

**SYLVAN UNION SCHOOL DISTRICT  
REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
March 6, 2018**

# MINUTES

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

**Members Absent:** None

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

**Audience Present:** Gary Miller, Donna Tigrett, Jennie Smith, Laurie Hulin, Nancee  
Davis, Deanne Andrade-Freitas, Kala Buck, Rebecca Harms, Joanna  
O'Brien, Amber Wethern, Nikki Codromac, Michele Calton, Kari  
Hendon, Jason Gales, Sarah Calderon, Tedde' Vaupel, Michelle  
Bairos, Audry Garza, Kerstin Corrales, Barbara Miller, Mary Porter,  
Lindsey Campoy, Victoria Tomao, Richard Smith, Jill Aja-Yates,  
Elese Saia, Molly Hoyt, Michael Gomes, Shannon Gomes, Norma  
Kelm, Shannen Castle, Jesse Miller, Jennifer Given and about ten  
other people.

**Call to Order:** The meeting was called to order at 5:27 p.m.

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

- a. **CONFERENCE WITH LEGAL COUNSEL –  
ANTICIPATED LITIGATION  
Number of Cases: Two (2)  
Case Name(s) Claim 2017-2018 - #3**
- b. **PUBLIC EMPLOYEE EMPLOYMENT  
Title: Assistant Superintendents' Contracts**
- c. **PUBLIC EMPLOYEE EMPLOYMENT  
Title: Administrative Assignments**
- d. **PUBLIC EMPLOYEE EMPLOYMENT  
Title: Administrative Re-Assignments**

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## CLOSED SESSION Continued

- e. **PUBLIC EMPLOYEE: NON-REELECTION OF CERTIFICATED EMPLOYEES**
- f. **PUBLIC EMPLOYEE: DISCIPLINE/RELEASE/DISMISSAL**
- g. **CONFERENCE WITH LABOR NEGOTIATOR**  
**Title: Employee Organizations: All Groups (Sylvan Educators Association; California Schools Employees Association, Chapter 73; and Unrepresented)**
- h. **PUBLIC EMPLOYEE EVALUATION**  
**Title: Superintendent's Evaluation**

***Reconvene to Open Session:***

The meeting reconvened to Open Session at 7:02 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.

**a. LITIGATION: CLAIM 2017/2018 - #3**

The motion was made by Mr. Rawe, seconded by Mrs. Miyakawa rejecting Litigation Claim 2017/2018 - #3 with 5 Ayes.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**b. RESOLUTION 2017/2018 - #23 RELEASE AND REASSIGNMENT OF CERTIFICATED ADMINISTRATOR(S):**

The motion was made by Mr. Rawe, seconded by Ms. Harvey adopting Resolution 2017/2018 - #23: Resolution of Release and Reassignment of Certificated Administrator(s) per Education code

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### REPORT OUT OF CLOSED SESSION Continued

section 44951” with 5 Ayes.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

#### *Adoption of Agenda:*

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

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

#### *Pledge of Allegiance:*

Mrs. Lindsey welcomed everyone to the meeting. Mrs. Amber Wethern, principal at Standiford Elementary School introduced Blake Holly a 5<sup>th</sup> grader in Mrs. Aja-Yates’ class, who has been selected to lead the Pledge of Allegiance.

Andrew led the audience in the Pledge of Allegiance.

