

POLLOCK PINES SCHOOL DISTRICT

MINUTES

Regular Board Meeting  
Board of Trustees  
December 9, 2008

Call to Order                      The meeting was called to order at 6:47 p.m. by President Tom Griffin in Room B-1 at the Emigrant Trail Educational Center.

Members Present                Tom Griffin  
   Dave Campbell  
   J. Dennis Cullen  
   Dean Smith  
   Cindy Stetler

Special Order of Business

Due to additional information which came to the District for action after the Board Agenda had been published, two additions to the agenda were requested. It was moved by Mr. Smith, seconded by Mrs. Stetler, to add Item A.1, "Oath of Office to Re-elected Board Members," to the Agenda. Motion unanimously carried.

Superintendent Susan Spencer administered the Oath of Office to incumbent Board members Dennis Cullen and Tom Griffin who are beginning a new term.

It was moved by Mr. Smith, seconded by Mr. Cullen, to add Item I.5, "Approval of increase in FTE for employee Laura Engelstad, Temporary Fourth Grade Teacher, from .5 FTE to .6071 FTE for the remainder of the 2008-2009 school year, effective December 11, 2008." Motion unanimously carried.

Annual Organizational Meeting

It was moved by Mr. Smith, seconded by Mr. Campbell, to nominate Dennis Cullen for Board President. Motion unanimously carried.

It was moved by Mrs. Stetler, seconded by Mr. Griffin, to nominate Dean Smith for Board Clerk. Motion unanimously carried.

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It was moved by Mr. Smith, seconded by Mr. Campbell, to nominate Tom Griffin for EDCSBA Representative. Motion unanimously carried.

It was moved by Mrs. Stetler, seconded by Mr. Smith, to nominate Dave Campbell for Board Representative to elect members of the County Committee on School District Organization. Motion unanimously carried.

Determination -  
Date, Time, and  
Location of Regular  
Meetings in 2009

It was moved by Mrs. Stetler, seconded by Mr. Smith, to set the date and time of the 2009 Regular Meetings of the Pollock Pines School District Board of Trustees as the second Tuesday of the month (with two exceptions: June 16, and no regular meeting scheduled in July), at 6:45 p.m., in Room B-1, located on the Emigrant Trail Educational Center campus. Motion unanimously carried.

Adoption of Agenda

It was moved by Mr. Griffin, seconded by Mr. Smith, to adopt the agenda as amended. Motion unanimously carried.

Approval of Minutes

It was moved by Mrs. Stetler, seconded by Mr. Smith, to approve the Minutes of the Regular Board Meeting of November 17, 2008. Motion unanimously carried.

Public Comment

There were no public comments.

Discussion

California Forest  
Improvement Program

Mr. Karnitz, M&O Supervisor, stated that a neighboring property owner at Pinewood School had notified the district of concerns regarding the high fuel content of adjoining district property.

The California Forest Improvement Program (CFIP) is a cost-share program funded by Proposition 40 to reduce fuel loadings on forested property. This program reimburses qualified landowners for 75 to 90 percent of the expenses for forest fuel reduction. The district has five acres at Pinewood and 25 acres at Sierra Ridge and Emigrant Trail that qualify for the CFIP program. The total estimated project cost is \$44,542. Of this total, \$33,407 would qualify for reimbursement to the district.

Mark Stewart, a consulting forester, has submitted a contract to assist the district in applying for the CFIP program, conduct the fieldwork, prepare a management plan, arrange for and supervise the project, and prepare invoices after each billable portion of the program has been completed. If the CFIP project is not accepted

and funded by the state, there would be no charge to the district. Mr. Stewart, who was in attendance, stated that funding is guaranteed upon acceptance and approval of an application; however, it is not likely there will be any new funding available through Proposition 40 after June 2009.

On behalf of the Pinewood staff, Mr. Schultz, Pollock Pines Teachers Association President, asked whether it will be possible to exclude certain areas and trees with educational significance from the project. Mr. Stewart gave assurances that the fuel reduction management plan is very flexible and such requests can easily be accommodated.

### Finance and Business

Approval -  
Contract to Conduct a  
Cost-Share Fuel Reduction  
Project

It was moved by Mr. Smith, seconded by Mr. Griffin, to approve the Contract to Conduct a Cost-Share Fuel Reduction Project with Stewart Forestry LLC. Motion unanimously carried.

