

**SYLVAN UNION SCHOOL DISTRICT  
SPECIAL MEETING OF  
THE BOARD OF TRUSTEES  
February 5, 2019**

# MINUTES

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

**Members Absent:** Mmes. Cynthia Lindsey

**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:** Holly Gaylor, Cory Simpson, Tedde' Vaupel, Jennie Smith, Joanna O'Brien, Laurie Hulin, Melinda Yegiyants, Jean Wiersema, Jami Vermeulen, Tina Hollander, Amber Wethern, Marjorie Clagett, Donna Tigrett, Alisa Eldridge, Gretchen Griffin, Angela Quinteros, Mary Smyth, John Fountain, Michael Stagnaro, Kala Buck, Tracy Peart, Rebecca Munguia, Brian Coates, Erica Amezcua, Beth Rokaitis and about five other people.

**Call to Order:** The meeting was called to order at 5:00 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.

**Adoption of Agenda:** The motion was made by Mrs. Miyakawa, seconded by Ms. Harvey, adopting the Agenda.

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

**NOES:** None

**ABSENT:** Lindsey

**ABSTENTIONS:** None

**Pledge of Allegiance:** Mr. Collins welcomed everyone to the meeting and led the audience in the pledge of allegiance.

**Study Session:** **STUDY SESSION**

**Planning for the 2019-20 Fiscal Year Budget:**

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## STUDY SESSION Continued

### *Planning for the 2019-20 Fiscal Year Budget:*

Mrs. Hendricks reviewed the Budget Study agenda and the purpose of tonight's meeting is to provide an overview of the budget planning for the 2019-20 fiscal year. Staff will be presenting the Second Interim multi-year projection at the March board meeting. Staff informed the Board of Trustees they recommend cancelling the February 12, 2019, Budget Study Session. Therefore, the next Budget Study Session will be held on April 16, 2019, at 5:30 PM.

#### 1. Budget Assumptions

Mrs. Perez reviewed the 2019-20 budget assumptions based on the current 2018-19 fiscal year budget, approve State Budget, California Department of Education, and other district's historical trends. Enrollment projection for the 2019-20 school year was discussed and is projected to increase compared to the 2017-18 year. Current year 2018-19 enrollment is 8,255 and our 2019-20 projection is 8,165. Staffing Guidelines target will vary for each class based on the grade and school enrollment. The average for K-3 is 24/1; grades 4-6 is 32/1; and grades 7-8 is 32/1.

#### 2. Budget Guidelines:

Mrs. Perez shared the line items for the budget guidelines. It was noted that the baseline in the amount of 10% was not listed on the unappropriated guidelines. Staff will present suggested language for the reserve amount of 10% to be listed on the budget guidelines at the next budget discussion in March. Per staff's knowledge, GFOA recommends three months of payroll, which surpasses the 10% guideline.

#### 3. Enrollment and Staffing Projection:

Mrs. Perez shared that staff is aware and researching enrollment and staffing to maintain the staff to pupil ratios. As of January, data suggests we need to add three Elementary teachers and reconfigure 6<sup>th</sup> grade for Ustach Middle School. Special Education continues to grow, therefore we will need to add two teachers for Autism, eight PARA Behavior Specialists, and two PARA Learning Assistant Support staff. Also based on data, we have more 8<sup>th</sup> grade students leaving the district compared to the amount of Kindergarten students enrolling in 2019-20. Our K-3 staff to pupil average is

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## BUDGET STUDY Continued

monitored daily by staff. Staff has a plan for the increased growth in Special Education.

4. Elementary Technology Replacement/Refresh Plan:  
Mr. Patten shared the refresh and replace technology plan for the next five years for the elementary schools in the district. We continue to bring the technology ratio to a 2:1 student to computer ratio. Staff shared that Google has an expiration date on their devices and we are in the planning stages of refreshing grades 2-5.

Mrs. Perez shared that we are still building the budget plan and have set aside \$100,000 for technology.

Staff will also be submitting approval for a Low Performing Student Block Grant to serve pupils identified as low-performing on state and English language arts and mathematics assignments who are not otherwise identified for supplemental grant funding under the Local Control Funding Formula or eligible for special education services. More information will be shared at the February 12, 2019, board meeting.

5. Fiscal Impacts to Consider:  
Mrs. Perez shared the things the Board of Trustees will need to consider as we prepare for the 2019-20 fiscal year:
  - The district is in good financial standing and remains fiscally solvent as we enter the 2019-20 fiscal budget planning cycle.
  - The district has not settled 2018-19 negotiations with the Sylvan Educators Association or California School Employees Association.
  - Increases to both STRS and PERS contribution requirements.
  - The increase of minimum wage to \$15.00 per hour by January 2022.
  - The increasing contribution to Special Education.
  - The upcoming History Social Science adoption.
  - Facilities in need of repair beyond the 3% required contribution.

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## BUDGET STUDY Continued

- COLA only increases year over year.

6. Next Steps:

Mrs. Perez suggested cancelling the February 12, 2019, Budget Study Session and include Budget Draft Assumptions on the February 12, 2019, Regular Board Meeting. The next big Budget Study meeting will take place on April 16, 2019.

7. Ustach Modernization Update:

Mrs. Perez provided the Board of Trustees with a recap on the information the Ustach subcommittee discussed since it was formed a year ago to discuss Crossroads West development and the Ustach Middle School modernization project. Staff is currently working on a plan to move students once the modernization begins. Staff shared that construction costs are on the rise. Approximately 50,000 square feet of concrete will need to be removed and replaced. During the Orchard project, removal and replacement was \$9 a square foot. Staff believes the cost will be substantially higher to complete the project at Ustach.

The subcommittee has prepared a priorities list for the project. Additional project needs have been identified and include a kitchen remodel, converting showers to storage space in the boys and girls locker rooms, replacement of bleachers, adding a trash compactor, and a track. The project is tentatively scheduled to begin in September 2019 and be completed by September or October of 2020.

Staff shared that the district is anticipating funding will be far above and beyond the \$8 million available to complete the project priority list. Mrs. Perez gave the Board of Trustees a few funding options to consider. Future discussion will be held at the February 12, 2019, board meeting. Staff will seek direction on construction of the Ustach modernization project from the Board of Trustees at the March meeting.

*Final  
Adjournment:*

The meeting was adjourned by Board President Mr. Collins at 6:17 p.m.

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**WITNESS:**

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Mr. Rawe, Vice President of the Board

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Date