

Colton Joint Unified School District

Student Services Center, Board Room, 851 South Mt. Vernon Ave., Colton, CA 92324



Board of Education Special Meeting

Agenda

Thursday, August 25, 2011
at 5:30 p.m.

Strategic Plan – Mission Statement

The Mission of the Colton Joint Unified School District, a team of caring employees dedicated to the education of children, is to ensure each student learns the academic knowledge and skills necessary to thrive in college or in the workforce and be responsible, productive citizens by providing engaging, challenging, and enriching opportunities and specialized programs in a safe environment in partnership with students, families and our diverse communities.

1.0 OPENING

1.1 Call to Order

- Mrs. Patt Haro, *President*
- Mr. Robert D. Armenta Jr., *Vice President*
- Mr. Frank Ibarra, *Clerk*
- Mr. Randall Cenicerros
- Mr. Roger Kowalski
- Mrs. Laura Morales
- Mr. Pilar Tabera

- Mr. Jerry Almendarez
- Mr. Jaime R. Ayala
- Mrs. Ingrid Munsterman
- Mr. Mike Snellings
- Mrs. Bertha Arreguín
- Mr. Todd Beal
- Mr. Brian Butler
- Mrs. Jennifer Jaime
- Mrs. Janet Nickell
- Ms. Sosan Schaller
- Mr. Darryl Taylor
- Ms. Katie Orloff
- Ms. Jennifer Rodriguez

1.2 Renewal of the Pledge of Allegiance.

An interpreter is available for Spanish-speaking persons wanting assistance.

2.0 SPECIAL PRESENTATIONS ~ None

3.0 SCHOOL SHOWCASE ~ None

4.0 PUBLIC HEARING ~ None

5.0 ADMINISTRATIVE PRESENTATIONS

5.1 Budget Study Session – *Assistant Superintendent Ayala*

6.0 PUBLIC COMMENT

6.1 Announcement Regarding Public Comment for Items on the Agenda and Items Not on the Agenda (Gov. Code 54954.3[a])

The Board President clarifies the process regarding public comment and requests that the appropriate "Public Comment Card" be filled out. At the appropriate time during the Hearing Session, each speaker will be invited to the podium and should begin by stating his or her name and residing city. Board Bylaw 9323 states that "Individual speakers shall be allowed three minutes to address the Board on each agenda or non-agenda item. The Board shall limit the total time for public input on each item to 15 minutes. With Board consent, the president may increase or decrease the time allowed for public presentation, depending on the topic and the number of persons wishing to be heard. The president may take a poll of speakers for or against a particular issue and may ask that additional persons speak only if they have something new to add."

Blue card—Specific Consent, Action, Study & Information or Closed Session Item: Please list the specific agenda item number and subject

White card—Items/Topics Not on the Agenda: Please list topic / subject

7.0 ACTION SESSION

Page 3 A-1 Approval of Purchase Orders

8.0 ADMINISTRATIVE REPORTS

Page 5 AR-8.1 Proposed Replacement by Substitution of Board Policy and Administrative Regulations: AR 3511 *Energy and Water Conservation*

9.0 SUPERINTENDENT’S COMMUNIQUE

10.0 BOARD MEMBER COMMENTS

11.0 CLOSED SESSION

11.1 Conference with Labor Negotiator

- Agency:
 - Ingrid Munsterman, Assistant Superintendent, Human Resources Division
- Employee Organizations:
 - Association of Colton Educators (ACE)
 - California School Employees’ Assoc. (CSEA)
 - Management Association of Colton (MAC)

12.0 ADJOURNMENT

BOARD AGENDA

**SPECIAL MEETING
August 25, 2011**

ACTION ITEM

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: Approval of Purchase Orders

GOAL: Student Performance / Personnel Development

STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: Purchase orders in excess of \$10,000 are presented to the Board of Education for approval.

BUDGET IMPLICATIONS: General Fund 01 Expenditures: \$ 765,228.00
Total Expenditures: \$ 765,228.00

RECOMMENDATION: That the Board approve Purchase Orders in excess of \$10,000 for a total of \$765,228.00.

ACTION: On motion of Board Member _____ and _____, the Board approved purchase orders as recommended.

