

**SYLVAN UNION SCHOOL DISTRICT  
REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
August 27, 2019**

# 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, Didi Peterson, Laura Granger, Lizett Aguilar, Laura Granger, Marti Reed, Dawn Mori, Carrie Albert, Lemuel Vergara, Lisa Sandoval, and Tierra Crothers.

***Audience Present:*** Nicole Pursch, Sara Miller, Deanne Andrade-Freitas, Kathy Friedmann, Nikki Codromac, Erica Amezcua, Suzette Sousa, Sean Smith, Tedde' Vaupel, Marjorie Clagett, Gretchen Griffin, Star Allen, Kellie Peeler, Jake Peeler, Dan Peeler, Breanda Flores, Donna Tigrett, Karen Herrick, Mary Smyth, Jean Wiersema, Monica Aranda and about ten other people.

***Call to Order:*** The meeting was called to order at 5:28 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: Five (5)**
- b. **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 7:00 p.m.

***Board President Announcement:*** Mr. Collins advised all attendees that in accordance with Board Policy, tonight's Board Meeting was being recorded. He 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*** Mr. Collins reported that direction was given to staff regarding all

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### REPORT OUT OF CLOSED SESSION Continued

*Closed Session:* matters.

Mr. Collins reported in closed session, the Board took action to approve a settlement agreement regarding OAH Case No. 2019080286 in a special education dispute, resolving all issues in dispute, by the following vote. The motion was made by Mrs. Miyakawa, seconded by Ms. Harvey.

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

**NOES:** None

*Adoption of  
Agenda:*

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

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Pledge of  
Allegiance:*

Mr. Collins welcomed everyone to the meeting. Mrs. Deanne Andrade-Freitas, principal at Ustach Middle School introduced Jacob Peeler a 8<sup>th</sup> grader, who has been selected to lead the Pledge of Allegiance.

Jacob led the audience in the Pledge of Allegiance.

Mrs. Andrade-Freitas, shared that Jacob was selected to be recognized tonight because an amazing student that displays excellent pride in all that he does. He is a Kodiak WEB Leader, musician, athlete, son, brother, scout, and scuba diver. His teachers said he is hardworking, humorous, selfless, caring, confident, and comfortable when engaging with his peers and around adults. The school custodian and former football coach described Jacob as a young man of GRIT! Mrs. Andrade-Freitas shared that many administrators and staff members speak highly of Jacob. She thanked him for being a wonderful Kodiak leader and wishes him best on his future endeavors.

Mr. Collins presented Jacob with a certificate for his accomplishment.

*Recognition*

The school selected to be recognized at tonight's Board Meeting was

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### RECOGNITION PRESENTATION Continued

***Presentation:***

Ustach happening at Ustach Middle School. Principal Andrade-Freitas and Assistant Principal Sousa shared about many wonderful things happening at Ustach Middle School. Mrs. Andrade-Freitas shared that September 3, 2019m, marks the first day of the school's modernization project. She shared that Ustach plans to gather, communicate, celebrate, and achieve goals during the 2019-20 school year. Ustach is planning for their Jog-a-thon and BBQ, Parents and Pastries, Birthday Bash, WEB (Where Everyone Belongs) and Leadership-Character Strong Leadership Curriculum as ways to get the community involved this year. Kodiak staff is highly committed to student achievement and providing a safe learning environment for all.

***Communications:***

### COMMUNICATIONS

***Written***

***Communication:***

- a. Mrs. Hendricks shared the following information with the Board:
  - Letter from Vision To Learn regarding the 2018-19 program offered to Sylvan Union School District students. Vision To Learn provided 143 eye exams and 117 glasses, free of charge, to students this past school year.
  - Call for Nominations for California School Boards Association (CSBA) for CSBA Directors-at-Large African American, American Indian, and County.

***Public***

***Participation:***

- b. None.

### INFORMATION AND DISCUSSION

***Supt's Update:***

**a. Superintendent's Update – Boys & Girls Club and SUSD Retreat:**

Mrs. Hendricks updated the Board of Trustees on the recent retreat held on August 2<sup>nd</sup> for the Boys & Girls Club and Sylvan Union School District (C.F. Brown, Somerset, and Sylvan STEAM) staff. During the retreat, both groups analyzed 2018-19 data and set goals and expectations for the current school year. Last year the Boys &

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

Girls Club program averaged over one-hundred twenty students at both elementary sites and thirty five at Somerset Middle School. Boys & Girls Club would like to increase the middle school attendance by ten to fifteen students. She is excited about the support the district and students receive from the Boys & Girls Club.

#### ***Best Practices in Technology Update:***

#### **b. Best Practices in Technology Update:**

Mrs. Granger shared about the virus attack in Spring 2019 that resulted in no known breach of personal information. Since the attack, DataPath has partnered in managing our IT services to enhance cyber-security measures. She reviewed and highlighted best practices while using technology at work and home. One of the most important things to keep in mind is the use of complex passwords for applications, log-ins, and websites and having an anti-virus program. The district has provided and will continue to provide cybersecurity awareness for employees. In addition, the district will review the technology acceptable use agreement annually. A mandated training module has been added to our annual training requirements for staff members. To provide better support for staff with their technology needs, the technology department has implemented a new help ticket support system. Updates will be brought to the Board of Trustees as we continue to improve and keep the district secure.

