

**MARTINEZ UNIFIED SCHOOL DISTRICT
MINUTES
OF THE REGULAR MEETING OF THE
BOARD OF EDUCATION**

Martinez Unified School District – Board Room
921 Susana Street
Martinez, California 94553
May 22, 2017

Members Present:

Bobbi Horack
Kathi McLaughlin
John L. Fuller
Deidre Siguenza
Jonathan Wright

Student Representative:

Juliet Stephenson

Administrative Staff Present:

CJ Cammack, Superintendent
Diane Deshler, Chief Business Official
Max Eissler, Chief Technology Officer
Audrey Lee, Director of Curriculum &
Educational Technology
Janelle Eyet, Director of Student Services

CALL TO ORDER

The meeting was called to order at 5:30 p.m. by President Horack.

PUBLIC COMMENTS – before Closed Session

There were no public comments prior to Closed Session.

ADJOURN TO CLOSED SESSION

1. **Pursuant to Government Code 54956.95 - Liability Claims**
Claimant: Griswold

Agency Claimed Against: Martinez Unified School District
2. **Pursuant to Government Code Section 54957 – Public Employee Performance Evaluation – Superintendent**

RECONVENE FOR THE REGULAR MEETING OF THE BOARD OF EDUCATION

President Horack reconvened the meeting at 6:32 p.m.

REPORT OUT: CLOSED SESSION

President Horack stated that no reportable action was taken.

PLEDGE OF ALLEGIANCE

Jon Novero led the Pledge of Allegiance.

APPROVAL OF AGENDA

There were no changes to the agenda.

PRESENTATION

1. Martinez Music Forum Check presentation

Superintendent Cammack introduced Virginia George who presented checks/donations for the music programs in Martinez Schools. The donations are possible thanks to their concert in December and donations throughout the year:

\$500 each to all four elementary schools

\$2,000 to the music director at MJHS and AHS

Ms. George asked if the schools could let them know how they ended up using the money. They like to know and they would like to be able to tell the attendees at the December concert how the funds were used as well.

President Horack thanked them for generous contributions to our schools.

APPROVAL OF MINUTES

On motion of Member McLaughlin, seconded by Member Fuller, the Board approved the minutes from the Regular Meeting of May 8, 2017 (4-0 vote). The following vote was cast and motion carried:

Ayes: Fuller, Horack, McLaughlin, Siguenza

Noes: None

Abstain: Wright

Absent: None

Student Representative Vote: Aye

On motion of Member Wright, seconded by Member Siguenza, the Board approved the minutes from the Special Meeting of May 15, 2017 (5-0 vote). The following vote was cast and motion carried:

Ayes: Fuller, Horack, McLaughlin, Siguenza, Wright

Noes: None

Abstain: None

Absent: None

Student Representative Vote: Aye

COMMENTS FROM STUDENT REPRESENTATIVE

Juliet Stephenson shared activities taking place in the District.

EMPLOYEE ORGANIZATION REPORTS

There were no reports this evening.

COMMENTS FROM PTA

There were no comments from PTA this evening

STAFF/BOARD COMMENTS/REPORTS

1. Measure K (Parcel Tax) Citizens' Oversight Committee

Chief Business Official Diane Deshler presented a summary of the committee's March 16th meeting:

- They reviewed:
 - Notices of completion
 - Bid awards
 - Contracts
- They were given an update on:
 - Measure K projects
 - Phase III projects from Measure K
 - Working budget/priorities from special meetings
 - Bond sales

The committee is working on presenting an annual report.

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

Superintendent Cammack acknowledged the awesome employees who are retiring and thanked them for their service.

On motion of Member McLaughlin, seconded by Member Fuller (Student Advisory Vote excluding those items subject to closed session discussion – Aye) the Board approved the Consent Calendar as presented (5-0 vote). Carried Unanimously.

