

CYPRESS SCHOOL DISTRICT
REGULAR MEETING - BOARD OF TRUSTEES
October 13, 2016

MINUTES

1. CALL TO ORDER

Vice President Nakamura called the meeting to order in the Board Room at 6:30 p.m.

1.1. Roll Call

Board Present

Candi Kern
Sandra Lee
Brian Nakamura
Lydia Sondhi, Ph.D.

Staff Present

Anne Silavs, Superintendent
Tim McLellan, Ed.D., Assistant Superintendent, Business Services
Tracy Mouren-Laurens, Administrative Director, Human Resources
Scott Adams, Director, Student Support Services
Marcos Rojas, Director, Technology Services
Robert Daley, Director, Maintenance, Operations, and Transportation
Lenette Brown, Director, Child Nutrition Services
Julie Gautreau, Coordinator, Assessment & Technology
Debra Parker, Executive Assistant to the Superintendent

2. APPROVE AGENDA

Order #169 - Motion Passed: Passed with a motion by Sandra Lee and a second by Candi Kern.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

3. PUBLIC COMMENTS - CLOSED SESSION

There were no comments.

4. RECESS TO CLOSED SESSION

The Board recessed to Closed Session at 6:31 p.m.

4.1. Public Employee Performance Evaluation (§ 54957)

Title: Superintendent

Board Members present only.

5. RECONVENE TO OPEN SESSION - 7:00 P.M.

The meeting reconvened at 7:03 p.m.

5.1. Closed Session Report

Vice President Nakamura reported that no action was taken during Closed Session.

5.2. Pledge of Allegiance

Cub Scout Pack 673 led the Pledge of Allegiance.

Scouts participating were Aiden Gonzalez, Eric Hsieh, and Jaden Kwak.

6. SPECIAL ACTIVITIES

6.1. School Presentation - Luther

Luther Principal Denine Kelly provided an introduction for the presentation by third grade students from Ms. Krehbiel's class.

The students shared a PowerPoint presentation they prepared which highlighted the STEM program and their experiences with the "Toy Design Challenge."

Students participating were Bryana Bennett, Audrey Robledo, Keira Hseih, Brennan Gulmatico, Samer-Sam Itani, Noah Armond, and Alex Martinez.

Luther parent Heather Hseih shared her appreciation for the new STEM program and described how excited her children are. She thanked the Board for their support of the program.

Cub Scouts and students were each presented with a certificate of appreciation.

The meeting recessed briefly to dismiss students and their families.

6.2. Transportation Department Update

Lead Transportation Worker Joe King provided the Board with an overview of the district's transportation services.

7. PUBLIC COMMENTS

Isis Ortiz, ACT President, shared comments and thoughts from some association members. Teachers appreciate the new STEM classrooms and the lessons they are able offer their students. They also appreciate the professional development provided by the STEM TOSAs. The teachers and students love the addition of music to the daily schedule. The association has been working with the district leadership team to communicate the new music instruction model rolled out this year. She also expressed her thanks to district leadership for inviting union leaders to attend the upcoming Governor's Budget Workshop, which she sees as a logical attempt to be transparent to all stakeholders and help with open and honest negotiations.

8. PUBLIC RECOGNITION

Present were: Isis Ortiz, ACT President; Lynn Currin, ACT Vice President; Vickie Ohlman, CSEA President; Pam Leshner, CSEA Vice President.

9. APPROVE MINUTES

9.1. Regular Meeting - September 8, 2016

Order #170 - Motion Passed: Passed with a motion by Candi Kern and a second by Sandra Lee.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

9.2. Special Meeting - September 26, 2016

Order #171 - Motion Passed: Passed with a motion by Sandra Lee and a second by Candi Kern.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

10. CONSENT ITEMS

Order #172 - Motion Passed: Passed with a motion by Candi Kern and a second by Sandra Lee.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

10.1. Approve Gifts to District

Approved acceptance of gifts received during the period September 1-30, 2016.

10.2. Approve Grants Awarded to District

Approved acceptance of grants received during the period September 1-30, 2016.

10.3. Approve Nonpublic, Nonsectarian School/Agency Service Expenses

Approved the payment of nonpublic, nonsectarian school/agency service invoices totaling \$20,000.

