

**SYLVAN UNION SCHOOL DISTRICT  
REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
August 28, 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, Didi Peterson, John Patten, Marti Reed, Laura Granger, Dawn Mori, Carrie Albert, Lemuel Vergara, and Lisa Sandoval.

***Audience Present:*** Deanne Andrade-Freitas, Robert Rodarte, Michael Hargis, Joanna O'Brien, Jennie Smith, Laurie Hulin, Michael Stagnaro, Donna Tigrett, Katie Bennett, Rebecca Harms, Nikki Codromac, Kathy Friedmann, Michele Calton, Mary Smyth, Tina Hollander, Sean Smith, Jean Wiersema, Raychel Cupit, Matthew Correia, Kelly Bergman, Marjorie Clagett, Irving Mulbury, Liz Correia, Grant Salha, Sally Parrott, and 16 others.

***Call to Order:*** The meeting was called to order at 6:00 p.m.

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

- a. **CONFERENCE WITH LEGAL COUNSEL –  
POTENTIAL LITIGATION  
Number of Cases: Two (2)**
- b. **CONFERENCE WITH LEGAL COUNSEL – EXISTING  
LITIGATION  
Number of Cases: One (1)  
Case Name: Grandison**
- c. **CONFERENCE WITH LABOR NEGOTIATOR  
Title: Employee Organizations: All Groups (Sylvan  
Educators Association, California School Employees  
Association, Chapter 73, and Unrepresented**

***Reconvene to Open Session:*** The meeting reconvened to Open Session at 7:07 p.m.

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***Board Vice-  
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.

The motion was made by Mrs. Miyakawa, seconded by Ms. Harvey, "In closed session, the Board took action to approve a settlement agreement regarding a confidential student matter in a special education dispute, resolving all issues in dispute, by the following vote:

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Adoption of  
Agenda:***

The motion was made by Mr. Collins, seconded by Mr. Rawe, 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. Dr. Joanna O'Brien, principal at Woodrow Elementary School introduced Matthew Correia, a 5<sup>th</sup> grader, who has been selected to lead the Pledge of Allegiance.

Matthew led the audience in the Pledge of Allegiance.

Dr. O'Brien shared that Matthew was selected because he is truly a well-rounded student. Matthew has a passion for learning and displays a smile wherever he goes. He is the type of leader that everyone should follow. His teachers said he is a hard working student who is confident, proud, and puts others first. When not in school, Matthew participates in martial arts and is learning to play the flute. Mrs. Lindsey presented Matthew with a certificate for his accomplishment.

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

The school selected to be recognized at tonight's Board meeting was Woodrow Elementary School. Dr. O'Brien shared a video that gave everyone an overview of the special things happening daily at Woodrow Elementary School. The "A Day At Woodrow" YouTube video was created by Michael Hargis and can be viewed at [https://youtu.be/\\_KiJZwkTQRg](https://youtu.be/_KiJZwkTQRg).

### ***Student Discipline Action Items:***

#### **STUDENT DISCIPLINE ACTION ITEMS**

### ***Communications:***

- a. The motion was made by Mr. Collins, seconded by Ms. Harvey, approving the Readmission Hearing in the matter of Student 2017/2018 – AH # 04.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

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

- a. Mrs. Hendricks shared the following information with the Board:
- Provided the Board of Trustees with the Board Policy Update Packet for review. First reading is scheduled for September 11, 2018, with the second reading on October 9, 2018, and adoption at the October 30, 2018, board meeting.
  - Letter from the Stanislaus County Office of Education regarding the district's Local Control Accountability Plan (LCAP) and the adopted budget for the 2018-19 fiscal year.
  - Letter from California School Boards Association (CSBA) regarding a Call for Nominations for Directors-at-Large Asian/Pacific Islander and Hispanic.

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

- b. Robert Rodarte, community member, addressed the Board of Trustees regarding his concern with the current culture of the district.

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### INFORMATION AND DISCUSSION Continued

- Public Hearing:* c. **PUBLIC HEARING: Sufficiency of Instructional Materials**  
Mrs. Laura Wharff, Assistant Superintendent of Curriculum and Instruction shared that this annual public hearing is required for sufficient textbooks for students and staff in our district.

The hearing was opened by appointed Board President Lindsey at 7:25 p.m. There was no public input. The hearing was closed at 7:25 p.m.

