at that time for 2011-12 was not based on the Unaudited Actuals from 2010-11 because they were not completed. The 2011-12 Revised Budgets for all funds operated by the District presented included the confirmed beginning fund balances per the completed Unaudited Actuals from 2010-11. In the coming weeks, the accounting firm of Vavrinek, Trine, Day and Company, LLP will review District revenue and expenditures and perform an audit on all of the funds operated by the District and present the 2010-11 Annual Financial Report in January 2012.

Michelle Nguyen, Director of Fiscal Services, was commended and thanked for her major role in the preparation of this report and related material.

Budget Planning Process for 2011-12 and Subsequent 2 Fiscal Years

The Board provided direction to staff for the development of the budget for this year and the next two fiscal years (through 2013-14) at the Board meeting of September 14, 2011. Staff will develop the First Interim Report to be presented on December 14, 2011 based on actual expenditures through October 31, 2011 and the following guidelines:

- Planned expiration of Parcel Tax Measure E as of June 30, 2012.
- No increase in the levy of Parcel Tax Measure B.
- If approved by the Parent Clubs, an increase in the per pupil allocation of \$100 to \$300/per child for an increase in Local Income of \$250,000 per year starting in 2012-13.
- Continue practice of conservative estimates for State revenue at zero Cost of Living Adjustment included for future years.
- Current program with no additions/reductions for current year through 2013-14. Includes no restoration of furlough days or additional programs. It presumes no additional lay offs or reduction in particular kinds of service.

Principals will work with the Parent Clubs to develop a list of program priorities for possible restoration for implementation at the soonest at the second semester of the current year. No decision on program additions to be made until the State confirms no mid-year reductions per deadline of January 2012. District staff will work with sites to develop options for the Board to consider as additional funds are identified. The underlying philosophy will include a balance in the approach to additions as was applied to the reductions that includes: stability; sustainability; one-time expense for one-time revenue; and consideration for student programs, employee compensation, tax obligations to the community, and realistic fundraising expectations.

2010-11 Unaudited Actuals

The Budget is fluid and therefore under constant "revision" as revenues and expenditures are clarified. Major revisions to the Adopted Budget for all funds operated by the District must be approved by the Board and may be done at any time during the year. The budget update as presented will require further modification once final figures on staffing, benefit modifications, and step & column/longevity calculations have been completed. The aforementioned modifications will be incorporated at the First Interim report in December, 2011.

A summary of the 2010-11 Unaudited Actuals for all funds operated by the District was presented. The Revised Budget for 2011-12 has been updated to reflect adjustments, specifically the Beginning Fund Balance per the Ending Fund Balance from the Unaudited Actuals. The Revised Budget includes projections as provided in the 2011-12 State Adopted Budget that precludes including reductions in State Revenue for the current year until the

“trigger” is confirmed by the State Department of Finance scheduled for release in January 2012. As budget assumptions change (the Beginning Fund Balance, enrollment, staffing and State revenue changes), the budget must be revised based on these more current set of assumptions.

The Board must review the Budget at least twice during the year, at the First and Second Interim Reports. The Budget will be presented again as part of the First Interim Report in December 2011 and will reflect year-end projections based on actual expenditures through October 31, 2011. The Second Interim Report, which is based on actual expenditures through January 31, 2012, will be presented in March, 2012. Following is a summary of the changes to each of the funds operated by the District. Spreadsheets were provided that compared the 2010-11 Estimated Actuals (Column I) as of June, 2011 and the 2010-11 Unaudited Actuals (Column II); the 2011-12 Revised Budget as of August 24, 2011 (Column III) that incorporates the State Adopted Budget **Revised as of this presentation to reflect the Revised Budget for 2011-12 as presented on August 14, 2011** is compared to the proposed Budget Revision (Column IV) as of September 27, 2011 for each fund operated by the District.

General Fund: The General Fund is the most significant of the funds managed because it represents the day-to-day operations of the District. The General Fund includes income from the State and Federal Government (including the last of the federal stimulus funding from February of 2009), local revenues (including Parcel Tax Measure B; the final year of emergency parcel tax Measure E (\$941k), Parent Club contributions, Support Group donations. The General Fund reflects the District’s priorities to offer a breadth of student program opportunities and providing compensation to attract and retain the most highly qualified personnel possible. The Board recognizes and is concerned about the reliance on one-time funds in the budget and is grateful to the Piedmont community for its continued support.

