

**SYLVAN UNION SCHOOL DISTRICT  
REGULAR MEETING OF  
THE BOARD OF TRUSTEES  
December 11, 2018**

# MINUTES

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

***Members Absent:*** None

***District Administration Present:*** Debra Hendricks, Velma Beck, Yvonne Perez, Laura Wharff, Didi Peterson, Laura Granger, John Patten, Dawn Mori, Carrie Albert, Lisa Sandoval, and Lem Vergara.

***Audience Present:*** Mike Maaske, Donna Tigrett, Amber Wethern, Mary Smyth, Michele Calton, Michael Stagnaro, Nikki Codromac, Gretchen Griffin, Tina Hollander, Sean Smith, Brenda Flores, Kathy Friedmann, Niki Machado, Mindy Engel, Cory Simpson, Marjorie Clagett, Katie Bennett, Debbie Moniz, Tracy Peart, Kala Buck, Barbara Fromuth, Janet Ralph, Monica Monroe, Scott Kidwell, Judy Rose, Amanda Breakfield, Sonia Delgadillo, Bridgid Olson, Gloria Giannosa, Fran Horton. Alisa Eldridge, Kari Hendon, Domonic Lomas, Lisa Lomas, Anna Haskel, Jennifer Benitiz, Debbie Lacoste, Lesley Cairns, Juliet Blom, Patricia Olson, David Humphrey, Brianna T., Rebecca Munguia, Taylor Hinojosa, Ernie Hinojosa, Jennifer Esau, Leslie Steel, Susan Waggoner, Grant Salha, Andrea Riley, Ana Serrato, Kerry Yocum, Harry Yocum, Jensell Mauchley, Mike Dunbar, Kim Dunbar, Margaret Lehr, Kelly Bergman, Linda Rovig, Joanna O'Brien, Jasmine Prasad and about 15 other people.

***Call to Order:*** The meeting was called to order at 5:25 p.m.

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

- a. **READMISSION HEARING IN THE MATTER OF STUDENT: 2017/2018 – AH #13**
- b. **READMISSION HEARING IN THE MATTER OF STUDENT: 2017/2018 – AH #14**
- c. **CONFERENCE WITH LEGAL COUNSEL  
Title: Administrative Assignments**

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## ADJOURN TO CLOSED SESSION Continued

- d. **CONFERENCE WITH LABOR NEGOTIATOR**  
**Title: Employee Organizations: All Groups**
- e. **PUBLIC EMPLOYEE EMPLOYMENT**  
**Title: Administrative Assignments**

***Reconvene to  
Open Session:***

The meeting reconvened to Open Session at 7:00 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, Harvey, Lindsey, Miyakawa, Rawe

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

***Pledge of  
Allegiance:***

Mrs. Lindsey welcomed everyone to the meeting. Mrs. Mary Smyth, principal at Mary Ann Sanders Elementary School introduced Dominic Lomas, a 4th grader, who was selected to lead the Pledge of Allegiance.

Dominic led the audience in the Pledge of Allegiance.

Mrs. Tina Hollander, Assistant Principal at Mary Ann Sanders Elementary, shared that Dominic was selected to be recognized tonight because he embodies all the 7 habits and characteristics of a Mary Ann Sanders sailor. His favorite color is red and he loves pizza. He is a huge fan of sports and loves to play first base during baseball games and loves basketball as well. He hopes to be playing flag football soon. His favorite day at school is when he gets to enjoy Fun Fridays. On Fun Fridays, he chooses P.E. as his fun educational center. Dominic is a great communications leader and enjoys

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### PLEDGE OF ALLEGIANCE Continued

providing the morning announcement for the entire school. He is a crucial and active part of the WEB team. His friends and teachers had many amazing things to say about him. Mrs. Hollander said that Dominic is the true epitome of a Sanders leader and represents Mary Ann Sanders well.

Mrs. Lindsey presented each Dominic with a certificate.

Mary Ann Sanders Elementary School was selected to be recognized at the board meeting. Mrs. Smyth shared a video of Sanders sailors proudly explaining the importance and concept of their leadership binders. They reminded us why they are leaders. The YouTube video can be viewed by visiting: <https://youtu.be/7jCoCrZKO4g>

### *Student Discipline Action Items:*

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

- a. The motion was made by Mr. Rawe, seconded by Mr. Collins, approving the Readmission and recommendations of the Administrative Hearing Panel in the matter of Student 2017/2018 – AH #13.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

- b. The motion was made by Mr. Collins, seconded by Ms. Harvey, approving the Readmission and recommendations of the Administrative Hearing Panel in the matter of Student 2017/2018 – AH #14.