1. Personnel Items

Resignations

Maria Argenal, Noon Duty Supervisor, 2 hours per day, Martinez Junior High, effective May 8, 2017

Retirements

Barbara Chaney, Office Manager, 8 hours per day, Martinez Junior High School, effective August 29, 2017
Mary Joan Francis, Para Educator C, 5.5 hours per day, Alhambra High School, effective June 10, 2017
Charlotte Ginn, Office Manager, 8 hours per day, John Muir Elementary, effective August 13, 2017
Sue Hanson, Student Body Account Clerk, 5 hours per day, Martinez Junior High School, effective August 19, 2017
Pam Totten-Webb, Para Educator Health Attendant, 6.5 hours per day, Las Juntas Elementary, effective May 17, 2017
Bruce Leslie, Bond Projects Coordinator, 8 hours per day, District Office, effective October 31, 2017
Lauren Nourse, Science Teacher, 1.0 FTE, Martinez Junior High, effective June 10, 2017

Employment of Certificated Personnel for the 2017-2018 School Year

Shari Krell, Speech and Language Pathologist, .60 FTE, District Office
Roselie Boldt, Special Education Teacher, 1.0 FTE, Martinez Junior High
Keri Noyce, Counselor, .20 FTE, Vicente Martinez High

Adjustment of Certificated Personnel for the 2017-2018 School Year

Clark Smith, Science Teacher, .60 FTE (.40 leave of absence), to Science Teacher, .80 FTE (.20 Leave of Absence), Alhambra High School, effective July 1, 2017

Employment of Certificated Substitute Personnel

Natalie Smith, effective April 24, 2017

Voluntary Transfers of Classified Personnel

Robert Stanghellini, Head Custodian, 8 hours per day, Alhambra High School transferred to Head Custodian, 8 hours per day, Las Juntas Elementary, effective May 10, 2017

2. Student Teaching Agreement between San Francisco State University and the Martinez Unified School District
3. Approval of Extended Overnight Field Trip
4. Individual Service Agreements
5. Agreement for Transportation of Special Education Students with Contra Costa County Office of Education
6. Declaration of Surplus Equipment – MJHS, MPE, and JME
7. Ratification of Contracts
 - Raoul Flaviano
 - Chara Rodrigues
 - Child's Play Occupational Therapy Services PC
8. Warrant Registers

ITEMS FOR BOARD CONSIDERATION OR ACTION

1. Contract for Modernization of Buildings D and H at Alhambra High School

Chief Business Official Diane Deshler shared that DSA approved Bldg. D and H and she thanked Jon Novero, Bruce Leslie and HY Architects. A pre-bid meeting for the project was held on April 13, 2017 with 11 general contractors attending. Three bids were received on May 4, 2017. Staff is requesting the approval of the contract with Simile Construction Services in the amount of \$1,494,000. This would allow the work to begin right after school ends in June. Jon Novero confirmed Simile Construction has school construction experience and have worked for us in the past. Our requirements for subcontractors are spelled out in the bid process.

The Board agreed to take action.

On motion of Member McLaughlin, seconded by Member Fuller, the Board approved the contract with Simile Construction Services in the amount of \$1,494,000 as presented (5-0 vote). Carried Unanimously.

Student Representative Vote: Aye

2. Presentation of Martinez Education Association Initial Proposals for Negotiations for 2018-19

Superintendent Cammack reminded the Board that the District and MEA reached a 3 year contract settlement, but part of that commitment was to come back in the fall of 2017 to prepare for the 2018-19 school year. MEA's initial proposals were presented for this evening. Martinez Unified will sunshine their articles at a later date.

Public Comments:

Brenda Navarro- MEA President:

She hopes the negotiations go smoothly while focusing on the work teachers do daily.

3. Review of Board Policy 5116

Director of Student Services Janelle Eyt explained the reason for the proposed change in BP 5116. Current BP 5116 includes a specific date on which the intradistrict transfer lottery must be held. Given the 2017-18 calendar, the first Board meeting in August is not scheduled until August 14th which will not allow sufficient time to process and notify all transfer applicants prior to the first day of school. The proposed revised BP will allow the lottery to be held prior to August 1st which will facilitate enrollment for the start of each school year.

This item will return for action at the June 12, 2017 meeting.