10.4. Ratify Renewal of Service Agreement with Paradigm Healthcare Services for LEA Medi-Cal Billing Services

Ratified renewal of an agreement with Paradigm Healthcare Services for LEA Medi-Cal billing services for special education students during the period of July 1, 2016 and June 30, 2019.

10.5. Approve Human Resources Report, Certificated

Approved Human Resources Report, Certificated, listing transactions occurring since the September 8, 2016 report.

10.6. Approve Human Resources Report, Classified

Approved Human Resources Report, Classified, listing transactions occurring since the September 8, 2016 report.

10.7. Ratify Check Report

Ratified the Check Report listing all checks written during the period September 1-30, 2016.

10.8. Ratify Purchase Order Report

Ratified the Purchase Order Report listing all purchase orders issued during the period September 1-30, 2016.

10.9. Renew Contract with Total Compensation Systems, Inc. for Biennial GASB 45 Actuarial Valuation

Approved contracting with Total Compensation Systems, Inc. for 2016 GASB 45 actuarial valuation services at a cost of \$5,000.

10.10. Renew Contract with California Schools Voluntary Employees Benefits Association (VEBA) for 2017 Employee Health Insurance

Approved renewing a contract with the California Schools Voluntary Employees Benefits Association (VEBA) for employee health insurance for the plan year January 1 through December 31, 2017.

11. DISCUSSION/ACTION

11.1. Approve New Job Description, Positions, and Salary for Instructional Assistant (State Funded Preschool Program)

Order #173 - Motion Passed: Approve the new job description and two positions for Instructional Assistant (State Funded Preschool Program) with placement at Range 19 on the classified salary schedule. Passed with a motion by Candi Kern and a second by Sandra Lee.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

11.2. Approve Expense for "Differentiating Instruction: Guidelines for Implementation" Professional Development

Order #174 - Motion Passed: Approve reimbursement of travel expenses for Vicki Gibson, Ph.D., in an amount not to exceed \$3,000, in association with her presentation of "Differentiating Instruction: Guidelines for Implementation" on October 20-21, 2016. Passed with a motion by Sandra Lee and a second by Candi Kern.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

11.3. Approve Agreement with Perseus Associates for TransTraks Software

Order #175 - Motion Passed: Approve a Master Software License and Hosting Agreement with Perseus Associates for TransTraks Software for the period November 1, 2016 through June 30, 2017, automatically renewing for up to five years, at a total cost of \$3,200 for the first year and \$6,275 for years two through five. Passed with a motion by Candi Kern and a second by Sandra Lee.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

11.4. Approve Agreement with Orange County Department of Education for Imaging/Workflow System Services

Order #176 - Motion Passed: Approve Imaging/Workflow System Services Software Support Service Agreement No. 43479 with the Orange County Department of Education for the period October 1, 2016 through June 30, 2017, automatically renewing for up to five years, at a cost not to exceed \$8,181 for the first year and \$2,262 for years two through five. Passed with a motion by Sandra Lee and a second by Candi Kern.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

11.5. Second Reading and Approval of Administrative Regulation 5116.1

Order #177 - Motion Passed: Adopt updated Administrative Regulation 5116.1 effective October 13, 2016. Passed with a motion by Lydia Sondhi, Ph.D. and a second by Candi Kern.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

11.6. Second Reading and Adoption of District Mission, Vision, and Core Values

Order #178 - Motion Passed: Adopt new District mission, vision, and core value statements effective October 13, 2016. Passed with a motion by Lydia Sondhi, Ph.D. and a second by Sandra Lee.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

The Board expressed full agreement with the Mission and Vision statements as written. However, there was some concern regarding the Core Value statement. While everyone agreed that the values listed were all very important, they felt the statement was too long and would be difficult to remember and communicate to others. Following discussion, the Board ultimately decided to accept the Core Value statement as written and revisit it again in the future, if necessary.

11.7. Approve Revised Job Titles and Descriptions, Administration

Order #179 - Motion Passed: Approve the job description for Director, Instructional Services, which will replace Director, Curriculum, Instruction & Assessment; approve the job description for Director, Student Support Services, which will replace Director, Special Education/Student Services; and approve the job description for Coordinator, Assessment & Technology, which will replace Coordinator, Instructional Technology/Special Projects. Passed with a motion by Sandra Lee and a second by Candi Kern.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

11.8. Approve Revised Organizational Chart

Order #180 - Motion Passed: Approve the revised district organizational chart effective October 13, 2016. Passed with a motion by Candi Kern and a second by Sandra Lee.