**AYES:** Collins, Harvey, Lindsey

**NOES:** Miyakawa, Rawe

**ABSENT:** None

**ABSTENTIONS:** None

### *President:*

- a. **ELECTION OF BOARD PRESIDENT - Education Code 35143**

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

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## REORGANIZATION OF THE BOARD Continued

appointing Mr. David Collins to serve as Sylvan Union School District Board of Trustees President for 2019.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Vice President:*      **b. ELECTION OF VICE PRESIDENT - Education Code 35143**

The motion was made by Mrs. Miyakawa, seconded by Mrs. Lindsey, appointing Mr. George Rawe to serve as Sylvan Union School District Board of Trustees Vice President for 2019.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Secretary:*      **c. APPOINTMENT OF SUPERINTENDENT AS SECRETARY TO THE BOARD OF TRUSTEES - Education Code 35025**

The motion was made by Mr. Rawe, seconded by Ms. Harvey, appointing Debra M. Hendricks to serve as Secretary to the Sylvan Union School District Board of Trustees for 2019.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*SIFA*

*Representative:*

**d. APPOINTMENT OF BOARD REPRESENTATIVES TO THE SCHOOLS INFRASTRUCTURE FINANCING AGENCY**

The motion was made by Mrs. Lindsey, seconded by Ms. Harvey, appointing Mr. Rawe and Mrs. Miyakawa to serve as regular members on the SIFA Board for 2019 and appointing Mrs. Lindsey, Ms. Harvey, and Mr. Collins as alternate members.

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## REORGANIZATION OF THE BOARD Continued

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Sylvan  
Educational  
Foundation  
Representative:*

### e. APPOINTMENT OF BOARD REPRESENTATIVE TO THE SYLVAN EDUCATIONAL FOUNDATION

The motion was made by Mr. Rawe, seconded by Mrs. Miyakawa, appointing Mr. Collins and Mrs. Lindsey to serve as the Board's representative to the Sylvan Educational Foundation (SEF) for 2019.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Authorized  
Agents:*

### f. APPOINTMENT OF AUTHORIZED AGENTS OF THE DISTRICT - Education Codes 42632;42633

The motion was made by Mr. Rawe, seconded by Mrs. Lindsey, authorizing the following individuals be authorized agents for the District, to sign any and all orders on behalf of the District: Debra M. Hendricks, Superintendent, Yvonne Perez, Assistant Superintendent of Business Services, Lisa Sandoval, Director of Fiscal Services, Mr. David Collins, Board President, Mr. George Rawe, Vice President and Board Members Mrs. Cynthia Lindsey, Mrs. Jennifer Miyakawa and Ms. Christine Harvey.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Communications:*

## COMMUNICATIONS

*Written  
Communications:*

a. None

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### COMMUNICATIONS Continued

*Public  
Participation:*

b. None during this time.

### INFORMATION AND DISCUSSION

*Supt's Update:*

**a. Superintendent's Update – 2018-2019 Employees Making A Difference:**

Mr. Vergara announced the Employees Making a Difference (EMAD) recipients for the 2018/2019 school year:

- Monica Monroe, Library Media Assistant at C.F. Brown Elementary
- Scott Kidwell, Custodian at Freedom Elementary
- Judy Rose, Library Media Assistant at Mary Ann Sanders Elementary
- Amanda Breakfield, Behavioral Specialist Aide at Stockard Coffee Elementary
- Barbara Fromuth, Staff Secretary at Sylvan STEAM Academy
- Janet Ralph, Library Media Assistant at Woodrow Elementary
- Niki Machado, Staff Secretary I at Dan Savage Middle School
- Sonia Delgadillo, Yard Duty at Ustach Middle School
- Brigid Olson, Lead Speed Line Worker for the Food Services Department
- Gloria Giannosa, District Secretary at the District Office
- Tracy Peart, Paraprofessional at Mary Ann Sanders Elementary
- Fran Horton, Child Care Instructor for the Child Care Department

Mrs. Hendricks, Mrs. Peterson, and Mrs. Lindsey thanked each recipient for their hard work and dedication to our students, families, staff, and community.

*Educational  
Services Update:  
Honors Focus  
Group:*

**b. Educational Services Update: Honors Focus Group:**

Mrs. Wharff thanked everyone in the Honors Focus Group that participated and provided feedback during the meetings to evaluate the GATE and Honors programs in the district. Three parents honors forums were offered at the middle schools, along with parent and staff

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### INFORMATION AND DISCUSSION Continued:

surveys. Teachers met to identify areas of need. The Honors Focus Group plans to reconvene to prepare a final recommendation that will be presented to the Board of Trustees at the January 2019 board meeting.

#### *2019-20 Budget Calendar Draft:*

#### **c. 2019-20 Budget Calendar Draft:**

Mrs. Perez shared the first look at the 2019-20 draft budget calendar. Staff will present the draft at the January 15, 2019, board meeting for approval.

