

**SYLVAN UNION SCHOOL DISTRICT
REGULAR MEETING OF
THE BOARD OF TRUSTEES
May 30, 2017**

MINUTES

Members Present: Mmes. Cynthia Lindsey, Jennifer Miyakawa, and Terriann Zeek.
Messrs. David Collins and George Rawe.

Members Absent: None

District Administration Present: Debra Hendricks, Velma Beck, Yvonne Perez, Laura Wharff,
Sharon Roddick, Didi Peterson, John Patten, Marti Reed, Cheryl
Phan, Laura Granger, Mitch Wood, and Dawn Allen.

Audience Present: Michele Calton, Nikki Codromac, Sean Smith, and Sara Bradley.

Call to Order: The meeting was called to order at 6:12 p.m.

Adjourn to Closed Session: The meeting adjourned to Closed Session for the following:

- a. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Number of Cases: One (1)
Case Name: Tillman
- b. **CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION**
Number of Cases: One (1)
- c. **CONFERENCE WITH LABOR NEGOTIATOR**
Title: Employee Organizations: CSEA and Management
- d. **PUBLIC EMPLOYEE EMPLOYMENT**
Title: Administrative Assignments

Reconvene to Open Session: The meeting reconvened to Open Session at 7:00 p.m.

Board President Announcement: Mrs. Zeek advised all attendees that in accordance with Board Policy, tonight's Board Meeting was being recorded. She also advised any persons wishing to address the Board on any agenda or non-agendized item must fill out a speaker card.

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Report Out of Closed Session:

Mrs. Zeek reported that direction was given to staff regarding all matters.

Adoption of Agenda:

The motion was made by Mr. Collins, seconded by Mrs. Miyakawa, adopting the Agenda.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

Pledge of Allegiance:

Mrs. Zeek led the audience in the Pledge of Allegiance.

Communications:

COMMUNICATIONS

Written Communication:

- a. Mrs. Hendricks shared the following information with the Board:
 - None at this time.

Public Hearing:

- b. **PUBLIC HEARING: Sylvan Union School District Proposed Local Control and Accountability Plan (LCAP).**

The hearing was opened by the Board President Zeek at 7:01 p.m.

No comments from the public were made.

The hearing was closed at 7:02 p.m.

- c. **PUBLIC HEARING: Sylvan Union School District Proposed 2017-18 Fiscal Year Budget.**

The hearing was opened by the Board President Zeek at 7:20 p.m.

No comments from the public were made.

The hearing was closed at 7:20 p.m.

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Public Participation: None

INFORMATION AND DISCUSSION

Supt's Update: **a. Superintendent's Update – Make Dreams Real Grant:**

Mrs. Hendricks introduced Dawn Allen, incoming Director of Student Services. Mrs. Hendricks shared the district recently received a \$10,000 grant from Make Dreams Real for the next three years. The grant supports sixth grade outdoor camp for students in need of assistance to pay for housing costs. In order for students to be awarded grant assistance, they must contribute service learning hours.

LCAP Update: **b. LCAP Update:**

Mrs. Reed gave an overview of the dynamics and components of the CA School dashboard. She focused on local and state indicators, academic indicator status, academic indicator change, academic indicator performance, and academic indicators for ELA and Mathematics. Mrs. Hendricks explained how the LCAP and District's Three Year Plan tie together.

Facilities Master Plan Draft: **c. Facilities Master Plan Draft:**

Mrs. Perez provided a draft Facilities Master Plan. Mrs. Perez shared the last time the plan was greatly modified was in 2003. Mrs. Perez shared the importance of having a plan in place to build more schools when the time arises and the desire to involve the community in our plan. More information on the Facilities Master Plan will be presented at the June 20, 2017, Board meeting and preliminary approval is scheduled to take place at a future Board meeting in August.

Facilities Update: Board Questions: **d. Facilities Update: Board Questions**

Mrs. Perez asked the Board if they had any questions. No questions were asked.

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Action Items:

ACTION ITEMS

Approve the 2017-18 Annual Membership dues with the California School Boards Association:

- a. The motion was made by Mr. Collins, seconded by Mrs. Lindsey, approving the 2017-18 fiscal year Annual Membership Dues with California School Boards Association (CSBA) for the period of July 1, 2017 through June 30, 2018.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

Approve Budget Assumptions for the 2017-18 Fiscal Year:

- b. The motion was made by Mrs. Miyakawa, seconded by Mr. Collins, approving the Budget Assumptions for the 2017-18 Fiscal Year.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

Approval of Declaration of Need for Fully Qualified Educators:

- c. The motion was made by Mrs. Lindsey, seconded by Mrs. Miyakawa, approving the Declaration of Need for Fully Qualified Educators for the 2017-2018 school year.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

Approval of revised Salary Schedule 2016-17 – Confidential Employees:

- d. The motion was made by Mr. Collins, seconded by Mr. Rawe, approving the 2016-17 Salary Schedule for Confidential employees.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

Approval of Memorandum of Understanding

- e. The motion was made by Mrs. Miyakawa, seconded by Mr. Collins, approving the Memorandum of Understanding (MOU) with California School Employees Association

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ACTION ITEMS Continued

*(MOU) with
California School
Employees
Association
(CSEA) Chapter
#73 for additional
work days:*

(CSEA) Chapter #73 for additional two work days for
Calendar #8 Classified employees.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

*Approval of
revised Salary
Schedule 2016-17
– Management
(Certificated,
Classified, and
Confidential):*

- f. The motion was made by Mr. Collins, seconded by Mr. Rawe, approving the 2016-17 revised Salary Schedule for Management (Certificated, Classified, and Confidential).