4. First Reading of BP and AR 5141.52 from March 2017 CSBA Updates

Director of Student Services Janelle Eyt explained how Assembly Bill 2246 mandates that the governing board of any LEA that serves students in grades 7-12 adopt a policy on pupil suicide prevention, intervention, and postvention. This policy must be in place by the beginning of the 2017-18 school year and will specifically address the needs of high-risk groups, including suicide awareness and prevention training for teachers and ensure that a school employee acts within the authorization and scope of the employee's credential or license. CDE recently issued its Model Youth Suicide Prevention Policy and the following BP and AR presented were developed based on those and CSBA recommendations to reduce youth suicide.

It was suggested by a board member that the training include all teachers – not just at the secondary level. Ms. Eyt will change the policy before bringing it back for action June 12, 2017.

5. Review of New Instructional Materials: Study Sync Grades 6-8

Director of Curriculum & Educational Technology Audrey Lee presented English course materials proposed for the 2017-18 school year, Study Sync. These materials were recently adopted for the high school level and the middle school would also like to adopt this program. It is currently being presented for approval for all 9th-11th grade students. This program was presented to the Curriculum Advisory Committee (CAC) on May 11 and was approved unanimously. If approved, the program will be implemented beginning in the fall of the 2017-18 school year for 6th-8th grade English students.

This item will return for action at the June 12, 2017 meeting.

6. Measure C (Parcel Tax) Bylaws for Citizens' Oversight Committee (COC)

Chief Business Official Diane Deshler explained that The Measure C (Parcel Tax) Citizens' Oversight Committee (COC) has been operating under the previous Measure B (Parcel Tax) bylaws. The COC met on April 18, 2017 to review a draft of new bylaws based on the original Measure B Bylaws and updated by district legal counsel. The COC supports adoption of the new Bylaws. This is an information item and staff will bring this back for action at the June 12, 2017 meeting. There are currently 5 members who can be appointed again if they wanted that option.

7. Approval of Contract for Network and Phone Upgrades at Martinez Adult Education

Chief Technology Officer Max Eissler explained On April 19, 2017 Martinez Unified posted notices inviting informal bids to upgrade the network and phone systems and to install structured cabling at Martinez Adult Education under the California Uniform Public Construction Cost Accounting Act (CUPCCAA). One qualified vendor submitted responses for both. Staff is recommending that the Board approve the award of these contracts in the amounts of \$115,928.61 and \$104,760 to Decotech, Inc.

The Board agreed to take action this evening.

On motion of Member Siguenza, seconded by Member Wright, the Board approved the contracts in the amounts of \$115,928.61 and \$104,760 with Decotech, Inc. as presented (5-0 vote). Carried Unanimously.

Student Representative Vote: Aye

8. Adoption of Resolution No. 2017-31 in the Matter of Classification of Fund Balances

Chief Business Official Diane Deshler presented this item at the last regular Board Meeting and it is now being brought forward for action/adoption.

On motion of Member Fuller, seconded by Member McLaughlin, the Board adopted Resolution No. 2017-31 in the Matter of Classification of Fund Balances as presented (5-0 vote). Carried Unanimously.

Student Representative Vote: Aye

9. Approval of Energy Audit Report and Recommended Efficiency Measures

Chief Business Official Diane Deshler brought this audit report for information at the May 8 meeting and it is now being brought forward for action.

On motion of Member Siguenza, seconded by Member McLaughlin, the Board approved and accepted the Energy Audit Report and Recommended Efficiency Measures as presented (5-0 vote). Carried Unanimously.

Student Representative Vote: Aye

10. Approval of 2017-18 Contract Amendment Agreement between MUSD and Sodexo America, LLC.

Chief Business Official Diane Deshler brought this agreement for information at the last meeting and is now being brought forward for action.

On motion of Member McLaughlin, seconded by Member Siguenza, the Board approved the 2017-18 Contract Amendment Agreement between MUSD and Sodexo America, LLC as presented (5-0 Vote). Carried Unanimously.

Student Representative Vote: Aye

11. Approval of Contract for Alhambra High School Tennis Courts Resurfacing Project

Chief Business Official Diane Deshler brought this contract with Sheldrake & Mumford, Inc. for \$31,368 at the May 8th meeting for information. It is funded from the Special Reserve Fund for Capital Outlay Projects (Fund 40).

