

FONTANA UNIFIED SCHOOL DISTRICT
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BOARD OF EDUCATION MEETING AGENDA

DATE: June 28, 2010
TIME: 8:00 a.m.
PLACE: Citrus Elementary School Multi-Purpose Room
16041 Randall Avenue, Fontana, California 92335

NOTICE TO THE PUBLIC: Persons wishing to speak to the Board of Education regarding any item on the agenda or during the opportunity for public comment are requested to fill out a "Registration Card to Address the Board" available on the tables in the foyer and adhere to the instructions therein.

Individuals who require disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days before the meeting date. *(Board Bylaw 9320)*

I CALL TO ORDER

II PLEDGE OF ALLEGIANCE

III ADOPT AGENDA

Motion made by ____ seconded by ____ vote ____

IV OPPORTUNITY FOR PUBLIC COMMENT

At this time, members of the public may address the Board and Council members on items not on the agenda. When called for comment, please state your name at the podium and limit your remarks to five (5) minutes.

Speakers are cautioned that under California law no person is immune from liability for making intentionally false or defamatory comments regarding any person simply because those comments are made at a public meeting.

V DISCUSSION/ACTION SESSION

1. Approve Contracts (Ref. A - B)

DISCUSSION
and/or
ACTION

The Superintendent recommends that the Board of Education approve contracts as submitted in References A through B of the agenda, and authorize the Director of Purchasing to sign the necessary documents.

Motion made by _____ seconded by _____ vote _____

1.1 Utilizing the Western States Contracting Alliance (WSCA) Contract No. 7-06-70-01 and Agreement No. 1523 with Surviving MPA #10-00115 with State Compensation Insurance Fund WSCA Amendment No. 1 120705, a month-to-month contract for wireless communication services with AT&T Mobility, LLC aka Cingular Wireless in the amount of \$126,465.36, in which 85% will be paid by the Federal Communications Commission's E-Rate program (pending E-Rate approval). (Ref. A)

1.2 Wide Area Network Services with Sunesys, LLC in the amount of \$493,050.00, in which 7.5% will be paid by California Technology State Funds and 85% will be paid by the Federal Communications Commission's E-Rate program (pending E-Rate approval). (Ref. B)

2. Approve Personnel Recommendations (Ref. C)

DISCUSSION
and/or
ACTION

The Superintendent recommends that the Board of Education approve classified personnel recommendations as submitted in Reference C of the agenda.

Motion made by _____ seconded by _____ vote _____

VI WORK SESSION

3. Strategic Planning Retreat (Ref. D)

VII ADJOURNMENT _____ p.m.

Motion made by _____ seconded by _____ vote _____

FONTANA UNIFIED SCHOOL DISTRICT
Fontana, California

Business Services

ITEM TITLE: Approve Contract

BOARD OF EDUCATION MEETING: 06/28/10
Discussion/Action Session

BACKGROUND:

The District is currently utilizing wireless communication services. Purchasing a month-to-month contract with AT&T Mobility LLC aka Cingular Wireless would maintain the District's wireless communication services while reducing the cost for this service.

FISCAL IMPLICATION:

Estimated Costs: \$126,465.36 (The amount may vary depending on the number of students receiving free or reduced meals at the school sites.)

Budget: 15% - General/Utility Funds

85% - Federal E-Rate Funds (pending E-Rate approval)

RECOMMENDATION:

The Superintendent recommends that the Board of Education, utilizing the Western States Contracting Alliance (WSCA) Contract No. 7-06-70-01 and Agreement No. 1523 with Surviving MPA #10-00115 with State Compensation Insurance Fund WSCA Amendment No. 1 120705, approve a month-to-month contract for wireless communication services with AT&T Mobility, LLC aka Cingular Wireless in the amount of \$126,465.36, in which 85% will be paid by the Federal Communications Commission's E-Rate program (pending E-Rate approval), and authorize the Director of Purchasing to sign the necessary documents.

RBassett:rc

FONTANA UNIFIED SCHOOL DISTRICT
Fontana, California

Business Services

ITEM TITLE: Approve Contract

BOARD OF EDUCATION MEETING: 06/28/10
Discussion/Action Session

BACKGROUND:

On October 19, 2005, the Board of Education approved a contract for Wide Area Network (WAN) services with Sunesys, LLC, with the contract's end date being June 30, 2010. Renewing this contract would maintain the District's Wide Area Network capabilities while reducing the individual site cost.