### INFORMATION AND DISCUSSION

- Supt's Update – Governance Goals Update – Plan of Support for Schools:* a. **Superintendent's Update – Governance Goals Update-Plan of Support for Schools:**

Mrs. Hendricks shared that staff celebrated growth and success at the District Inservice on August 6<sup>th</sup> for making growth district wide in ELA, mathematics, and an increase for our 3<sup>rd</sup> graders reading at grade level. As part of the Governance Goals, she discussed the supports being put into place for our thirteen sites. Cabinet and Executive Leadership team staff members will be assisting with the support plans this year. Supports include increasing embedded coaching, monitoring literacy implementation, additional counseling, and response to intervention. Staff will be providing an update when presenting the Fall Governance Goals Update.

- Special Education Report:* b. **Special Education Report:**

Mrs. Dawn Mori shared the Special Education Department's CORE 4 Focus which stands for Curriculum, Organization (over identification), Regularly Scheduled Mainstreaming, and Essential Standards. The Special Education Department has been organizing and will be providing parent training events and an opportunity for families to have meet and greets with special education staff. She shared that the district has many wonderful and extremely knowledgeable Special Education staff members who care deeply for students. Mrs. Mori will be presenting more information on the Special Education's focus and handbook in future meetings.

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### INFORMATION AND DISCUSSION Continued

#### *Enrollment Update:*

#### **c. Enrollment Update:**

Mrs. Carrie Albert provided a snap shot of the district's enrollment numbers as of August 23, 2018, not including total student numbers in special day classes. Our K-3<sup>rd</sup> grade district wide class size student average is 22-24 students per class with a total of 153 teachers. Of those 153 teachers, 11 of them have 25 students in their class. The overall average is aligned with the state requirements for this grade span. The district wide 4-5<sup>th</sup> grade class size student average is 29.24 and 7 teachers have 33 students. As for middle school, the 6<sup>th</sup> grade student to teacher ratio district wide average is 30.27; 7<sup>th</sup> grade student to teacher ratio district wide average is 28.97; 8<sup>th</sup> grade student to teacher ration district wide average is 28.96. In evaluating the middle school, the highest number of students taught by one teacher (music) is 270 in a day. Mrs. Albert shared that teachers have volunteered and are being compensated to teach a section during their prep period at the middle school level.

#### *Annual Facilities Fees Use and Report:*

#### **d. Annual Facilities Fees Use and Report:**

Mrs. Perez provided the Board of Trustees with the annual facilities fees use report and informed the Board that staff is closely watching field usage by individuals and sports.

#### *Annual Review of Board Bylaw 9250: Remuneration, Reimbursement and Other Benefits:*

#### **e. Annual Review of Board Bylaw 9250: Remuneration, Reimbursement and Other Benefits:**

The Board of Trustees conducted their annual review of Board Bylaw 9250: Remuneration, Reimbursement and Other Benefits. After discussion, the Board of Trustees agreed to look into the compensation and benefits package of surrounding districts before making any revisions to the current policy.

#### *Review BP/AR 5144.1: Suspension and Expulsion/Due Process:*

#### **f. Review BP/AR 5144.1: Suspension and Expulsion/Due Process:**

Mrs. Albert and the Board of Trustees reviewed Board Policy and Administrative Regulation 5144.1: Suspension and Expulsion/Due Process. After discussion, the Board of Trustees would like staff members to keep the policy as is and look further into the

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### INFORMATION AND DISCUSSION Continued

maintenance and monitoring of outcome data to verify we are in alignment with reporting guidelines.

#### *Naming of Facility:*

##### **g. Naming of Facility:**

Mr. Rawe suggested naming the MPR at Sylvan STEAM Academy in honor of Mrs. Terriann Zeek for her 17 years of service to the district. This item will be brought back for action at the September 11, 2018, Regular Board Meeting.

#### *Draft 2019 Board Meeting Schedule:*

##### **h. Draft 2019 Board Meeting Schedule:**

Staff members and the Board of Trustees reviewed the revised draft 2019 Board Meeting Schedule. After discussion, recommended changes include changing the April 9<sup>th</sup> Budget Study Session to a Regular Board Meeting; changing the April 16<sup>th</sup> Regular Board Meeting to a Budget Study Session; adding April 23<sup>rd</sup> as a Regular Board Meeting; and removing the April 30<sup>th</sup> Regular Board Meeting. Staff will be bringing the draft 2019 Board Meeting Schedule for approval at the September 11, 2018, board meeting.