Column I Estimated Actuals 06/22/11

- Estimated actuals for revenue and expenditures for 2010-11 as presented June, 2011 for the adopted budget.
- Expenditures in books, supplies, services, and operating expenses were based on actual expenditures and some ending fund balances were swept to the bottom line.

Column II Unaudited Actuals for 2010-11

- The unaudited actuals will be audited by Vavrinek, Trine, Day and Company, LLP and will be adjusted, if required, and will become the audited actuals certified in January 2012.
- The State revenue remained stable. The \$137k increase in Federal Funds is a result of the final payment of State Fiscal Stabilization Fund (SFSF) from 2009.
- Local income increased approximately \$455k which includes \$50k from parent clubs in the form of receivables, \$80k in receivables from PEF from an anonymous grant, \$75k

donation toward Secondary Language Arts program, \$45k donation from the estate of Alan Harvey; \$23k in additional facilities rental revenue; and \$182k in a combination of grants to support Special Education program through AB 3632, the Wellness Center and receipt of various local grant programs.

- The majority of the \$595k in additional revenue is one-time. Of the total received approximately \$212k is included as part of the 2011-12 ending fund balance.
- Salaries and benefits for all employees are based on actual costs. The net decrease of \$263k represents about 1% of the total and is a reflection of our conservative approach in budgeting.
- Expenditures in Books and Supplies and Service/Operating are considered in tandem and reflect a net decrease of \$330k. This reflects our practice of allowing unspent budgets to remain for use the following year. (i.e. we do not apply the "use it or lose it" philosophy). The \$330k is included in the restricted ending fund balance and budgeted as an expense in 2011-12.
- The net projected increase of \$1.186M to the Ending Fund Balance in 2010-11 is reflected in the increase for the 2011-12 Beginning Fund Balance as presented in Column IV.
- Components of the Ending Fund Balance include \$875,905 in reserve for economic uncertainty, \$507,308 in self-restricted ending balances in the categories of Books/Supplies, Service/Operating (\$330k) and personnel (\$177k), and \$3M to support 2011-12 through 2013-14.

Column III Revised 2011-12 Budget (8/24/11)

- Assumptions for revenue and expenditures in the 2011-12 District Adopted Budget were revised per the State Adopted Budget from July 1, 2011 **and reported on August 24, 2011.** Collective Bargaining issues for 2011-14 were settled for the Association of Piedmont Teachers (APT), the California School Employees Association (CSEA), and the Association of Piedmont Administrators (APSA).

Column IV Revised Budget 09/27/11

- Revenue Stable: **Increase of \$202,041**
 - Revenue Limit funds remain largely unchanged
 - State revenue remains largely unchanged **Includes funds (\$194k) previously allocated to County Mental Health for use per AB 3632**
- Expenditures +\$208,970 **Increase \$704,466**
 - Adjustments have been made to reflect known personnel changes since August 24, 2011. The cost for actual employees will be reflected at the First Interim (and as in past years, the budget still reflects some costs as place holders for employees).

- The expenditures at this point in the year continue to reflect the assumption that the \$507k in restricted ending fund balance from 2010-11 will be fully expended in 2011-12. **Designated as expenditures (\$507k)**
 - **The funds received per AB 3632 ok \$194k presumed as expenditures for services to students**
- Ending Fund Balance \$3,633,982
 - \$902,362 Reserve for Economic Uncertainty of 3.0%
 - \$25,000 revolving cash
 - \$2,706,620 designated for support of ongoing program in 2012-13 and 2013-14. It includes approximately \$212k in one-time funds received in June 2011 for which expenditures have not been assigned.

Other Funds operated by the District are summarized with comparisons from the 2010-11 Estimated Actuals as presented in June 22, 2011 (Column I), the Unaudited Actuals as of September 27, 2011 (Column II), the 2010-11 Adopted Budget as presented in June 2011 (Column III) and the 2011-12 Revised Budget (Column IV) based on the 2010-11 Unaudited Actuals and additional information through 9/27/11.

Adult Education: The Adult Education program income and expenditures are accounted for separately from General Fund activity.

- The 2010-11 Unaudited Actuals:

The change in the Unaudited Actuals from the estimated actuals in June 2011 reflects the Adult Education staff's attention to monitoring expenditures. They are to be commended for keeping this service available to the community and maintaining the contribution to the General Fund of \$120K per year.