#### ***Review of Draft Job Description for Lead Payroll Specialist:***

#### **c. Review of Draft Job Description for Lead Payroll Specialist:**

Mrs. Peterson shared the draft Lead Payroll Specialist job description for the Board of Trustees to review. This item will be brought back for action at the September 10, 2019, board meeting.

#### ***Review of Draft Revised Job Description for Computer Technician:***

#### **d. Review of Draft Revised Job Description for Computer Technician:**

Mrs. Peterson reviewed the draft Computer Technician's job description.

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### INFORMATION AND DISCUSSION Continued

***Review Board  
Policy 7310:  
Naming of  
Facility:***

**e. Review Board Policy 7310: Naming of Facility:**

Mrs. Hendricks and the Board of Trustees reviewed AR 7310: Naming of Facility as requested by the Board at the end of the 2018-19 school year. After discussion, this item was tabled for a future board meeting for discussion.

***Review AR 6158.1:  
Short Term  
Independent  
Study:***

**f. Review AR 6158.1: Short Term Independent Study:**

Mrs. Albert shared the revisions to AR 6158.1: Short Term Independent Study as per the new laws for ADA.

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

**g. Facilities and Safety Update: Board Questions:**

Mr. Smith reviewed the district's procedures for analyzing the HVAC systems at school sites. He shared that during the summer, all sites had conducted HVAC tests to make sure classrooms and all rooms had temperature control in working order. After testing was completed, it was determined that two rooms at Stockard Coffee Elementary needed to have a system bypass and required assistance from Johnson Controls. There are also currently two open work orders with the Maintenance and Operations department for one room at Crossroads Elementary and one room at Somerset Middle school. The district has a "summer system" and a "school year" monitoring system that requires changes by M&O throughout the year. We try to maintain energy control systems throughout the summer to conserve energy when sites aren't occupied during this period.

***Action Items:***

### ACTION ITEMS

***Approval of SUSD  
Initial  
("Sunshine")  
Proposal with  
California School  
Employees  
Association,  
Chapter 73  
(CSEA):***

- a.** The motion was made by Mr. Rawe, seconded by Mrs. Lindsey, approving the District's initial ("Sunshine") Proposal to CSEA to begin negotiations for 2019-20.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

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### ACTION ITEMS Continued

***Approval of Lease-  
Leaseback  
Agreement with  
Robert E. Boyer  
Construction, Inc.  
for General  
Construction  
Services for  
Ustach Middle  
School  
Modernization  
Project:***

- b. The motion was made by Mrs. Lindsey, seconded by Ms. Harvey, approving the Lease-Leaseback agreement with Robert E. Boyer Construction, Inc. for general construction services for the Ustach Middle School Modernization Project for a total of \$10,523,287.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Approval of the  
Contract with  
Meridith Holloway  
for Inspector of  
Record Services  
for Ustach Middle  
School  
Modernization:***

- c. The motion was made by Mr. Rawe, seconded by Mrs. Miyakawa, approving the contract with Meridith Holloway for Inspector of Record Services for the Ustach Middle School Modernization Project at the Full Time Monthly Rate of \$9,700 for twelve (12) months totaling \$116,400.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Approval of  
contract with  
Krazan &  
Associates for  
Testing and  
Inspection  
Services for  
Ustach Middle  
School  
Modernization:***

- d. The motion was made by Mrs. Miyakawa, seconded by Mr. Rawe, approving the contract with Krazan & Associates for Testing and Inspection Services for the Ustach Modernization Project in the amount of \$24,978.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Approval of the  
Contract with  
Protech  
Consulting &  
Engineering for***

- e. The motion was made by Mr. Rawe, seconded by Mrs. Lindsey, approving the contract with Protech Consulting & Engineering for Hazardous Material Removal Management for the Ustach Modernization Project in the amount of \$5,270.

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### ACTION ITEMS Continued

***Hazardous  
Material Removal  
Management:***

**AYES:** Collins, Harvey, Lindsey, Miyakawa, Rawe  
**NOES:** None  
**ABSENT:** None  
**ABSTENTIONS:** None

***Approval of the  
revised job  
description for  
Computer  
Technician:***

- f. The motion was made by Mrs. Lindsey, seconded by Ms. Harvey, approving the revisions to the Computer Technician job description.

**AYES:** Collins, Harvey, Lindsey, Miyakawa, Rawe  
**NOES:** None  
**ABSENT:** None  
**ABSTENTIONS:** None

***Adopt Resolution  
2019/2020 - #5:  
Sufficiency of  
Instructional  
Materials:***

- g. The motion was made by Mr. Rawe, seconded by Ms. Harvey, approving to table the Resolution 2019/2020 - #5: Sufficiency of Instructional Materials until the September 10, 2019, board meeting when a Public Hearing can be held.