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

*Approve Out of
State Training
Request for
Transportation
Department:*

- g. The motion was made by Mrs. Miyakawa, seconded by Mrs. Lindsey, approving the out of state training request to for Ron Bowers, Transportation Department Mechanic, to attend the Thomas Built Institute 2017 on July 11-13, 2017, in Reno, Nevada.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

*Approval of
Change Order No.
3 with Boyer
Construction for
the Sylvan
Reconstruction
Project:*

- h. The motion was made by Mr. Collins, seconded by Mr. Rawe, approving Change Order No. 3 with Boyer Construction for the Sylvan Reconstruction Project.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

*Approve
Playground
Equipment*

- i. The motion was made by Mrs. Miyakawa, seconded by Mrs. Lindsey, approving the purchase of playground equipment and replacement of the fall surface material for the Child Care

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ACTION ITEMS Continued

***Replacement for
Child Care
Playground:***

Program area through a National Joint Powers Alliance (NJPA) contract with Miracle Playsystems, Inc.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

***Approve Bid for
Asphalt Repairs:***

- j.** The motion was made by Mr. Rawe, seconded by Mrs. Lindsey, approving the contract with Womack Striping, Inc. and United Paving for asphalt work at the Child Care Facility, Stockard Coffee Elementary, Ustach Middle School, and Savage Middle School.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

***Approve Bid for
Paint Projects at
Multiple Sites:***

- k.** The motion was made by Mr. Rawe, seconded by Mrs. Miyakawa, approving the contracts for paint services with DC Vient at multiple sites and removing exterior and interior painting through Overhaul Construction from paint bid.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

***Approve Bid for
Portable
Refurbishing
Projects at C.F.
Brown Elementary
School:***

- l.** The motion was made by Mr. Collins, seconded by Mr. Rawe, approving the contract with Overhaul Construction to refurbish portables at C.F. Brown Elementary School.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

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ACTION ITEMS Continued

- Approve Bid to Re-roof Portables at C.F. Brown Elementary and Ustach Middle School:*** **m.** The motion was made by Mrs. Miyakawa, seconded by Mr. Collins, approving the contract with Pacific Valley Roofing to replace roofs on portable buildings at C.F. Brown Elementary and Ustach Middle School.
- AYES:** Collins, Lindsey, Miyakawa, Rawe, Zeek
NOES: None
ABSENT: None
ABSTENTIONS: None
- Approve Bid for Floor Replacement Projects at the Child Care Facility and Ustach Middle School:*** **n.** The motion was made by Mr. Rawe, seconded by Mr. Collins, approving the contract with Carpetland for the purchase and installation of carpet and tile work at the Child Care Facility and Ustach Middle School.
- AYES:** Collins, Lindsey, Miyakawa, Rawe, Zeek
NOES: None
ABSENT: None
ABSTENTIONS: None
- Approve Architect Services Proposal for Shade Structure at the Child Care Facility:*** **o.** The motion was made by Mrs. Lindsey, seconded by Mr. Collins, approving the proposal from SKW & Associates for architect services in the amount of \$8,800 for site design for the installation of a shade structure at the Child Care Facility at Somerset Middle School.
- AYES:** Collins, Lindsey, Miyakawa, Rawe, Zeek
NOES: None
ABSENT: None
ABSTENTIONS: None
- Approve Facility Staffing Agreement: Maxim Staffing Solutions:*** **p.** The motion was made by Mrs. Lindsey, seconded by Mr. Collins, approving the agreement with Maxim Staffing Solutions for Special Education's Extended School Year (ESY) for 2017.
- AYES:** Collins, Lindsey, Miyakawa, Rawe, Zeek
NOES: None
ABSENT: None
ABSTENTIONS: None

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ACTION ITEMS Continued

Policy Update Adoption:

- q. The motion was made by Mr. Collins, seconded by Mrs. Miyakawa, adopting the final section of 2016 Board Policy Updates and changes to AR 6143 Courses of Study, striking out item number 12 and 13.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

Expenditure of Construction Funds:

- r. The motion was made by Mrs. Lindsey, seconded by Mr. Rawe, approving the Expenditure of Construction Funds.

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

Consent Agenda:

CONSENT AGENDA: The motion was made by Mrs. Miyakawa, seconded by Mrs. Lindsey, approving the Consent Agenda.