FISCAL IMPLICATION:

Estimated Costs: \$493,050.00 (The amount may vary depending on the number of students receiving free or reduced meals at the school sites.)

Budget: 7.5% - General/Utility Funds
 7.5% - California Technology State Funds
 85% - Federal E-Rate Funds (pending E-Rate approval)

RECOMMENDATION:

The Superintendent recommends that the Board of Education approve a contract for Wide Area Network Services with Sunesys, LLC in the amount of \$493,050.00, in which 7.5% will be paid by California Technology State Funds and 85% will be paid by the Federal Communications Commission's E-Rate program (pending E-Rate approval), and authorize the Director of Purchasing to sign the necessary documents.

RBassett:rc

FONTANA UNIFIED SCHOOL DISTRICT
Fontana, California

Human Resources

ITEM TITLE: Classified Personnel
Recommendations

BOARD OF EDUCATION MEETING: 06/28/10
Discussion/Action Session

BACKGROUND:

Goal number three of the Fontana Unified School District, Quality Staff Providing Quality Services, is supported by Board of Education approval of personnel recommendations at regular meetings of the board. These recommendations contain actions such as hiring, promotions, changes in assignments, retirements, resignations and terminations involving certificated, classified, and other categories such as noon duty aides, substitute employees, and others, and are consistent with board policy and law.

FISCAL IMPLICATION:

Varies according to actions contained in each agenda.

RECOMMENDATION:

The Superintendent recommends that the Board of Education approve and/or ratify the following Classified Personnel Recommendations.

POSITION CREATION/JOB DESCRIPTION APPROVAL

| <u>Position/ Assignment</u> | <u>Range/Step Hours/Work Year</u> | <u>Funding</u> | <u>Effective Date</u> |
|--|---------------------------------------|--------------------------|-----------------------|
| <i>Create 3 Positions:</i> | | | |
| Coordinator, Facilities Planning and Design Business Services/Facilities/ Maintenance & Operations (Approve Job Description - See Attachment #1) | Mgt. 43-1 8 hours/225 days | General- Unrestricted | 07/01/10 |

YM/sv

FONTANA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Coordinator, Facilities Planning and Design

CATEGORY: Operational

REPORTS TO (BY TITLE): Assistant Director, Operations and Construction

SALARY: Management Range 43

DESCRIPTION:

Under the direction of the Superintendent or Superintendent's Designee plans and coordinates the planning and design of construction and modernization projects with architects, District personnel and community; coordinates the District's State facilities funding with consultants, the State Office of Public School Construction (OPSC) and State Allocation Board (SAB); coordinates plan review through the Department of State Architect (DSA) with project architects; develops and updates the District's facility master plan; administrates school impact mitigation and community facility district (CFD) formation; coordinates and monitors developer fees and other fee collection and administration; reviews and recommends school site acquisitions; coordinates preparation of enrollment projections with consultants and District personnel; develops space utilization plans and maintains District boundaries.

PERFORMANCE RESPONSIBILITIES (ESSENTIAL FUNCTIONS):

- Assists in the selection of project architects, engineers, etc.
- Works with project architects to design facilities that support and enhance the District's educational programs.
- Keeps abreast of the trends in school facilities design and communicates these trends to District staff and project architects.
- Develops, with assistance from department staff, construction and modernization project budgets.
- Supervises and evaluates all employees in the Department of Facilities Planning and Design.
- Maintains data and prepares informational reports for long and short-range planning, including housing demographics, enrollment projections and school housing needs.
- Coordinates and interprets information related to district enrollment trends, development activity, and facility needs to formulate recommendations for new school construction.
- Prepares and/or supervises the preparation of applications required by law to obtain State funding under the State School Facility Program.
- Develops the District Facilities Master Plan to include capital facilities master plan, inventory and status of all current facilities, development trends, demographics and enrollment trends and recommendations for number and location of school sites.