- The 2011-12 Revised Budget:

The Adult Ed program continues to offer a complement of formerly State-funded ADA classes (Creative Retirement and Diploma classes) and maintain profitable fee-based classes. The Revised budget reflects increases from the prior year's ending fund balance and adjustments as of September 1, 2011.

Cafeteria Fund: The Cafeteria Fund is the fund through which the Federal milk money income must be accounted and all costs associated with the service of food for students at Piedmont Middle School and Piedmont High School. There are no significant changes to the 2010-11 or 2011-12 budgets as of now.

Deferred Maintenance: The Deferred Maintenance Fund is used to account for major school building repair projects such as roofing, paving, electrical and plumbing.

- The 2010-11 Unaudited Actuals:

Revenue for the Deferred Maintenance account from the State is received one year in arrears.

Expenditures reflect actual work performed on deferred maintenance projects for supplies.

- The 2011-12 Revised Budget:

The Revised Budget reflects only the State contribution to Deferred Maintenance. Expenditures are estimates for projects to be completed during the 2011-12 school year and are included in the District's approved Five-Year Maintenance Plan on file with the State. The District's flexibility to receive State funds that are not contingent on the District matching the contribution has been extended through 2013-14. The Board will consider reinstating the practice of matching the State contributions to the Deferred Maintenance account as part of the long range budget planning process.

Building Fund: The Building Fund is the fund through which the Seismic Safety Bond Program construction projects paid from bond issuances are accounted.

- The 2010-11 Unaudited Actuals:

The 2010-11 ending fund balance is comprised entirely of Seismic Safety Bond funds. The budget reflects the issuance of general obligation bonds in the amount of \$10 million, and City of Piedmont contributions of \$489,000 for the Havens synthetic field. The Citizens' Oversight Committee will review unaudited expenditures for the program at its next meeting, and will provide instruction for auditors in preparation of its annual report in early 2012. The newly mandated State Schools Facilities Fund requires that funds received as part of the State Facilities Program are tracked separately. Both funds support the District Seismic Safety Program

- The 2011-12 Revised Budget:

The budget reflects the anticipated use of all bond funds to support the completion of the phase one portion of the Beach project that is underway. They will be revised based on the updated Seismic Safety Program budget review.

State Schools Facilities Fund: This is the fund that was mandated by the State for the District to account for all State funds received to support the seismic improvements and modernization funds received by the District. It does not include revenue of approximately \$6M from the unfunded apportionments or possible Proposition 1D funds to support districts that have buildings on the AB 100 list.

Capital Facilities Fund: The Capital Facilities Fund is used to account for facilities projects that are not eligible under the Deferred Maintenance Program or are not part of the construction projects funded by the General Obligation Bond program. The

2011-12 revised budget includes the transfer of \$22,705 from the General Fund from rental fees collected in excess of the \$70,000 budgeted in the General Fund. It is anticipated that any rental revenue in excess of the \$70,000 included in the General Fund budget will be designated to the Capital Facilities fund to be used for projects like the replacement of synthetic field turf.

Special Reserve Fund – NODA: The NODA fund is established to support the Visual Arts Program in grades 6 through 12. The interest earned on the base endowment of \$100,000 is budgeted each year in the area of visual and performing arts.

Because of the loss of interest revenue and to protect the corpus of the fund for the future, the 2011-12 Revised Budget does not include funds to support NODA grants. In past years, the General Fund has designated funds to support the NODA grants when the fund could not. The Board will be requested to provide direction as part of the budget development process later in the year.

Special Reserve Fund- Parcel Tax: This is a special fund established to account for transfers for future use to support Parcel Tax programs.

The purpose of this fund is to support programs in the final year (2013-14) of Parcel Tax Measure B approved by the voters in June 2009. The 2011-12 Revised Budget reflects the transfer as designated by the Board and recommended by the Parcel Tax Advisory Committee of \$244,350 for use in the final year of Measure B. It is required that all funds collected as part of a voter approved Parcel Tax are expended during the authorized term so any reserve amount will be transferred to the General Fund no later than the 2013-14 fiscal year.

It was moved by Vice President Raushenbush and seconded by Board Member Jones to approve the 2010-11 Unaudited Actuals and 2011-12 Revised District Budget for All Funds Operated by the District: General Fund, Adult Education, Cafeteria, Deferred Maintenance, Capital Facilities, Building, Special Reserve/Noda, and Special Reserve/Parcel Tax; and Adopt Resolution 05-2011-12, "Authorizing Budget Transfers of Funds".