- a. The Minutes from the May 9, 2017, Regular Board Meeting and the May 23, 2017, Governance Team Retreat;
- b. The Ratification of the following Personnel Actions:

Certificated Management:

Interim assignment for: Certificated Management interim = 1 Principal

Certificated Management resignations = 1 Program Specialist

Certificated:

Certificated employment = 1

Certificated resignation = 1

The change in assignment of: Certificated change in assignment = 4 Teachers (1-Instructional Coach, 1-Induction Specialist and 2-ELD Literacy Specialist)

Certificated Leave of Absence = 1 Teacher

Certificated ESY assignments = 16 Special Education Teachers

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CONSENT AGENDA Continued

Classified:

Classified resignation = 1 Instructional Paraprofessional Learning Assistant

Classified termination = 1 Noon Duty Supervisor

Classified ESY assignment = 37 Instructional Paraprofessional Learning Assistants, 29 Behavior Specialist Aides

- c. The ratification of checks as listed;
- d. The approval of the Special Education contract with Reyn Franca (Non-Public School);
- e. The approval of renewal services with Blackboard Connect;
- f. The approval of Yearbook and Photographer agreements for Freedom Elementary, Mary Ann Sanders Elementary, Woodrow Elementary, Dan Savage Middle School, and Somerset Middle School;
- g. The approval of the listed donation:
 - The donation of \$10.00 from YourCause Corporate Employee Giving Programs to Freedom Elementary School for school recognition and supplies.
 - The donation of \$300.00 from Leslie M. Kazas to Woodrow Elementary School for Mrs. Stone's first grade class and Mrs. Hidahl's fifth grade class.

TOTAL VALUE: \$310.00

AYES: Collins, Lindsey, Miyakawa, Rawe, Zeek

NOES: None

ABSENT: None

ABSTENTIONS: None

Superintendent's Report:

SUPERINTENDENT'S REPORT: Mrs. Hendricks shared the following information with the Board of Trustees:

- The Sylvan District Spring Newsletter was posted on the SUSD website, posted through Peachjar, Facebook, and

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SUPERINTENDENT'S REPORT Continued

Twitter. A copy was placed at each Board members desk.

- Cabinet will be having their Retreat on Wednesday, June 14th
- The Sylvan Educational Foundation Annual Fireworks Booth will operate from June 30th through July 4th at the District Office. Operating hours are:

- Friday June 30th : Noon to 8:30 pm
- Saturday July 1st: 9:30 am to 8:30 pm
- Sunday July 2nd: 9:30 am to 8:30 pm
- Monday July 3rd: 9:30 am to 8:30 pm
- Tuesday July 4th: 9:00 am to 5:30 pm

Board Reports:

BOARD REPORTS

Mr. Rawe shared that he attended the Somerset Middle School promotion ceremony. He enjoyed the program and likes the way our district celebrates and carries on our promotion ceremonies. Mr. Rawe was taken away by the student's heartfelt speeches.

Mrs. Lindsey enjoyed her Classified job shadowing experience at Savage Middle School during Classified School Employees' Week. Nicole and Terri shared morning duties in the attendance office. Mrs. Lindsey was able to visit the librarian and got a quick overview of how the school library functions from books to computers and chromebooks. This year, Mrs. Lindsey attended to the wonderful Ustach promotion ceremony with Mrs. Perez.

Mr. Collins concurred with Mrs. Lindsey and Mrs. Miyakawa. Mr. Collins actually drove a school bus and mentioned that he hasn't been in a school bus since he attended Elementary School. Mr. Collins attended Somerset's promotion ceremony where his son was being promoted from eighth grade this year. Mr. Collins thanked everyone for their contribution in his son's social, emotional, and academic success along the way.

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BOARD REPORTS Continued

Mrs. Miyakawa shared how much she personally enjoyed Classified Job Shadowing this year. She had the opportunity to shadow two different groups. She enjoyed the Special Education Class Adaptive PE at Sherwood Elementary School and commended staff on their commitment to the students. Mrs. Miyakawa also shadowed the Maintenance & Operations crew. She was able to successfully operate a lawn mower and weed wacker, which is not as easy as it looks. Mrs. Miyakawa really enjoyed attending the Somerset promotion ceremony this year.

Mrs. Zeek shared that Savage's promotion ceremony was a great evening in every aspect. Mrs. Zeek congratulated the eighth grade students and wished them well as they continue on to high school. Mrs. Zeek had the pleasure to shadow Dawn Morino at Ustach Middle School during Classified Appreciation week. She shared that Mrs. Morino does such a wonderful job of interacting with students and knows them all by name. Mrs. Zeek expressed how each of us have such an impact of changing the direction of a child's day by how we greet and speak to them. She had a wonderful time learning about the importance of our attendance clerks and their role in the school office.

Mrs. Zeek thanked everyone for attending the meeting.

Future Agenda Items:

FUTURE AGENDA ITEMS:

- Next Regular Board Meeting: June 20, 2017, at 7:00 P.M.

Final Adjournment:

The meeting was adjourned by Board President Mrs. Zeek at 9:11 p.m.

WITNESS:

Mrs. Lindsey, Vice President of the Board

Date