

**SYLVAN UNION SCHOOL DISTRICT  
SPECIAL MEETING OF  
THE BOARD OF TRUSTEES  
February 13, 2018**

# MINUTES

***Members Present:*** Mmes. Cynthia Lindsey and Jennifer Miyakawa.  
Messrs. David Collins and George Rawe.

***Members Absent:*** Mmes. Christine Harvey.

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

***Audience Present:*** Nancee Davis, Gary Miller, Scott Ferreira, Deanne Andrade-Freitas, Rebecca harms, Donna Tigrett, Amber Wethern, Angela Quinteros, Katie Bennett, Jennie Smith, Joanna O'Brien, Michelle Bairos, and Mitch Wood.

***Call to Order:*** The meeting was called to order at 5:15 p.m.

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

**a. PUBLIC EMPLOYEE EMPLOYMENT  
Title: Assistant Superintendents' Contracts**

***Reconvene to Open Session:*** The meeting reconvened to Open Session at 5:54 p.m.

***Board President Announcement:*** Mrs. Lindsey 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.

***Report Out of Closed Session:*** Mrs. Lindsey reported that direction was given to staff regarding all matters.

***Adoption of Agenda:*** The motion was made by Mr. Collins, seconded by Mr. Rawe, adopting the Agenda.

**AYES:** Collins, Lindsey, Miyakawa, Rawe

**NOES:** None

**ABSENT:** Harvey

**ABSTENTIONS:** None

# MINUTES

## Special Meeting of the Board

February 13, 2018

Page 2

***Pledge of  
Allegiance:***

Mrs. Lindsey welcomed everyone to the meeting and lead the Pledge of Allegiance.

### STUDY SESSION

***Study Session:***

**a. Planning for the 2018-19 Fiscal Year Budget:**

Mrs. Hendricks shared that the Board meeting tonight is a little different than prior budget study sessions due to the fact that our programs have been expanded back into the district thus, not requiring many budget requests and that staff will be discussing information on facilities.

Mrs. Phan reviewed the budget assumptions with the Board of Trustees. The purpose of budget assumptions is to provide the District with an infrastructure for preparing the budget for upcoming fiscal years. She provided the 2018-19 enrollment and ADA (Average Daily Attendance) figures for revenue purposes. The district's three year average retention is at 96%. She also shared that full implementation of LCFF (Local Control Funding Formula) is proposed by the Governor of California for fiscal year 2018-19. Because the district is slightly above 55% for LCFF, we will be receiving concentration funding for 2018-19. Salary and benefits information was also shared and the minimum wage increase has been factored into the budget. Benefit rates are typically given in July after our budget has been prepared, therefore projected benefits increase is based on the CSBA recommendations.

Mrs. Phan reviewed the Multiyear Projection (MYP) based on the first interim report and has updated figures based on what the Governor presented in the proposed state budget. The district received one-time workers compensation check, which will be reflected in the second interim report. Mrs. Phan and staff are currently working on tightening the budget to get a more accurate figure.

Mrs. Perez reviewed the budget request and identified items requested to added to the 2018-19 budget. The first is adding a custodial rover. She stated that we currently have one position. The cost of adding a custodial rover at step 4 on the salary schedule, with health and welfare benefits would cost the district around \$66,000. During the

# MINUTES

Special Meeting of the Board

February 13, 2018

Page 3

## BUDGET STUDY SESSION Continued

2016-17 fiscal year, we have spent \$67,588 in custodial substitutes. Staff feels it will be beneficial since we currently have a custodial substitute working every day. We currently have one custodial rover position. Mrs. Perez will bring back more information at a future board meeting. After discussion with the Board of Trustees, the Board requested to have more information brought back on the cost for a custodial sub and to provide more detail and an in depth comparison of a custodial rover versus a custodial substitute for working a total of 261 days. Mrs. Roddick shared that a benefit to adding another custodial rover is that they would be able to cover and assist all sites and help maintain our facilities on a daily basis.

This past fall, the district restructured the parent volunteer program. Mrs. Roddick reviewed the costs associated with fingerprinting for the new volunteer program if the district was to cover the costs for each volunteer for the 2018-19 school year. The district has maintained the same process for our employees who go through the hiring process, where the cost burden is on the applicant. For volunteers for the 2017-18 school year, there is a cost of \$10 fee due to the agency that processes the rolling. In addition to the rolling fee, there is an additional fee of \$37 for a DOJ clearance. The district did end up covering less than a dozen fingerprinting fees for those applicants that couldn't afford the fees. The Board previously suggested covering costs for volunteers and processing the clearances in house. Should we change the process and provide this service in house, we would need additional staffing to assist with the process. This past year, we have had a total of 550 volunteers that have been through the process. The estimate for the district to cover all costs would be approximately \$20,000-\$30,000. Mrs. Roddick asked the Board for direction. After discussion, the Board requested staff to contact businesses to see if they would contract out services with the district to get a better rate for sending everyone exclusively to them.