#### *School Calendar 2019-2020 Update:*

#### **d. School Calendar 2019-2020 Update:**

Mrs. Peterson shared the calendar voted by staff and the calendar committee. The calendar committee consisted of a total of twenty-five classified and certificated staff members. Committee members met and proposed four different calendar options (#1-Status Quo, #2-End after Memorial Day, #3-Two weeks and One Day Winter Break, and #4-Day off in October/Thanksgiving week off/Two days Off in April). Calendar committee members took each option back to their sites for a vote. The top choice among staff members was calendar option #1-Status Quo. Staff will bring back Calendar #1-Status Quo for approval at the January 15, 2019, board meeting. Mrs. Peterson thanked everyone involved in the process and development of the 2019-2020 calendar.

#### *Assembly Bill No. 2009:*

#### **e. Assembly Bill No. 2009:**

Mrs. Albert shared information regarding Assembly Bill No. 2009 that requires any school with interscholastic athletic programs to ensure there is a written emergency plan in place and posted, describing the procedures to be followed in the event of a sudden cardiac arrest or other medical emergencies relating to athletic programs commencing July 1, 2019. AB 2009 would require Sylvan Union School District middle schools to have one AED available at each school campus. Mrs. Albert will be convening a meeting in January 2019 with athletic directors and nurses to review current procedures and review an emergency action plan.

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## **INFORMATION AND DISCUSSION Continued**

### ***Information Technology Infrastructure Review:***

#### **f. Information Technology Infrastructure Review:**

Mrs. Perez shared that staff is reaching out to vendors to conduct an infrastructure review of our current system and needs to determine how we can strengthen the district's technology support to our school sites and departments. Staff will be presenting a request for approval at a future board meeting.

### ***Review Board Policy 0410: Non Discrimination in District Programs and Activities:***

#### **g. Review Board Policy 0410: Non Discrimination in District Programs and Activities:**

Mrs. Wharff presented a revised draft of Board Policy 0410: Non Discrimination in District Programs and Activities to align with the new laws and regulations in response to immigration.

### ***Review Board Policy 5145.3: Nondiscrimination /Harassment:***

#### **h. Review Board Policy 5145.3: Nondiscrimination/Harassment:**

Mrs. Wharff presented a revised draft of BP 5145.3 Nondiscrimination/Harassment to align with the new laws and regulations in response to immigration.

### ***Review Administrative Regulation 6153: School-Sponsored Trips:***

#### **i. Review Administrative Regulation 6153: School-Sponsored Trips:**

Mrs. Wharff presented a revised draft of Administrative Regulation 6153: School-Sponsored Trips to indicate updated language that is aligned with the correct adults to students ratio and chaperone requirements that coincide with our current volunteer process. After discussion, the Board requested staff to research detailed information regarding chaperone requirements for overnight trips and report back during the second reading.

### ***CSBA AEC Conference Debrief:***

#### **j. CSBA AEC Conference Debrief:**

The Board of Trustees shared their thoughts and experiences during the California School Boards Association Annual Education Conference.

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## INFORMATION AND DISCUSSION ITEMS Continued

*Safety and  
Facilities Update:  
Board Questions:*

### k. Safety and Facilities Update – Board Questions:

No questions were asked during this time.

\*\*\*\*Mr. Rawe left the meeting at 8:35 PM.

\*\*\*\*Mr. Rawe returned at 8:44 PM.

*Action Items:*

## ACTION ITEMS

*Approve 2018-19  
First Interim  
Budget Report and  
Budget Revisions:*

- a. The motion was made by Mrs. Miyakawa, seconded by Ms. Harvey, approving the 2018-19 first interim budget report for the period of July 1, 2018, through October 31, 2018, and projected budget revisions through June 30, 2018.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Approve Single  
Plan for Student  
Achievement:*

- b. The motion was made by Mr. Rawe, seconded by Mrs. Lindsey, approving to the 2018-2019 Single Plans for Student Achievement for the thirteen (13) Sylvan Union School District Schools.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Center for Human  
Services (CHS)  
Mental Health  
Clinician Support  
for Sylvan Union  
School District:*

- c. The motion was made by Ms. Harvey, seconded by Mrs. Lindsey, approving the agreement with Center for Human Services (CHS) to utilize a mental health clinician to meet the social and emotional needs of students.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** Collins

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### ACTION ITEMS Continued

**Public**

**Participation:**

**Action Item d:**

**Approve Service**

**Agreement with**

**Grace Academy:**

**d. Public Participation:**

Mrs. Mindy Engel, parent, recognized the Transportation department for their devotion and desire to provide the best care to our students. She also addressed her concerns regarding the general education preschool agreements.