Superintendent Hubbard requested that the State Schools Facilities Fund be included in the motion. Vice President Raushenbush amended his motion to include "State Schools Facilities Fund", and was agreed to by Board Member Jones, who had seconded the motion.

The motion passed as follows:

AYES: Tolles, Raushenbush, Jones, Gadbois
NOES: None
ABSENT: Monach
ABSTAIN: None

- C. Budget Development 2011-12 and Beyond: Plan to Balance the Budget for Current Year and Subsequent Two

Superintendent Hubbard stated that previously, the Board directed staff to:

1. Proceed with continuing the \$0 increase in Measure B; the

Fiscal Years (2012-13 and 2013-14)

- expiration of Measure E has been included.
2. As soon as we have confirmation from the Parent Clubs whether or not the \$250,000 would be additional, models for multi-year projections will be built with that.
 3. Continue to be conservative in terms of how we use the modeling for the State revenue in the future for the \$0 COLAS on the revenue limit
 4. Board will wait until January for any possible program additions, changes in order for decisions to be made
 5. We will start getting input from various stakeholders as to, if there were some additions, what would be the priority, and provide some recommendations. The focus will be on services that provide the best impact for all students.
 6. Program restoration recommendations will include the definitions of one-time versus ongoing.
 7. The Board is not looking at any possible formal program restorations until January 2012.

Draft models of multi-year projections that are based on the 2011-12 Revised Budget per the 2010-11 Unaudited Actuals were presented along with the effects of various factors in the multi-year budget outlook.

The receipt on one-time funds in June 2011 resulted in an increase of the Beginning Fund Balance for the 2011-12 District Budget that is a consistent starting point for each of the models.

It was noted that the models are not actual budgets at this point. The writing in *italics* reflect factors that are presumed as part of the Basic Draft; the underlined notes differences.

Basic Draft

- *Assumes no increase in State Funds from Cost of Living Adjustment in 2012-13 and 2013-14*
- *Parent and Support Club donations flat (no increases)*
- *No increase in levy of Measure B*
- *Provide same level of programs including furlough days through 2013-14*
- Projects shortfall of \$802,326 to meet minimum 3% reserve in 2013-14

Basic A Draft

- *Assumes no increase in State Funds from Cost of Living Adjustment in 2012-13 and 2013-14*
- *No increase in levy of Measure B*
- *Provide same level of programs including furlough days through 2013-14*
- Reflects proposed increase of \$100/per student from Parent Clubs starting in 2012-13
- Projects shortfall of \$302,326 to meet minimum 3% reserve in 2013-14

Basic B Draft

- Assumes mid-year cuts of \$600,000 in funding from the State in January 2012 and the donation of the "program preservation funds" in the Parent Club reserves
- *Assumes no increase in State Funds from Cost of Living Adjustment in 2012-13 and 2013-14*
- *No increase in levy of Measure B*
- *Provide same level of programs including furlough days through 2013-14*
- *Reflects proposed increase of \$100/per student from Parent Clubs starting in 2012-13*
- Projects shortfall of \$652,326 to meet minimum 3% reserve in 2013-14

Basic C Draft

- *Assumes mid-year cuts of \$600,000 in funding from the State in January 2012 and the donation of the "program preservation funds" in the Parent Club reserves*
- *Assumes no increase in State Funds from Cost of Living Adjustment in 2012-13 and 2013-14*
- Increase in levy of Measure B by 2% in 2012-13
- *Provide same level of programs including furlough days through 2013-14*
- *Reflects proposed increase of \$100/per student from Parent Clubs starting in 2012-13*
- Projects shortfall of \$309,366 to meet minimum 3% reserve in 2013-14

Dream Draft

- Assumes NO mid-year cuts of \$600,000 in funding from the State
- Restoration of \$180,000 in "programs" funded by APCP in 2011-12
- Assumes increase in State Funds from Cost of Living Adjustment in 2012-13 and 2013-14 per School Services dashboard of 3.1% and 2.8% respectively
- Increase in levy of Measure B by 2% in 2012-13
- Restore \$450,000 of programs starting in 2012-13
- *Reflects proposed increase of \$100/per student from Parent Clubs starting in 2012-13*
- *No increase in levy of Measure B*
- Projects shortfall of \$33,671 to meet minimum 3% reserve in 2013-14

The Board was requested to consider committing to the reinstatement of at least one professional development day and one student day for certificated staff, and one work day for classified staff for the 2011-12 school year. The total one-time cost is estimated at \$158,000. This is in addition to the consideration of the program priorities to be considered in January 2012 after the State confirmation of the current year budget for public schools. This is being brought prior to January 2012 due to the opportunity to consider using October 10, 2011 as a

professional development day for secondary teachers. An informal survey of teachers indicated that a majority of PHS/MHS staff were available to participate in professional development on October 10th but that a majority of the K-8 teachers were not. The WASC process at PHS requires the participation of staff that during the review six years ago was conducted on the three professional development days that were part of the certificated calendar.