Acceptance -  
First Interim Report

Chief Fiscal Officer Sean Martin presented the First Interim Budget Report to the Board. He reported the following changes from the adopted budget:

- The state budget was adopted; however, the state will pass mid-year cuts.
- State and federal categorical award amounts were updated.
- Deferred revenues and carryovers of restricted ending balances of categorical programs were included.
- Position control was revised to reflect the most up-to-date personnel salaries and benefits.

Mr. Martin reported increased revenues due to the adoption of the state budget including a .68% COLA, no deficit in Class Size Reduction, categorical funding at the 2007-08 level, and a deferred maintenance match from the state. However, there is a structural deficit of \$28 billion in the state budget in the next two years, and the most recent proposal from the state legislature included mid-year cuts of \$2.5 billion to education, including cuts to Revenue Limit and the Instructional Material Fund. These cuts would take away all increases, plus additional income. Therefore, no expenditures were budgeted to match the increase in income, and all increases in revenue will be reserved until the state determines a solution to the deficit.

The multi-year projection shows the district anticipates deficit spending in the unrestricted fund due to declining enrollment, the

anticipated deficated revenue limit, and decreased restricted revenues. Through a combination of the District’s reserve accounts and adjustments to the current allocation of funding, the District will be able to meet its required reserves for 2008-09, 2009-10, and 2010-11.

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

Presentation -  
2007-2008 Audit

Chief Fiscal Officer Sean Martin reviewed with the Board a summary of the 2007-2008 Audit Report prepared by the Stephen Roatch Accountancy Corporation which included the following information:

- Financial statements and supplementary financial and statistical information, including the schedule of state and federal financial assistance, were presented fairly.
- The district complied with applicable state laws and regulations tested in accordance with the audit guide.
- There were no instances of noncompliance found.
- There were no material weaknesses or reportable conditions in the system of internal controls.
- There were no audit findings.
- All previous findings have been fully implemented with one exception. The material weaknesses previously reported in the area of financial reporting and the area of segregation of duties. These conditions have always existed in the District and are now reported due to changes in the requirements of the Statement on Auditing Standards No. 112. The District has determined that the cost of fully eliminating the control weaknesses cited outweighs the benefits to be received. However, management will continue to work to develop alternative procedures that can help to mitigate the financial reporting risk of the District.

Board Policies and Administration

It was moved by Mrs. Stetler, seconded by Mr. Smith, to approve the following items:

Adoption -  
Amended  
Board Policy 0510

Amended Board Policy 0510, School Accountability Report Card”  
(formerly Board Policy 1510)

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Adoption -  
Amended  
Board Policy 4220.6

Amended Board Policy 4220.6, “Temporary Change of Assignment”

Adoption -  
Amended  
Board Bylaw 9000

Amended Board Bylaw 9000, “Role of the Board”

Adoption -  
Board Bylaw 9010

Board Bylaw 9010, “Public Statements”  
(formerly Board Bylaw 9220)

Adoption -  
Board Bylaw 9011

Board Bylaw 9011, “Disclosure of Confidential/Privileged Information” (formerly Board Bylaw 9220)

Motion unanimously carried.

Personnel

Approval -  
Temporary Employment  
of Laura Engelstad

It was moved by Mr. Griffin, seconded by Mr. Smith, to approve the temporary employment of Laura Engelstad, Fourth Grade Teacher, 0.5 FTE for the remainder of 2008-2009 school year, effective December 3, 2008 (Pinewood). Motion unanimously carried.

Acceptance -  
Resignation of  
Karen Frame

It was moved by Mr. Campbell, seconded by Mr. Griffin, to accept the resignation of Karen Frame, Instructional Aide II, effective December 31, 2008 (Pinewood). Motion unanimously carried.

Acceptance -  
Resignation of  
Gary Charboneau

It was moved by Mrs. Stetler, seconded by Mr. Griffin to accept the resignation of Gary Charboneau, Maintenance/Custodian, effective January 1, 2009 (Pinewood). Motion unanimously carried.

Review -  
Superintendent and School  
Site Administrators’  
Affidavits and Teacher  
Assignment Reports

Annual reports of teachers’ assignments by principals, a report of other certificated staff assignments by the Superintendent, and the Superintendent’s affidavit declaring that all persons in certificated positions were properly credentialed were submitted for Board review. It was moved by Mr. Smith, seconded by Mr. Campbell, to accept the submitted Affidavits. Motion unanimously carried.