### ***Bond Fund Projects and Funding Facilities and Improvements:***

#### **b. Bond Fund Projects and Funding Facilities and Improvements:**

Mrs. Perez reviewed facility inventory as a result of our governance goal to provide information to the Board of facilities that is nearing capacity. Mrs. Perez identified potential spaces to add classes at each of the sites in the district. Mrs. Perez shared that when determining a

# MINUTES

## Special Meeting of the Board

February 13, 2018

Page 4

### STUDY SESSION Continued

facilities master plan, you have to determine your educational specifications for the district.

Mrs. Perez gave the Board of Trustees a first introduction to the district's facility inventory. At each of our schools there is very little space that isn't being used by programs. We do have a few classroom spaces being used as offices. Mrs. Perez shared that if we come to a point where we need space, we will have to re-evaluate programs. Other options would be to add additional portables or possibly re-align boundaries. Mrs. Perez addressed her concerns regarding capacity at Ustach Middle School. Last year, we opened up a 6<sup>th</sup> grade class at Savage Middle School which helped relieve the impact at Ustach Middle School.

Mrs. Perez also provided an update on the projected housing starts and development of Wisdom Place, Hillglen Parks, Lincoln Parks, Cypress Grove, The Grove, and Trails at Dry Creek for the next five years within district boundaries. With these homes being fully built within the next five years, we anticipate approximately 144 additional students; 92 for elementary and 51 for middle school. Staff believes we currently have space during this time, but we will need to evaluate it again in the coming years.

Mrs. Perez reviewed the State School Facility Program for Sherwood Elementary and Woodrow Elementary School. Applications for both schools have been submitted. After discussion, staff and the Board agreed to continue with the application process. If we were to pull them, they may never get funded. If we proceed, funding will come soon and we can use these funds.

Mrs. Perez discussed bond proceeds and how they can be legally used. The Board shared that Ustach Middle School was originally built to be a year round school. The district has put in a lot of money on adding portables to Ustach. Ustach Middle School is currently utilizing every space possible. Mrs. Perez shared that it will take a year to re-design Ustach, a year to construct, and a few months to decide and come up with a plan. Mrs. Perez will bring more information to the Board and will consult with legal counsel regarding what was placed out to voters and specifics of bond authorization.

# MINUTES

Special Meeting of the Board

February 13, 2018

Page 5

## STUDY SESSION Continued

### Facilities Master Plan and Funding the Plan:

Mrs. Perez shared that construction costs have risen over 30% based on reports from State Allocation Board (SAB) indexing table for the School Facility Program. Mrs. Perez shared that Mr. Gales is preparing a list of facilities improvements and routine repair maintenance needed to be shared at the March board meeting for feedback.

Mrs. Perez discussed the change order to correct and replace concrete at Orchard Elementary School. She informed the Board of Trustees that the concrete around the quad area needs to be replaced, which will be over the 5% contingency for the project. It will cost \$159,000 to replace the concrete in this area. The contractor presented three options: replace the entire concrete (\$159,000), replace five feet of concrete and add five feet of turf (\$106,693), or create a path of travel from building A to each building (not recommended by staff or a viable option). Mrs. Perez will gather information before formally presenting a proposal. Tonight's discussion was to make everyone aware of this unexpected issue with the concrete.

After discussion by the Board of Trustees and staff, it was determined for staff to prepare a list which prioritizes facility projects and share the information at a future board meeting.

Mrs. Lindsey thanked Cheryl Phan and Yvonne Perez for the information presented tonight.

### *Consent Agenda:*

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

- a. The Ratification of the following Personnel Actions:

The employment of:

#### **Certificated management:**

Certificated management promotion = 1

#### **Certificated:**

Certificated hired = 2

# MINUTES

Special Meeting of the Board

February 13, 2018

Page 6

## CONSENT AGENDA Continued

Certificated retirement = 2

Certificated resignation = 3

### **Classified:**

Classified change of assignment = 1

Classified hired = 5

Classified resignation= 1

Classified termination = 1

Classified change of assignment = 2

**AYES:** Collins, Lindsey, Miyakawa, Rawe

**NOES:** None

**ABSENT:** Harvey

**ABSTENTIONS:** None

***Final***

***Adjournment:***

The meeting was adjourned by Board President Mrs. Lindsey at 8:00 p.m.

WITNESS:

\_\_\_\_\_  
Mr. Collins, Vice President of the Board

\_\_\_\_\_  
Date