The K-8 teachers would be scheduled for professional development on the semester break day on January 30, 2012. The student day would be added at the end of the school year so that the last day of school would be Thursday, June 14, 2012. The option to make January 30, 2012 a student day and schedule a professional development day for K-8 teachers at another time is also available.

The proposal is an effort to balance student and staff needs and to use one-time funds on a one-time activity. The timing for scheduling days is critical given that this is the only Board meeting prior to October 10, 2012. Staff would be paid their per diem rate and only be paid if worked the designated days.

The Superintendent reported that the Piedmont Educational Foundation has offered to assist in this funding.

Resident Jon Elliot echoed that the information provided is great and was hoping for a more robust budget document to review.

D. Conduct Public Hearing and Adopt Resolution 06-2011-12, "Resolution on Sufficiency of Textbooks and Instructional Materials"

Education Code Section 60119 requires a school district to conduct a public hearing determining whether textbooks and instructional materials, including lab equipment for science lab classes, were provided to all students, including English learners. Randall Booker, Assistant Superintendent, Educational Services, confirmed that all sites meet the specifications.

There was no one from the public requesting to speak.

It was moved by Board Member Gadbois and seconded by Vice President Raushenbush to adopt Resolution 06-2011-12, "Resolution on Sufficiency of Textbooks and Instructional Materials".

The motion passed as follows:

AYES: Tolles, Raushenbush, Jones, Gadbois
NOES: None
ABSENT: Monach
ABSTAIN: None

INFORMATION / ANNOUNCEMENTS

A. Announcement of Special Board Meeting – November 1, 2011

The Board will hold a Special Board Meeting on Tuesday, November 1, 2011, 7:00-9:00 p.m. in the City Council Chambers to discuss other criteria for allowing students outside of Piedmont to attend Piedmont schools, one of which is to consider allowing the grandchildren of Piedmont grandparents to attend Piedmont schools. It will be televised on KCOM.

Resident George Childs thanked the Board for bringing this subject forward.

Resident Jon Elliot asked about the structure of the meeting, which has not yet been decided upon.

B. Election Timeline for February 7, 2012
Municipal Election

Superintendent Hubbard again announced that for any community member interested in becoming a member of the Board of Education, Monday, October 17, 2011 is the date when forms from the City Clerk's Office will first become available. A copy of the election timeline was provided. Because the last date to turn in the paperwork (Friday, November 11) is a holiday, the deadline is extended to Monday, November 14th. The City advises that anyone planning to run for a position turn in their paperwork as soon as possible before the deadline.

Board Member Monach will not be re-running due to term limits and Board Member Jones will not seek re-election at the end of her first term. Vice President Raushenbush advised he has decided to run for a second term.

Announcement of League of Women
Voters Workshop

Superintendent Hubbard advised that a panel discussion on civic engagement will be sponsored by the Piedmont League of Women Voters on Thursday, November 17 at 7:00 p.m. in the City Hall Council Chambers. The panel of experts outside of Piedmont will share common public dialogue formats that foster productive and open discussions of important issues. Attendees will have the opportunity to ask questions. It will be televised on KCOM.

CORRESPONDENCE

Emails received by the Board were concerning:

- Support for library services
- Block schedule at PMS
- Restroom facilities charges and use at Witter Field
- Tour of the Richmond Sanitary Services facility

BOARD REPORTS

Board Member Gadbois attended the Piedmont High School Back to School Night, attended the first Tri-School meeting at Havens, and worked at the Fall Fest 5K.

Board Member Jones attended the Harvest Festival and was a judge. The City Public Safety Committee had a space at the Harvest Festival.

President Tolles attended the Piedmont Middle School Site Council meeting and a subcommittee of the Parcel Tax committee to review some charts.

CONSENT CALENDAR

President Tolles acknowledged the donation of by **Frank Thomas** of a hand-crafted violin (valued by donor in the amount of \$3,500) and bow case (valued by donor in the amount of \$250), in honor of retired music teacher Leonora Gillard, for the PMS/PHS Music Program.