On motion of Member Siguenza, seconded by Member Wright, the Board approved the contract for Alhambra High School Tennis Courts Resurfacing Project with Sheldrake & Mumford, Inc. as presented (5-0 vote). Carried Unanimously.

Student Representative Vote: Aye

12. Approval of Contract for Lower Campus Roof Restoration Project

Chief Business Official Diane Deshler brought information about the contract for the Lower Campus Roof Restoration Project with Premium Roofing and Waterproofing at the May 8th meeting. The contract is for \$139,500; \$122,000 is the base bid and \$17,500 is for alternate number one for the gutter replacement. This project is funded by Measure K Bond Building Fund. It will begin after summer school is complete in July.

On motion of Member Wright, seconded by Member McLaughlin, the Board approved the contract for Lower Campus Roof Restoration Project with Premium Roofing and Waterproofing as presented (5-0 vote). Carried Unanimously.

Student Representative Vote: Aye

13. Approval of Contract for Furnishings for Alhambra High School Building K and Classrooms J204 and J214

Chief Business Official Diane Deshler brought information about the contract for furnishings for AHS Building K and Classrooms J204 and J214 at the May 8 meeting with METEOR Education LLC (formerly Contrax) in the amount of \$188,207.26. It will be paid from Measure K funds.

On motion of Member Fuller, seconded by Member Siguenza, the Board approved the contract for Furnishings for Alhambra High School Building K and Classrooms J204 and J214 with METEOR Education LLC as presented (5-0 vote). Carried Unanimously.

Student Representative Vote: Aye

14. Approval of Units of Study for Reading

Director of Curriculum and Educational Technology Audrey Lee brought information about this item at the May 8th meeting. She thanked all the teachers and Superintendent Cammack for his support. She also thanked Sam Groess for putting together all the resources for teachers.

On motion of Member McLaughlin, seconded by Member Wright, the Board approved Units of Study for Reading as presented (5-0 vote). Carried Unanimously.

Student Representative Vote: Abstain

15. Approval of Job Description and Amended Salary Schedule: Coordinator of Human Resources

Superintendent Cammack spoke for Helen Rossi who was unable to be at the meeting. This job description was brought for information at the May 8 meeting. The salary schedule was amended since that meeting as it was incorrect. The new document was part of the agenda and is being brought forward for action.

On motion of Member Siguenza, seconded by Member Wright, the Board approved the Job Description and Amended Salary Schedule for Coordinator of Human Resources as presented (5-0 vote). Carried Unanimously.

Student Representative Vote: Abstain

COMMENTS FROM THE SUPERINTENDENT, BOARD MEMBERS AND FUTURE AGENDA ITEMS

Juliet Stephenson briefly gave an explanation regarding her abstention to Item 14.

Member McLaughlin commented on:

1. The College and Career Readiness “Photo Voice” presentation (“See me as I am”) at Vicente/Briones today; it is a program that is part of the County’s Mental Health Dept.
2. The May 30 CCCSBA budget event – reminded the Board
3. The Danville Community Band performing at the Leshner Center on June 10 (friends of hers are participating)

Member Siguenza:

1. She wished everyone well and commented on her appreciation for all the hard work that goes into the end of the year celebrations.
2. She mentioned the Boys and Girls Club of Contra Costa County event – 32nd annual auction. Their website has all the information. She commented on all they do for our community.
3. She asked for the following future agenda items:
 - Measure K projects: What is going on this summer, completion dates/costs
 - Agenda Online: Do we like it?
 - Yearly Board expenditures (when we have a light agenda perhaps)
 - Student memorial policy

Superintendent Cammack acknowledged staff’s hard work throughout the District.

President Horack asked that we adjourn in celebration of the successes of our former, current and coming year’s graduates.

ADJOURNMENT

President Horack adjourned the meeting at 7:30 p.m. The next Regular Meeting of the Board of Education will be June 12, 2017.

Signed _____
Clerk, Board of Education