#### *Facilities and Safety Update: Board Questions:*

##### **i. Facilities and Safety Update: Board Questions:**

Mrs. Hendricks provided a safety update and shared information discussed during the Incident Command Committee Meeting. The committee will reconvene on September 25, 2018, to meet with Sgt. Reyna. She also shared that the Sylvan STEAM Academy staff, students, and parents will be conducting a practice emergency drill in the near future. Mrs. Hendricks will inform parents prior to the drill. Mrs. Albert discussed the safety measures and changes implemented this school year. New processes are in place in regards to the amount of gates opened during the beginning of the school day and dismissal, as well as checking in at the front office to get on campus. Mrs. Albert and the executive leadership team will continue to evaluate the process and assist administrators, staff, and students during the beginning stages of implementation and throughout the school year. She gave kudos to all administrators and site staff for being so flexible and working through the changes this year. Safety for all continues to be an important focus for students and staff.

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### *Action Items:*

### **ACTION ITEMS**

*Approval of  
Change Order No.  
3 with Boyer  
Construction for  
the Orchard  
Elementary School  
Chiller  
Replacement and  
ADA Upgrades:*

- a. The motion was made by Mrs. Miyakawa, seconded by Ms. Harvey, approving Change Order No. 3 with Boyer Construction for the Orchard Elementary School Chiller Replacement and ADA Upgrades in the amount of \$76,104.00.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Approval of  
Change Order No.  
1 with Best  
Contracting  
Services, Inc.:*

- b. The motion was made by Mr. Collins, seconded by Ms. Harvey, approving Change Order No. 1 with Best Contracting Services, Inc. for dry rot damage at Ustach Middle School in the amount of \$4,021.00.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Approval of  
Change Order No.  
1 with Brazos  
Urethane, Inc.  
(Sylvan  
Elementary  
School):*

- c. The motion was made by Mrs. Miyakawa, seconded by Mr. Collins, approving Change Order No. 1 with Brazos Urethane, Inc. for dry rot damages and repair at Sylvan Elementary School in the amount of \$38,715.89.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Approval of  
Change Order No.  
1 with JPB  
Designs Inc.  
(Ustach Middle  
School):*

- d. The motion was made by Mr. Collins, seconded by Mrs. Miyakawa, approving Change Order No. 1 with JPB Designs Inc. for painting of containers and removal/repainting of graffiti at Ustach Middle School in the amount of 5,511.00.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

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### ACTION ITEMS Continued

***Adopt Resolution  
2018/19 - #5:  
California Energy  
Commission  
School Bus  
Replacement  
Program:***

- e. The motion was made by Mr. Collins, seconded by Mrs. Miyakawa, adopting Resolution 2018/19 - #5: California Energy Commission School Bus Replacement Program.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Ratify Contract:  
Target Solutions to  
Support Mandated  
Training  
Requirements:***

- f. The motion was made by Mr. Rawe, seconded by Ms. Harvey, ratifying the contract with Target Solutions in the amount of \$10,795.00 to provide online mandated training for all district employees.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Approval of  
Purchase  
Agreement with  
Joyful Classrooms  
– October 2018-  
February 2019:***

- g. The motion was made by Mrs. Miyakawa, seconded by Mr. Collins, approving the purchase agreement with Joyful Classrooms for onsite professional development services delivered on twelve (12) dates commencing in October 2018 and concluding in February 2019.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Approve  
Memorandum of  
Understanding:  
Learning Quest  
Stanislaus Family  
Literacy:***

- h. The motion was made by Mrs. Miyakawa, seconded by Ms. Harvey, approving the memorandum of understanding with Learning Quest Stanislaus Family Literacy Program for the families living in Sylvan Union School District.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None



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### ACTION ITEMS Continued

**Ms. Harvey left the meeting at 9:09 p.m.**

- Adopt Resolution 2018/19 - #2:  
Authorizing  
Interfund Transfer  
and Closure of  
Measure A  
Obligation:***
- i.** The motion was made by Mr. Collins, seconded by Mr. Rawe, adopting Resolution 2018/2019 - #2: Authorizing Interfund Transfer.
- AYES:** Collins, Lindsey, Miyakawa, Rawe  
**NOES:** None  
**ABSENT:** Harvey  
**ABSTENTIONS:** None

**Ms. Harvey returned to the meeting at 9:11 p.m.**

- Adopt Resolution 2018/2019 - #3:  
Sufficiency of  
Instructional  
Materials:***
- j.** The motion was made by Mrs. Miyakawa, seconded by Ms. Harvey, adopting Resolution 2018/2019 - #3: Sufficiency of Instructional Materials.
- AYES:** Collins, Harvey, Lindsey, Miyakawa, Rawe  
**NOES:** None  
**ABSENT:** None  
**ABSTENTIONS:** None

- Adopt Resolution 2018/2019 - #4:  
School Attendance  
Awareness Month-  
September 2018:***
- k.** The motion was made by Mr. Collins, seconded by Mr. Rawe, adopting Resolution 2018/2019 - #4: School Attendance Awareness Month-September 2018.
- AYES:** Collins, Harvey, Lindsey, Miyakawa, Rawe  
**NOES:** None  
**ABSENT:** None  
**ABSTENTIONS:** None