Approval -  
Increase in FTE for  
Laura Engelstad

It was moved by Mr. Griffin, seconded by Mr. Smith, to approve an increase in FTE for employee Laura Engelstad, Temporary Fourth Grade Teacher, from 0.5 FTE to 0.6071 FTE for the remainder of the 2008-2009 school year, effective December 11, 2008 (Pinewood). Motion unanimously carried.

Staff Reports and Announcements

The Principals and Supervisor of Maintenance and Operations and Food Service had submitted written reports of activities and programs at their sites.

Superintendent's Reports, Announcements, and Communications

The Superintendent reported on the following:

- Enrollment – Enrollment is holding steady at 742, which is down one student from November.
- EDCSBA – Reservations are due by January 7, for the EDCSBA Annual Awards Dinner which will be held January 22, at the Cold Springs Country Club.
- SSDA Annual Conference – The SSDA Annual Conference will be held April 2-4, in Sacramento. The deadline for Early Bird registration is February 1.
- Traffic Congestion – Massive congestion is expected on Highway 50 on December 17, due to the opening of the new Casino.
- 2009-2010 Calendar – The Calendar Committee is scheduled to meet on January 20, with a target of presentation of a draft of the proposed 2009-2010 calendar at the February board meeting.
- Budget Information Meetings – Staff budget information meetings are scheduled for December 15, at Sierra Ridge and December 16, at Pinewood. At this point, we are reluctant to implement a Budget Committee which would have the purpose of prioritizing cuts that may not be needed. We are already operating on a very lean budget. We may make a presentation at the Pollock Pines-Camino Rotary Club and perhaps hold a community meeting to share current budget information with those community members interested.
- CSBA Message – CSBA has reported that 50% of California districts will have something other than a positive budget certification by 2<sup>nd</sup> Interim. Most small districts will have qualified or negative budget certification.
- Bond Measure – On December 8, we (Susan and Sean) met with representatives from Caldwell, Flores, Winters, Inc.(CFWI), financial advisors specializing in Bond Campaigns, to discuss the possibility of sponsoring a Bond Measure in the June 2010 election. On Friday, December 12, we will be meeting with a representative from Dale Scott and Company for the same purpose. Bond Measures require a 55% voter approval. CFWI has an 85% success rate in this area. Gold Oak Union School District successfully passed a bond measure in this past election with CFWI. Funds from a successful bond measure could be used for

gymnasium modernization, replacement of non-field-act structures and portables with permanent structures, technology infrastructure and classroom modernization, solar energy, HVACs and paving projects, landscaping and tracks, etc.

After a short discussion, it was the general consensus of the board for the superintendent to gather more information on financial advisors specializing in Bond Campaigns to bring back to the January board meeting.

Board Members' Reports and Communications

Future Board  
Agenda Topics

Paperless Board meetings will be a topic of discussion at a future Board meeting.

Other Board Member  
Reports

Mr. Griffin reported that he accepted an award for Community Service on behalf of the district. The award for "Oldest Business/Organization – 1849" was presented by the Community Economic Development Association of Pollock Pines (CEDAPP) on November 20, 2008.

Mr. Campbell, Mr. Cullen, Mr. Smith, and Superintendent Spencer recently attended the Annual CSBA Conference. Mr. Smith reported that some of the topics discussed and reviewed during the conference included school safety, assessment of test scores with the goal of program improvement, and the effects on the state budget of the current game of brinksmanship being played by the two political parties.

Consent Agenda

It was moved by Mr. Campbell, seconded by Mrs. Stetler, to approve the Consent Agenda. Motion unanimously carried.  
1. Approval of Warrants

Adjournment

There being no further business, it was moved by Mr. Griffin, seconded by Mr. Smith, to adjourn the meeting at 9:05 p.m. Motion unanimously carried.

Respectfully submitted,  
Susan Spencer  
District Superintendent and  
Secretary to the Board

APPROVED:

\_\_\_\_\_  
J. Dennis Cullen, President

DATE: \_\_\_\_\_

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The minutes looked good without any changes other than spacing...you will find those when you bring them back up. Under Superintendent's Report, I wondered about stating Susan and Sean instead of "we", so it is clear who was present. Those are minor details and it looks good.

bond measure could be used for gymnasium modernization, replacement of non-field-act structures and portables with permanent structures, technology infrastructure and classroom modernization, solar energy, HVACs and paving projects, landscaping and tracks, etc.