Mrs. Wethern shared that Blake was selected because he is an amazing student. He is a Jaw-some Standiford Shark who exhibits the 7 Habits of a Highly Effective student. A true leader on campus, Blake is able to balance working hard academically while holding the important role of Safety Patrol Captain. Since taking on this role, Blake has been at school early or on-time every day this year, and his attendance record reflects with zero tardies and zero absences. He practices Habit 3 by putting first things first, not only in class but in everything he does. Blake’s gentle manner, combined with his hard work and compassion, draws others to him. Blake demonstrates Habit 5 (Seeking First to Understand and then be Understood) by supporting his friends and schoolmates by being there for them and making them feel special when they are feeling down. It’s routine for Blake to put the needs of others ahead of his own. He goes out of his way for those around him, making Blake highly respected by his peers. When he sees the need to step in and help, Blake is proactive (Habit 1) and willingly gives up recess and lunchtime to help get the job done. As a student, Blake is always engaged in class and takes part in classroom discussions. Blake always begins with the end in

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### PLEDGE OF ALLEGIANCE Continued

mind (Habit 2) by putting forth his best effort, even when work is difficult for him. All staff members who have had the opportunity to work with Blake are super proud to see him becoming a future leader.

His former teachers shared the following about him:

Mrs. Burchell: Blake is such an outstanding student because of his character and who he is. She is so glad he has been chosen. She shared that BLAKE stands for B (BLESSED to have worked with a student of such outstanding character), L (LEADER who is liked by all), A (ATTENTIVE because he listens well and can be counted on to participate), K (KIND because this quality comes naturally), and E (EFFORT because he always tries his best).

Mrs. Lourenco: Had Blake in 1<sup>st</sup> grade and now in Safety Patrol. He has always been a quiet, reserved boy with a strong work ethic, kind heart, and who is extremely responsible. He always tried his best in class, even when things were tough. His perseverance and dedication to being the best he can be are admirable. He never gives excuses when life is difficult, he remains positive and keeps going. Blake is a role model as captain. He is dependable, goes out of his way to help others, is kind, and always follows directions, even when others don't. I just love him and am proud of how he matured and is growing into an amazing young man.

Mrs. Wampler: As a second grader Blake was a very kind hard working young man. He always tried his best and asked what else he could do to make it better. Blake was a good friend to all and always stopped what he was doing to help a friend in need. Blake is a model student. His hard work and determination will get him far in life. I'm very proud of the young man he is growing up to be.

Mrs. Porter: Blake was one of my third grade students and a pleasure to have in class. He has a work ethic like no other. Not only did he work hard in class, he would go home and practice math facts and read every day. He is a young man of great character and after meeting his family at parent teacher conferences, it was evident that the fruit didn't fall far from the tree. Students achieve their greatest success when parents and grandparents participate in their education. Their support is the steam that keeps Blake going. Blake will be missed at Standiford next year when he moves on to

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### PLEDGE OF ALLEGIANCE Continued

middle school. Mrs. Lindsey presented Blake with a certificate for his accomplishment.

#### ***Recognition Presentation:***

The school selected to be recognized at tonight's Board Meeting was Standiford Elementary School. Standiford Elementary lighthouse student leaders proudly shared their accomplishments and duties. They continue to grow everyday as they participate in campus projects like beautification, campus clean up, and keeping the bulletin board up to date. Students spoke about their community projects such as the canned food drive and making blankets for homeless shelters. Students also shared their mission statements that help students stay focused on goals and keeps them centered. GATE students shared how they focus on collaboration, celebration, depth and complexity. Mr. Miller and the Standiford choir students ended the presentation with a wonderful presentation of Habit 6 – Synergize. By the end of the presentation, choir students had the Board of Trustees and the audience synergizing and singing along.

#### ***Communications:*** COMMUNICATIONS

#### ***Written Communication:***

- a. Mrs. Hendricks shared the following information with the Board:
  - The Board of Trustees received two letters from California Department of Education notifying the district of Final Plan Approval – Modernization for Sylvan Elementary School and Orchard Elementary School.

#### ***Public Participation:***

- b. None.