- Approval of  
Agreement with  
Wellspring  
Educational  
Services:***
- l.** The motion was made by Mr. Collins, seconded by Ms. Harvey, approving the agreement with Wellspring Educational Services.
- AYES:** Collins, Harvey, Lindsey, Miyakawa, Rawe  
**NOES:** None  
**ABSENT:** None  
**ABSTENTIONS:** None

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### ACTION ITEMS Continued

***Approve School  
Facilities  
Consultant  
Agreement:  
Williams &  
Associates:***

- m.** The motion was made by Mr. Collins, seconded by Ms. Harvey, approving the School Facilities Consultant agreement with Williams & Associates for school facilities issues.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Expenditure of  
Construction  
Funds:***

- n.** The motion was made by Mr. Rawe, seconded by Mr. Collins, approving the Expenditure of Construction Funds for the Orchard HVAC, Sylvan Roof, Sylvan Window, and Ustach Roof projects.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Consent Agenda:***

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

- a.** The Minutes from the August 7, 2018, Regular Board Meeting;
- b.** The Ratification of the following Personnel Actions:

The employment of:

**Certificated:**

Certificated hired = 4

Certificated resignation = 1

**Classified:**

Classified hired = 9

Classified change in assignment = 3

Classified resignation = 3

Classified additional assignments = 1

- c.** The ratification of checks as listed;
- d.** The ratification of the agreement with Rosetta Stone;

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### CONSENT AGENDA Continued

- e. Approval of the Maxim Healthcare Services Per Diem Agreement Addendum to Facility Staffing Agreement;
- f. Approval of the staffing agreement with ARDOR Health Solutions;
- g. The approval of the listed donations:
  - The donation of a violin valued at \$50.00 from Thomas Morton to Savage Middle School for the music department.
  - The donation of musical instruments (flute and drum pad) from Laurie Hendrix to Savage Middle School for the music department.

TOTAL VALUE: \$50.00

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

### *Superintendent's*

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

### *Report:*

- Mandated Sexual Harassment Training for Administrators, Supervisors, and Board Members will be on Wednesday, September 5<sup>th</sup> from 9:00 am to 11:00 am in Boardroom #1. Refreshments are at 8:30 am and training will begin promptly at 9:00.
- School sites will be celebrating Constitution Day on Monday, September 17<sup>th</sup>. We will provide you with a list of activities and times of the events.
- Upcoming Agenda items for the next Regular Board Meeting:
  - Presentation: Boys & Girls Club
  - Governance Goals Update

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### SUPERINTENDENT'S REPORT Continued

- First Reading: Board Policy Updates
- Resolutions:
  - Red Ribbon Celebration
  - Week of the Administrator
  - GANN Limit (Appropriations)
- Middle School Clubs, Sports & Stipends
- Approval of Board Meeting Schedule

### *Board Reports:*

### BOARD REPORTS

*Ms. Harvey* shared that she had the opportunity to attend many open houses. During her visits, the facilities looked great. She thanked the maintenance department for their work over the summer to keep sites looking great.

*Mrs. Miyakawa* shared that she recently dropped her son off at college and took a moment to reflect on the entire process. She thought about students who don't have the support like her son has been fortunate enough to have. She encouraged staff to look into organizations that assist students see life beyond high school and assist their families with the navigation of the college process as. Mrs. Miyakawa would strongly like this to be a part of the Sylvan culture and would also like to include trades. She thanked all of those that have had a hand in assisting her son and their family along his educational journey.

*Mr. Rawe* nothing to report at this time.

*Mr. Collins* was able to attend the Parent Honors Forum meeting at Savage Middle School earlier this week. He shared that there was a great turnout of parents and students. He is planning to attend the upcoming Forum at Somerset Middle School. Mr. Collins thanked audience members for attending the meeting and wished everyone a wonderful Wednesday.

*Mrs. Lindsey* concurred with Mrs. Miyakawa and shared she had a wonderful time while on vacation.

Mrs. Lindsey thanked everyone for attending the meeting.

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*Future Agenda  
Items:*

## **FUTURE AGENDA ITEMS:**

- Next Regular Board Meeting: September 11, 2018 at 7:00 P.M.
- Fall Governance Team Retreat: September 13, 2018 at 5:00 P.M.

*Final  
Adjournment:*

The meeting was adjourned by acting Board President Mrs. Lindsey at 9:26 p.m.

WITNESS:

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Mr. Collins, Vice President of the Board

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Date