**Approve Service**

**Agreement with**

**Grace Academy:**

The motion was made by Mrs. Lindsey, seconded by Ms. Harvey, approving the service agreement with Grace Academy to for preschool placement per a student's individualized education plan.

**AYES:** Collins, Harvey, Lindsey

**NOES:** Miyakawa, Rawe

**ABSENT:** None

**ABSTENTIONS:** None

**CSBA Delegate**

**Assembly**

**Nomination:**

- e.** The motion was made by Mr. Rawe, seconded by Mrs. Miyakawa, approving the nomination of Mrs. Cynthia (Cyndi) Lindsey for the 2019 Delegate Assembly.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**Adopt Resolution**

**2018/2019 - #13:**

**Religious Freedom**

**Day:**

- f.** The motion was made by Mr. Rawe, seconded by Mrs. Miyakawa, adopting Resolution 2018/2019 - #13: Religious Freedom Day, recognizing January 16, 2019, as Religious Freedom Day.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

**Adopt Resolution**

**2018/2019 - #14:**

**Designation of**

**Authorized Agents**

- g.** The motion was made by Mr. Rawe, seconded by Mrs. Lindsey, adopting Resolution 2018/2019 - #14: Designation of Authorized Agents of the Sylvan Union School District for 2019, which authorizes the following individuals as authorized

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### ACTION ITEMS Continued

*of the Sylvan  
Union School  
District for 2019:*

agents for the District, to sign any and all orders on behalf of the District: Debra M. Hendricks, Superintendent, Yvonne Perez, Assistant Superintendent of Business Services, Lisa Sandoval, Director of Fiscal Services, Mr. David Collins, Board President, Mr. George Rawe, Vice President and Board Members: Mrs. Cynthia Lindsey, Mrs. Jennifer Miyakawa and Ms. Christine Harvey.

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

**NOES:** None

**ABSENT:** None

**ABSTENTIONS:** None

*Approve Out of  
State Travel to  
Observe Potential  
Student  
Placement:*

- h.** The motion was made by Mrs. Lindsey, seconded by Mr. Rawe, approving out of state travel for the Director of Special Education or designee to observe potential placement for a student with special needs.

**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 Mrs. Lindsey, approving the Consent Agenda.

- a.** The Minutes from the November 13, 2018, Regular Board Meeting;
- b.** The Ratification of the following Personnel Actions:

**Classified**

The employment of:

Classified management resignation = 1

Classified management promotion = 1

Classified hired = 4

Classified resignation = 4

Classified retirement = 1

- c.** The ratification of checks as listed;

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### CONSENT AGENDA Continued

**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:

- Woodrow Elementary's Second Grade Christmas Play will be held on Friday, December 14, 2018, at 8:15 a.m. and 1:30 p.m.
- Winter Break starts Monday, December 24<sup>th</sup> through January 13<sup>th</sup> with school resuming on Monday, January 14, 2019.
- The annual Employees Making A Difference Awards Program and Recognition will be held at the Petersen Event Center on January 14, 2019, at 4:00 p.m.
- SAVE THE DATE: The annual Sylvan Educational Foundation Gourmet Breakfast and Kids Fun Run will be held on February 23, 2019, in the Multipurpose Room at Ustach Middle School from 8 a.m. – 11 a.m. More information to follow.
- The first Governance Team Site Visit for the 2018-2019 school year will be at Orchard Elementary School on Thursday, January 24, 2019, at 7:30 a.m.
- Upcoming Agenda Items:
  - Second Reading BP 0410, BP 5145.3, AR 6153
  - California School Dashboard Update
  - Annual Review of Energy Plans (SARCs)
  - Resolution: National School Counseling Week

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**Board Reports: BOARD REPORTS**

*Mr. Rawe* nothing to report.

*Ms. Harvey* wished educators a wonderful winter break and thanked everyone for what they do.

*Mr. Collins* concurred with Ms. Harvey and Mrs. Miyakawa. He hopes we all have a wonderful time with family and/or community service time during the holidays.

*Mrs. Miyakawa* also wished everyone a very Merry Christmas. She shared that her son comes back from his first trimester and she is looking forward to having him home during the holidays.

*Mrs. Lindsey* shared her experience at the conference and reminded us to give to others in need throughout the community this holiday season.

Mrs. Lindsey thanked everyone for attending the meeting.

**Future Agenda  
Items:**

**FUTURE AGENDA ITEMS:**

- Special Board Meeting: January 15, 2019 at 5:00 P.M.
- Next Regular Board Meeting: January 15, 2019, at 7:00 P.M.

**Final  
Adjournment:**

The meeting was adjourned by Board President Mr. Collins at 9:20 p.m.

## WITNESS:

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Mr. Rawe, Vice President of the Board

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Date