<u>P.O.</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>RESOURCE</u>	<u>RESOURCE DESCRIPTION</u>	<u>AMOUNT</u>
020879	*ASCIP	Other Insurance Grp/Risk/Benefits	0000/7230	Revenue Limit Unrestricted/ Transp. Home to School	\$765,228.00
*The contract with Alliance of Schools for Cooperative Insurance Programs (ASCIP), for the renewal of Property/Liability JPA Insurance for the 2011-12 school year, was approved by the Board on June 16, 2011.					
TOTAL					\$765,228.00

Agenda Item Cover Sheet
June 16th Board Meeting

BOARD AGENDA

REGULAR MEETING
June 16, 2011

CONSENT ITEM

TO: **Board of Education**

PRESENTED BY: Jamie R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: **Approval for Alliance of Schools for Cooperative Insurance Programs (ASCIP) Property/Liability JPA Insurance Renewal (2011-12)**

GOAL: Budget Planning

STRATEGIC PLAN: Strategy #1 – Communication
Strategy #3 – Decision Making
Strategy #4 – Facilities

BACKGROUND: **The District is a member of the Joint Powers Authority (JPA) Alliance of Schools for Cooperative Insurance Programs (ASCIP) for our property and liability (P & L) coverage, including claims administration services.**

The renewal cost for 2011-12 is \$765,228 and includes the following coverage:

- \$25,000 liability/\$5,000 property deductibles
- Auto liability (\$1,500 auto physical damage deductible)
- Crime (employee dishonesty)
- \$50 million of builder’s risk coverage
- Claims administration fees
- WeTIP membership and SELF excess liability premium

As part of our 2011-12 renewal, ASCIP has included a \$35,000 grant set aside. If the grant set aside is fully utilized the net effective cost to the District will be \$730,228.

ASCIP has offered a two payment option that will help with cash flow. In addition, ASCIP offers superior loss control services. The District continues to be rated with a low experience modification factor for general liability and auto liability in each category through good loss control and prevention efforts.

BUDGET IMPLICATIONS: General Fund Expenditure: \$765,228

RECOMMENDATION: That the Board approve the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Property/Liability JPA Insurance Renewal for 2011-12.

***ACTION:** **On motion of Board Member Taylor and Board Member Armenta, and carried on a 6-0-1 vote (Board Member Tabera absent), the Board approved the Alliance of Schools for Cooperative Insurance Programs (ASCIP) Property/Liability JPA Insurance Renewal for 2011-12, as presented.**

BOARD AGENDA

SPECIAL MEETING
August 25, 2011

ADMINISTRATIVE REPORT
First Reading

TO: Board of Education

PRESENTED BY: Jaime R. Ayala, Assistant Superintendent, Business Services Division

SUBJECT: **Proposed Replacement by Substitution of Board Policy and Administrative Regulations:**
AR 3511 Energy and Water Conservation

GOAL: Student Safety, Community Relations and Parent Involvement

STRATEGIC PLAN: Strategy #1 – Communication

BACKGROUND: The Administration is updating Board Policies and Administrative Regulations under the guidelines of the California School Boards' Association.

The proposed Administrative Regulation 3511, *Energy and Water Conservation* is presented to the Board as a First Reading. It will be presented for approval at the September 1, 2011 Board Meeting.

BUDGET IMPLICATIONS: No impact to the General Fund.

AR-8.1

ENERGY AND WATER CONSERVATION

BP 3511

The Governing Board is committed to energy conservation and the development of short and long-term strategies that maximize energy conservation. The board believes that it is the responsibility of the district to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

The Superintendent or designee shall establish an energy conservation policy to govern this program. The implementation of the policy shall be the joint responsibility of the board, administration, faculty, staff, students, and support personnel with guidance from our contracted independent energy consultant. Success can only be attached with cooperation amid all groups.

To ensure the overall success of the behavior based energy conservation program, the following areas will be emphasized:

1. Efforts by all personnel to make a positive contribution toward maximizing energy conservation and producing real energy savings.
2. Providing regular reports on the goals and progress of the energy conservation program.

Legal Reference:

EDUCATION CODE

41422 School term or session length, failure to comply due to disaster

46392 Emergency conditions; ADA estimate

PUBLIC RESOURCES CODE

25410-25421 Energy Conservation Assistance

Management Resources:

CDE MANAGEMENT ADVISORIES

0118.01 California's Energy Challenge

0706.90 Water Conservation Advisory, 90-09

0222.90 Average Daily Attendance Credit During Periods of Emergency 90-01

(12/90) 3/01

**9/1/05
Proposed 09/01/2011**

ADMINISTRATIVE REGULATION

AR 3511

ENERGY AND WATER CONSERVATION

The Superintendent or designee shall develop a resource management program which includes strategies for implementing effective and sustainable resource practices, exploring renewable and clean energy technologies, reducing energy and water consumption, minimizing utility costs, reducing the amount of waste of consumable materials, encouraging recycling and green procurement practices, and promoting conservation principles.