Yes Candi Kern
Yes Sandra Lee
Yes Brian Nakamura
Yes Lydia Sondhi, Ph.D.

12. INFORMATION/DISCUSSION

12.1. First Reading of Updated Board Policies and Administrative Regulations

There were no questions or comments regarding the updated Board Policies and Administrative Regulations.

12.2. Report of Data: Williams Uniform Complaints, 1st Quarter 2016/17

The Board acknowledged receipt of the Williams Uniform Complaints report indicating no complaints were received during the first quarter of 2016/17.

13. ANNOUNCEMENTS OR REQUESTS FROM THE BOARD

Trustee Sondhi represented the Board at the Joint Steering Committee meeting with the City of Cypress. She reported how these meetings provide a good opportunity to exchange information and let the city know what the district is doing. She described how productive and educational she found the two recent Board Study Sessions. Outside the district, she was recently named president of the Kiwanis Club of Cypress, and she reported that the Club has honored Superintendent Silavs and Lenette Brown, Director of Child Nutrition Services, with Distinguished Service Awards.

Trustee Kern also represented the Board at the Joint Steering Committee meeting with the City of Cypress. As a member of the California School Boards Association Delegate Assembly, she visited Newport Mesa School District as part of a Golden Bell validation team for their program "Bus in the Classroom," which teaches special education students how to safely ride the bus. As part of the Anaheim Union High School District PTA, she viewed a documentary on the charter school movement called "Killing Ed." She attended the 4th District PTA advocacy workshop where OCDE counsel Ron Wenkart spoke on the Brown Act and OCDE Chief Academic Officer Jeff Hittenberger spoke on the LCAP. She attended the ACSA/OCSBA Joint Dinner meeting where the speaker discussed changing demographics in the state and county. She visited classrooms at Morris School with the Superintendent and enjoyed seeing the students in action. Lastly, she reported that she completed the fifth and final course of the CSBA Masters in Governance program and has "graduated." She believes the knowledge she has gained will help in her work as a Board Member, and she expressed her gratitude for being afforded the opportunity to participate. She shared that the last course included information regarding Board Self-Evaluation and development of a Board Governance Calendar. Superintendent Silavs will provide this information to the remainder of the Board through a Friday Report.

Trustee Lee acknowledged the Luther team for the wonderful student presentation. She shared that although she was unable to participate in presenting the letter of appreciation to Brian Dennis for his volunteer work with the Luther after-school choir, she wanted to commend him for his service. She reported how valuable she found the September 26 Board Study Session on goal setting. She also recognized the district's rebranding efforts, including the new logo, and described how important she feels it is to communicate district pride to the community. She attended the monthly GASELPA meeting where she learned that the district is piloting a Student Study Team online system that will allow information to be transferred on to middle school from a student's elementary school. She also attended the ACSA/OCSBA Joint dinner meeting.

Vice President Nakamura reported on the visit that he, Trustee Kern, and Superintendent Silavs made to Brian Dennis at Luther School today. They surprised Mr. Dennis during choir practice and presented him with the Board's letter of appreciation for his service to the district. Nakamura said he has already received emails from Luther parents thanking the Board for acknowledging Mr. Dennis. He shared part of one of the emails with the Board. Finally, he suggested that the Board look at whether there would be any benefit to offering an early retirement incentive to senior staff members. He asked that the Superintendent provide information regarding this in the near future.

14. ANNOUNCEMENTS OR REQUESTS FROM THE SUPERINTENDENT

Superintendent Silavs shared the exciting news that the California School Boards Association has awarded the Golden Bell Award to Vessels for their Language, Literacy, and Augmentative and Alternative Communication Clinic. She recognized Joe King for his excellent presentation this evening and for doing a yeoman's job stepping into the lead transportation position. She also acknowledged the outstanding Luther student presentation and the Cub Scouts for presenting the colors and leading the pledge of allegiance.

15. ADJOURNMENT

The meeting was adjourned at 8:26 p.m.

Respectfully Submitted,

Anne Silavs, Superintendent

Lydia Sondhi, Ph.D., Clerk