**AYES:** Collins, Harvey, Lindsey, Miyakawa, Rawe  
**NOES:** None  
**ABSENT:** None  
**ABSTENTIONS:** None

***Adopt Resolution  
2019/2020 - #06:  
School Attendance  
Awareness Month-  
September 2019:***

- h. The motion was made by Mr. Rawe, seconded by Mrs. Lindsey, adopting Resolution 2019/2020 - #06: School Attendance Awareness Month-September 2019.

**AYES:** Collins, Harvey, Lindsey, Miyakawa, Rawe  
**NOES:** None  
**ABSENT:** None  
**ABSTENTIONS:** None

***Adopt 2020 Board  
Meeting Schedule:***

- i. The motion was made by Mr. Rawe, seconded by Ms. Harvey, adopting the 2020 Board Meeting Schedule.

**AYES:** Collins, Harvey, Lindsey, Miyakawa, Rawe  
**NOES:** None  
**ABSENT:** None  
**ABSTENTIONS:** None

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### ACTION ITEMS Continued

#### *Expenditure of Construction Funds:*

- j. The motion was made by Mr. Rawe, seconded by Ms. Harvey, approving the Expenditure of Construction Funds for the Child Care Project and the Orchard HVAC Project.

**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 after removing Consent Item “12e” (*Approval of Obsolete Property*) for separate vote.

- a. The Minutes from the August 7, 2019, Regular Board Meeting;
- b. The Ratification of the following Personnel Actions:

The employment of:

#### **Certificated:**

Certificated hired = 4

Certificated resignation = 1

Certificated change in assignment = 1

#### **Classified:**

Classified hired = 16

Classified resignation = 7

Classified change in assignment = 4

- c. The ratification of checks as listed;
- d. Approval of the renewal memorandum of understanding with Learning Quest Stanislaus Family Literacy;
- e. PULLED FOR A SEPARATE VOTE;
- f. Approval of the renewal of School Loop on year site license;
- g. Approval of the renewal contract with KeepnTrack for 2019-2020;



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### CONSENT AGENDA Continued

- h.** Ratification of the renewal contract with Ardor Health;
- i.** Ratification of the 2019-2020 Food Service agreement between the Sylvan Union School District and the Stanislaus County Office of Education (SCOE);
- j.** Ratification of the 2019-2020 portrait agreement with Lifetouch National Studios for Standiford Elementary;
- k.** The approval of the listed donations:
  - The donation of one-hundred buckets, thirty-nine drumsticks, one bucket drumming book valued at \$896.61 from various donors (Rick Liming, Sarah Deaton, Jodi Austin, Mrs. B, 209 Donate Books, Cheryl Banducci, Rebecca Schmidt, Stephanie Anke, Silver Lamb, Michelle Rodriguez, Donors Choose, Google, and Sonic Drive In) through Donors Choose Project to Sylvan STEAM Academy for the music program.
  - The donation of books for the school library valued at \$745.10 from Marylou Hacker through Donors Choose Project to Sylvan STEAM Academy for student use in the school library.

TOTAL VALUE: \$1,641.71

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Consent Item 12e.  
Approval of  
Obsolete Property  
(Pulled for a  
separate vote):***

### **Pulled for a Separate Vote: 12e. Approval of Obsolete Property:**

The motion was made by Mrs. Lindsey, seconded by Ms. Harvey, approving the Obsolete Property List as provided.

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

**NOES:** Rawe

**ABSENT:** None

**ABSTENTIONS:** None

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### *Superintendent's Report:*

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

- School Sites will be celebrating Constitution Day on Tuesday, September 17<sup>th</sup>. Laura Granger will provide a list of activities and times of events on the Friday Update.
- Upcoming Agenda items for the next Regular Board Meeting:
  - Second Reading and Adoption of AR 6158.1
  - Middle School Stipends
  - Resolutions:
    - Red Ribbon Celebration
    - Week of the Administrator
    - GANN Limit (Appropriations)

### *Board Reports:*

#### **BOARD REPORTS**

*Ms. Harvey* thanked staff, students, and families for the wonderful Back to School Night events she was able to attend. She enjoyed getting to meet everyone. She wished everyone a fun year!

*Mrs. Miyakawa* no report.

*Mrs. Lindsey* no report.

*Mr. Rawe* no report.

*Mr. Collins* shared that the district will be presenting at the California School Board Association Annual Educators Conference in San Diego in December. The Board and Mrs. Carrie Albert will provide a session titled Riding the Social Emotional Roller Coaster.

Mr. Collins thanked everyone for attending the meeting.

### *Future Agenda Items:*

#### **FUTURE AGENDA ITEMS:**

- Next Regular Board Meeting: September 10, 2019 at 7:00 P.M.
- Fall Board Retreat: September 24, 2019 at TBD.

### *Final Adjournment:*

The meeting was adjourned by Board President Mr. Collins at 8:48 p.m.

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**WITNESS:**

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Mr. Rawe, Vice President of the Board

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Date