### INFORMATION AND DISCUSSION

#### ***Supt's Update:*** a. **Superintendent's Update – Sanger USD Visit:**

Mrs. Hendricks shared she was able to visit Sanger Unified School District with elementary and middle school administrators on March 1<sup>st</sup> and 2<sup>nd</sup>. Staff members were able to visit Fairmont Elementary School and Washington Academic Middle School. Sanger Unified is well known for their fully embedded district collaborative teams of learners back in 2004. These visits affirmed that Sylvan is heading in

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### **SUPERINTENDENT'S UPDATE Continued**

the right direction and has many strengths in our PLC process. The time Sylvan has taken and continues to take on developing the PLC process is well worth our time. Mrs. Hendricks also shared that Sylvan is on the right track in identifying strategies from improving in our tiered response to intervention. More information will be shared in a future Friday update.

#### ***Incident Command Update:***

##### **b. Incident Command Update:**

Mrs. Hendricks shared an Incident Command Committee progress update and communication system options for district wide communication during an emergency. Mrs. Hendricks shared that the district has always had safety processes in place, and decided to re-evaluate and scrutinize our plan in the event of an emergency or crisis. Safety is always the district's ultimate concern. As part of the process, staff reviewed the Volunteer process and requirements, therefore implementing a new volunteer program at the start of the 2017-18 school year. Staff and students have been and continue to be trained on different scenarios to prepare everyone in the event of an emergency. The committee has met with local law enforcement agencies to assist with evaluating and providing feedback of current systems in place. During the first meeting with law enforcement agencies, first responders recommended that we have a district wide communication infrastructure added to our safety plan. The committee has researched and provided the Board of Trustees with different district wide radio options for lease and purchase with Verizon, Delta Wireless, Inc., and Ray's Radio. Staff will be recommending to purchase radios and an antenna through Ray's Radio at the next regular board meeting. Mrs. Hendricks will also be sharing a safety update with stakeholders and will be adding a Safety Update to future Board meetings.

#### ***Capital Outlay Plan Draft:***

##### **c. Capital Outlay Plan Draft:**

Mr. Gales provided the Board of Trustees an update on the draft 2018-19 Capital Outlay Plan and reviewed the identified high priority projects to be considered for the 2018-19 fiscal year. After discussion, Mr. Gales invited the Board to join him on site tours to evaluate and get a first hand look of the projects on the plan.

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## INFORMATION AND DISCUSSION Continued

### *Vision to Learn Memorandum of Understanding:*

#### **d. Vision to Learn Memorandum of Understanding:**

Mrs. Mori shared a draft memorandum of understanding with Vision to Learn. The MOU presented will provide students the opportunity to get vision exams, prescriptions and fitting of glasses and glasses. She stated that our district currently assess 4,389 students for vision screening. Of those assessed, we have referred 606 for glasses or for follow up since they didn't pass the screening. Mrs. Mori will bring the memorandum of understanding for approval at the April 17, 2018. The Board of Trustees asked for clarification on who is funding Vision to Learn and how many frame options will students get to choose from.

### *Facilities Update:*

#### **e. Facilities Update:**

Mrs. Perez updated the Board of Trustees on the Crossroads West project in Riverbank. She was able to attend the Riverbank City Council meeting. At the meeting Mr. John Anderson provided information that the draft EIR is near completion and they should be releasing the EIR publicly within the next thirty days. Once the EIR draft is released, the district will need to review details and provide a formal response immediately. Mrs. Miyakawa thanked Mrs. Perez for attending the Riverbank City Council meeting.

### *Action Items:*

## **ACTION ITEMS**

### *Approve Second Interim Report:*

- a.** The motion was made by Mr. Collins, seconded by Mr. Rawe, approving the Second Interim Report for the reporting period of July 1, 2017, through January 31, 2018.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

### *Approve Bond Expenditure Plan:*

- b.** The motion was made by Mrs. Miyakawa, seconded by Mr. Rawe, approving the Bond Expenditure Plan for use of the Bond Proceeds from Measure A.