It was moved by Vice President Raushenbush and seconded by Board Member Jones to approve all items on the Consent Calendar as follows:

- A. Accept Donation (as noted above)
- B. Adopt Regular Board Meeting Minutes of September 14, 2011
- C. Approve Personnel Action Report
- D. Approve Warrant Lists dated September 14, 2011 and September 15, 2011 for Goods and Services Rendered for the Months of July and August 2011
- E. Approve Independent Contractor Services Agreement Between the District and Sandra Brod for College and Career Counseling services, Piedmont High School, effective July 1, 2011 through June 30, 2012, at a total cost not to exceed \$44,140 (Funding Source: PHS Parent Club)
- F. Approve Independent Contractor Services Agreement Between the District and Jan D'Annunzio, as District Music Assistant, Piedmont High School/Piedmont Middle School, effective July 1, 2011 through June 30, 2012, at a total cost not to exceed \$26,100 (Funding Source: CHIME, PHS/PMS Parent Clubs, District General Fund)
- G. Approve Memorandum of Understanding Between the District and the Contra Costa County Office of Education/Saint Mary's College, for the Beginning Teacher Support and Assessment (BTSA) Program for 2011-12
This partnership was formed to increase student achievement through the implementation of a quality teacher induction program, while nurturing the growth and development of participating teachers in the District. The anticipated level of funding for 2011-12 is \$2,000 per participating teachers (4 teachers)
- H. Re-Designate District League Representative and Alternate to California Interscholastic Federation (CIF), 2011-12
CIF requires a designated representative to attend league meetings, and an alternate in the event the designated representative cannot attend. League representatives/alternates must be designated by the governing board to be eligible to serve on the section and state governance bodies of CIF. At the time the form was sent in, Randall Booker was the League designee. CIF is requesting a revised list, to be re-approved by the Board.
- I. Approve one Individual Service Agreement and one Master Contract with Quality Behavioral Outcomes (QBO), to provide a Functional Behavioral Analysis for one student, effective September 30, 2011 through December 31, 2011, at a total cost not to exceed \$2,200.00. Funding: Special Education
- J. Approve a reimbursement to the parents of one student, for the cost of an Independent Education Evaluation, provided by Center for Accessible Technology, effective September 21, 2011 through December 31, 2011, at a total cost not to exceed \$700.00. Funding: Special Education
- K. Approve one Independent Contractor Agreement with Learning Together, to provide consultation for one student, effective July 1, 2011 through September 21, 2011, at a total cost not to exceed \$1,000.00. Funding: Special Education
- L. Approve one Individual Service Agreement and one Master Contract with Center for Autism and Related Disorders (C.A.R.D.) to provide paraeducator support and director level consultation for one student, effective July 1, 2011 through June 30, 2012, at a total cost not to exceed \$120,757.50. Funding: Special Education

FUTURE BOARD AGENDA ITEMS

Future Board Agenda items are listed below:

—————> **SUBJECT TO CHANGE** <—————

- Update of 2011-12 Action Plan Related to District Goals (Oct 12)
- Approve Request to Rename Wellness Center (Oct 12)
- Enrollment Statistics, per CBEDS (Oct 26)
- Approve Single Plans for Student Achievement (Oct/Nov)
- Evaluation Committee Report (Oct 26)
- Special Board Meeting, November 1, 2011 Re: Interdistrict Attendance Permits (Nov 1)
- Review and Approve Facilities Funding Agreement for Upkeep of City and School District Athletic Facilities (“Preservation Fund”) (TBD)
- Uniform Complaint Form Board Policies (TBD)
- Conduct First Reading of Proposed Revised Board Policy 6146.1, “High School Graduation Requirements” (TBD)
- Conduct First Reading of Proposed Revised Board Policy 5144, “Discipline” (title to be changed to “*Student Discipline*”) (TBD)
- Conduct First Reading of Special Education Board Policies (TBD)
- Review of Board Bylaws (Section 9000) (TBD)
- Report of Professional Development (TBD)

Board Members asked what the status is of the Facilities Preservation Fund. Superintendent Hubbard will contact the City Administrator. There was no one from the public wishing to speak.

Adjournment

There being no further business, and with no objection by the Board, President Tolles adjourned the meeting at 9:43 p.m.

ROY TOLLES, Board President
Piedmont Unified School District
Board of Education

CONSTANCE HUBBARD
Secretary, Piedmont Unified School District
Board of Education