- Coordinates the identification and selection of school sites and assists in the acquisition of real property.
- Represents the District before various state, county, city and public agencies.
- Participates in the development of boundary changes when necessary.
- Coordinates the update of geographic information system (GIS) for enrollment projections, boundary planning, boundary optimization, and other models as directed; coordinate GIS updates for new students, new and revised streets, and boundaries with other district departments.
- Directs development and administration of Community Facilities Districts.
- Serves as District liaison with City/County Planning Departments.
- Conduct research, prepare and present oral and/or written reports and represent District.
- Carries out other duties as maybe assigned by the Superintendent or Superintendent's designee.

QUALIFICATIONS:

Education/Experience:

- Bachelors Degree in Architecture, Business Administration or related field.
- Training through workshops, seminars or courses in school facilities planning.
- Minimum of three (3) years experience in facilities planning.
- Recognized Educational Facility Professional (REFP) certification. (Desirable)
- Proficient in use of Microsoft Excel, Word and enrollment projection software.

License Required:

- Possession of a valid and appropriate California Driver's License. Insurability by District Liability Insurance Carrier may be required.

Knowledge of:

- Principles, methods, techniques and strategies pertaining to comprehensive facilities planning, construction and modernization programs.
- Legal mandates, policies, regulations and operational procedures pertaining to facilities planning, land use, school site acquisition, construction, and modernization of facilities.
- Practices, procedures and trends of management, organization and supervision.
- State school building program application process.
- Demographics and research methods.
- Budget preparation and control.
- Applicable laws, codes, regulations, policies and procedures.
- Read, analyze and prepare statistical reports and data.
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy.
- Computer business applications

Ability to:

- Effectively organize and direct the functions of a comprehensive facilities planning program including land management and physical resources.
- Read, analyze and prepare statistical reports and data

- Prepare and present informational material and proposals and to publicly represent the district in a professional manner.
- Establish and maintain an effective data management, storage and retrieval system.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal accountability controls.
- Work independently with minimal direction.
- Work effectively with a large volume of work, peak loads, and deadlines.

Incorporated within one or more of the previously mentioned performance responsibilities, which are essential functions of this job description, are the following essential physical requirements:

- Ability to work at a desk and in meetings of various configurations.
- Ability to read printed matter and computer screens.
 - Ability to communicate so others will be able to clearly understand a normal conversation.
- Ability to understand speech at normal levels.

REGULAR WORK YEAR: 225 days

Approved: 06/28/10

FONTANA UNIFIED SCHOOL DISTRICT
STRATEGIC PLANNING RETREAT
Monday, June 28, 2010
(proposed agenda)

8:00 Continental Breakfast

8:30 Welcome, Purpose of the Retreat and Public Comment -- Gus Hawthorn, FUSD Board President

Introduction of the Facilitator and Recorder -- Cali Olsen-Binks, Superintendent

Role of the Facilitator, Recorder, Group and Public; Strategic Planning Elements; Agenda -- Marilyn Snider, Facilitator -- Snider and Associates

Introductions of the Group

Fontana Unified School District Mission Statement

SWOT Analysis:

- What Are the Strengths of the Fontana Unified School District?
- What Are the Fontana Unified School District's Current Internal Weaknesses?
- What Are the External Factors/Trends (e.g., economic, political, educational, environmental, technological, attitudinal) that Will/Might Have an Impact on the Fontana Unified School District in the Next Three Years:
 - o Positively (opportunities)?
 - o Negatively (threats)?

Identify Core Values (guiding principles for the Fontana Unified School District)

- Brainstorm Values
- By Consensus, Select 5-7 Core Values

Identify Three-Year Goals (what the District needs to accomplish)

- Brainstorm Goals
- By Consensus, Select 4-5 Goals

Identify Six-Month Strategic Objectives (how the goals will be addressed initially -- by when, who will be accountable, for what specific, measurable results) for Each of the Three-Year Goals

Next Steps/Follow-Up Process to Monitor Progress on the Goals and Objectives (including setting a date in six months to update the strategic plan)

Summary of the Retreat and Closing Remarks

4:00 Adjourn

There will be a mid-morning and a mid-afternoon break with a group lunch at 12:00.
Please limit use of cell phones and PDAs to the breaks please.

Please bring your calendar.