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### ACTION ITEMS Continued

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Approve Architect Services for Sylvan Elementary School Roof Restoration Project:***

- c. The motion was made by Mr. Rawe, seconded by Mr. Collins, approving the proposal for architect services with SKW & Associates for Sylvan Elementary School Roof Restoration Project in the amount not to exceed \$5,000.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Approve Security Alarm Systems Contract:***

- d. The motion was made by Mrs. Miyakawa, seconded by Ms. Harvey, approving the security alarm system upgrade agreement with Sonitrol for Mary Ann Sanders Elementary School.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Approve Employment Agreement: Assistant Superintendent of Curriculum and Instruction:***

- e. The motion was made by Mr. Collins, seconded by Ms. Harvey, approving the Employment Agreement between the Sylvan Union School District and Laura Wharff, to serve as the District's Assistant Superintendent of Curriculum and Instruction for the period commencing July 1, 2018, and ending June 30, 2019. The Employment Agreement states Mrs. Wharff shall receive an annual compensation in the amount of \$146,195. Mrs. Wharff shall also receive an annual stipend of \$2,119 for a Master's Degree.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

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### ACTION ITEMS Continued

*Approve  
Employment  
Agreement:  
Assistant  
Superintendent of  
Business Services:*

- f. The motion was made by Mrs. Miyakawa, seconded by Mr. Rawe, approving the Employment Agreement between the Sylvan Union School District and Yvonne Perez, to serve as the District's Assistant Superintendent of Business Services for the period commencing July 1, 2018, and ending June 30, 2019. The Employment Agreement states Mrs. Perez shall receive an annual compensation in the amount of \$146,200.32. Mrs. Perez shall also receive an annual stipend of \$2,119 for a Master's Degree.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*CSBA Delegate  
Assembly  
Election:*

- g. The motion was made by Mr. Collins, seconded by Ms. Harvey, approving the 2018 CSBA Delegate Assembly Ballot Sub region 8-C for Faye Lane (Ceres USD), incumbent.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Resolution  
2017/2018 - #21:  
Calling For Full  
and Fair Funding  
of California's  
Public Schools:*

- h. The motion was made by Ms. Harvey, seconded by Mr. Collins, adopting Resolution 2017/2018 - #21: Calling for Full and Fair Funding of California's Public Schools.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Resolution  
2017/2018 - #22:  
Arts Education  
Month:*

- i. The motion was made by Mr. Rawe, seconded by Mrs. Miyakawa, adopting Resolution 2017/2018 - #22: Arts Education Month which proclaims March 2018 as the Arts Education Month by encouraging all educational communities to celebrate the arts with meaningful student activities and programs that demonstrate learning and understanding in the visual and performing arts.

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## ACTION ITEMS Continued

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

### *Expenditure of Construction Funds:*

- j.** The motion was made by Mr. Collins, seconded by Mr. Rawe, approving the Expenditure of Construction Funds for the Child Care, Sylvan Elementary Modernization, and Orchard Elementary HVAC.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

### *Consent Agenda:*

**CONSENT AGENDA:** The motion was made by Mr. Collins, seconded by Mrs. Miyakawa, approving the Consent Agenda after removing Consent Item “12b” (Ratification of Personnel Items) for a separate vote.

- a.** The minutes from the February 13, 2018, Special Board Meeting and the February 20, 2018, Regular Board Meeting;
- b.** PULLED FOR A SEPARATE VOTE;
- c.** The ratification of checks as listed;
- d.** Approval of the portrait agreement with Banks & Co. Photography for Somerset Middle School for the 2018-2019 school year;

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

### *Consent Item Pulled for a Separate Vote:*

**Consent Item: “12b Ratification of Personnel Items” Pulled for a Separate Vote:**

The motion was made by Mr. Rawe, seconded by Mr. Collins, approving the Ratification of the following Personnel Items as

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## CONSENT AGENDA Continued

amended.