The Superintendent designates the following position as coordinator of the District's energy tracking, reporting, and conservation efforts:

Energy Education Manager

The District's energy conservation program shall include, but is not limited to:

1. Performance of routine audits of all facilities.
2. Regular updates to site administration regarding energy conservation performance results.
3. Development and implementation of preventive maintenance and a monitoring plan for all district facilities.
4. Educational programs for students and staff regarding energy conservation expectations.
5. Solicit input from staff, students, and parents/guardians related to District energy and water use.
6. Develop strategies designed to ensure cooperation from students and staff in all conservation efforts.
7. Periodic updates to the Board of Education on the effectiveness of the energy conservation program.

(12/90) 3/01

To Be Replaced by Substitution

ENERGY AND WATER CONSERVATION

BP 3511

The Governing Board is committed to reducing the District's demand for electricity and water in order to help conserve natural resources and to save money to support other District needs. To that end, the Board shall establish goals to help reduce the District's energy and water consumption.

The Superintendent or designee shall establish an energy efficiency program which shall include specific strategies designed to help the District use energy more efficiently and to help ensure that funds intended for student learning are not diverted to cover energy costs.

As part of the energy efficiency program, the Superintendent or designee shall develop an emergency action plan to address actions to be taken in the event of power outages in schools, both during and after school operations. The action plan shall also address the role of staff, students and parents/guardians in helping to conserve resources and other activities to help the District meet energy reduction goals.

The Superintendent or designee shall analyze the effect of a utility rate increase on the District's budget. He/she shall develop and implement any necessary contingency plans.

The Superintendent or designee shall regularly inspect District facilities and operations and make recommendations for maintenance and capital expenditures which may help the District reach its energy and water conservation goals.

The Superintendent or designee shall make every effort to identify funding opportunities and cost-reducing incentive programs to help the District achieve its conservation goals.

The Superintendent or designee shall periodically report to the Board on the District's progress in meeting energy and water use reduction goals.

Legal Reference:

EDUCATION CODE

41422 School term or session length, failure to comply due to disaster

46392 Emergency conditions; ADA estimate

PUBLIC RESOURCES CODE

25410-25421 Energy Conservation Assistance

Management Resources:

CDE MANAGEMENT ADVISORIES

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(12/90) 3/01

Adopted 9/1/05

To Be Replaced by Substitution

ADMINISTRATIVE REGULATION

ENERGY AND WATER CONSERVATION

The District's energy emergency action plan shall, at a minimum, address the following:

1. Procedures for student and staff safety during power outages
2. Methods to ensure administrative control of operations during power outages
3. Procedures to protect equipment that may be damaged by power outages, such as computers and pumps
4. Procedures to establish a clear, effective communications system with staff, students and parents/guardians
5. Guidelines for coordination with local fire, police and utility providers

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The Superintendent or designee designates the following position as coordinator of the District's energy tracking, reporting, and conservation efforts:

_____ (position title)

District and school-site plans to conserve resources shall address energy and water use at each site, including plans for:

1. Reducing energy use during high-peak hours
2. Shutting down lights and equipment when facilities are not in use
3. Updating each site's preventative maintenance schedule for emergency lighting, generators, exit lighting, and other safety related equipment

The following operations shall also be reviewed in order to ensure that they further the District's energy and water conservation goals:

1. Educational programs
2. Classroom and building management and maintenance
3. Food services and equipment maintenance
4. Landscaping selection and irrigation
5. Transportation services and maintenance
6. New construction
7. Administrative operations
8. Use of facilities by outside groups

To Be Replaced by Substitution

ADMINISTRATIVE REGULATION - continued

AR 3511

ENERGY AND WATER CONSERVATION - continued

To enlist the support which is essential to achieving the District's energy and water conservation goals, the principal at each site shall:

1. Solicit input from staff, students, and parents/guardians related to District energy and water use
2. Develop strategies designed to ensure cooperation from students and staff in all conservation efforts
3. Recognize those who reduce energy and water use

(12/90) 3/01