The employment of:

**Certificated:**

Certificated management resignation = 2

Certificated management promotion = 1

Certificated management change in assignment = 1

Certificated retirement = 3

Certificated resignation = 14

Certificated non-reelection = 2

Certificated change in resignation date = 1

**Classified:**

Classified hired = 2

Classified resignation = 2

Classified retirement = 1

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Superintendent's  
Report:***

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

- Staff is requesting a Special Board Meeting on March 20, 2018, at 4:45-5:45 PM.
- Anthony Muhammad will be leading site teams on identifying and working on closing achievement gaps on March 9<sup>th</sup> at 8:00 AM at the District Office.
- The final Governance Team Site Visit for this school year is next Friday, March 16<sup>th</sup> at 7:30 AM at Somerset Middle School.
- The 13<sup>th</sup> Annual Every Student Succeeding Breakfast will be held on March 20, 2018, from 7:00-8:00 AM at the Petersen Event Center.

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## SUPERINTENDENT'S REPORT Continued

- Reviewed upcoming agenda items for the next regular board meeting:
  - Governance Goals Update
  - Resolution: Day of the Teacher
  - Resolution: Classified Employees' Week
  - Annual Site Safety Plans
  - Williams Act Quarterly Report

*Board Reports:*

## BOARD REPORTS

*Ms. Collins* praised everyone for the smashing success of the annual Sylvan Educational Foundation Gourmet breakfast. He thanked everyone who pitched in that made the event successful. Mr. Collins is looking forward to seeing everyone volunteering at the annual SEF Fireworks booth in July.

*Mr. Rawe* nothing at this time.

*Mrs. Miyakawa* shared how much she loved the Read Across America event at Woodrow Elementary and Crossroads Elementary. The school sites had lots of community support from parents, volunteers, and the Fire Department. She really enjoyed how everyone dressed up at Woodrow. Mrs. Miyakawa also expressed how impressed she was by Somerset's Career Day and shared that it was a phenomenal day for all those involved. She encouraged current Board members to attend next year. Community members came to speak about their current careers and gave students the opportunity to get an insight of the possibilities beyond school. Community career members included the mayor, a rock photographer, real estate agent, woman sharing about disabilities, psychiatrist, a welder, and much more. She commended Somerset staff for hosting a highly organized event and thanked community members that participated. Mrs. Miyakawa congratulated Somerset staff on another great year!

*Ms. Harvey* concurred with Mrs. Miyakawa and shared she had fun participating in Crossroad's Read Across America and Career Day. She also enjoyed her first opportunity to participate in the SEF breakfast. She had a lot of fun and thanked everyone for doing such a great job. Ms. Harvey congratulated Mrs. Wharff and Mrs. Perez for another year with the district. She also thanked Mrs. Hendricks and

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### BOARD REPORTS Continued

staff for their safety update and appreciates staff keeping stakeholders informed.

*Mrs. Lindsey* thanked Mr. Collins for being an active part of the Sylvan Educational Foundation. She shared that she was able to attend the breakfast this year to watch her granddaughter perform. She had a great time watching the performances. She thanked all the individuals who worked and helped the day of the event. She asked the principals to pass on to staff that the Board appreciates the support from everyone that works at the breakfast and makes this event possible every year.

Mrs. Lindsey thanked everyone for attending the meeting.

### *Future Agenda Items:*

#### FUTURE AGENDA ITEMS:

- Site Visitation: March 13, 2018, at Orchard Elementary School at 4:30 P.M.
- Governance Site Visitation: March 16, 2018, at Somerset Middle School at 7:40 A.M.
- Special Board Meeting: March 20, 2018, at 4:45 P.M.
- Special Board Meeting: Budget Study Session: April 10, 2018. at 5:30 P.M.
- Special Board Meeting Study Session: April 17, 2018, at (TBD)
- Next Regular Board Meeting: April 17, 2018, at 7:00 P.M.

### *Final Adjournment:*

The meeting was adjourned by Board President Mrs. Lindsey at 8:50 p.m.

### WITNESS:

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

\_\_\_\_\_  
Date