

**KEYES UNION ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
NOTICE OF REGULAR BOARD MEETING
Wednesday, February 12, 2014
Closed Session – 5:30 p.m.
Regular Session – 6:00 p.m.**

A regular meeting of the Keyes Union Elementary School District Board of Trustees:

1. OPENING

- 1.1. **Call to Order** – The meeting was called to order by Jeff Reed, President, at 5:31 p.m. at Keyes Elementary School Cafeteria.
- 1.2. **Roll Call** – A quorum was established and roll was taken.
Present: President, Jeff Reed; Vice-President, Jimmy Emmons Sr.; Clerk, Tammy Suarez;
Member, Audrey Mercer; Member, Bob Edwards
Tardy: None
Absent: None.
Others Present: Cynthia Schaefer, Principal; Karen Redfield, Principal; Rusty Wynn, Principal;
Katie Egleston, Vice-Principal; Michelle Christiansen, CBO/Business Manager, Marilyn Palmer,
Recorder.
Others Present On Roster: Lauren Hall, Martha Meneses, Tami Meneses, David Meneses, Vicki
Harmon, Karen Nunes, Wilma Richter, Stephanie Rodriguez, Audrey Van Lewen.

2. INVITATION TO ADDRESS THE BOARD OF TRUSTEES ON CLOSED SESSION ITEMS

As provided by law, the Board of Trustees may request to meet in Closed Session for consideration of personnel qualifications, possible or pending litigation, employee grievance, student discipline or employee organization items which are timely.

Motion by Audrey Mercer, Seconded by Jimmy Emmons, Sr. to go into Closed Session at 5:31 p.m.

Vote: Bob Edwards: Yes
Tammy Suarez: Yes
Jeff Reed: Yes
Jimmy Emmons, Sr.: Yes
Audrey Mercer: Yes

3. CLOSED SESSION

- 3.1. **Negotiations Update with District Chief Negotiator** – By Cynthia Schaefer
- 3.2. **Public Employee Discipline/Dismissal/Release – Government Code 54947** – By Cynthia Schaefer
- 3.3. **Public Employee Discipline/Dismissal/Release** – By Cynthia Schaefer
- 3.4. **Review Superintendent Goals** – By Cynthia Schaefer

Motion by Jimmy Emmons, Seconded by Bob Edwards to come out of Closed Session at 5:59 p.m.

Vote: Bob Edwards: Yes
Tammy Suarez: Yes
Jeff Reed: Yes
Jimmy Emmons, Sr.: Yes
Audrey Mercer: Yes

4. BOARD REPORTS OUT CLOSED SESSION ITEMS AND APPROVAL/AMENDMENT OF AGENDA

4.1 **Report Closed Session Items** - No action was taken in Closed Session

4.2 **Approval/Amendment of Agenda** - Update 8.2 (Presenter's Name Change)

Motion by Tammy Suarez, Seconded by Audrey Mercer to approve agenda as updated.

Vote: Bob Edwards: Yes
Tammy Suarez: Yes
Jeff Reed: Yes
Jimmy Emmons, Sr.: Yes
Audrey Mercer: Yes

5. FLAG SALUTE

5.1 **Flag Salute and Recognition of KTL Jr. High Student Council Members: Tatum Holland, Levi Johnson, Elizabeth McCoy, Tyler Kyte, Ames Berdino, Matthew Meneses, Bailey Roberts, Dolores Harris, Makena Sousa, Karen Vargas, Anna Moen, Max Vitus, Logan Crowell, and Alyssa Madsen** – By Rusty Wynn

6. **INVITATION TO ADDRESS THE BOARD OF TRUSTEES** *on any items listed or not listed on agenda*

This item is placed on the Agenda so that members of the audience have an opportunity to speak regarding subjects or concerns that appear, or do not appear, on the agenda. The Board President reserves the right to limit speaking time to 5 minute per person and 20 minutes for all comments. The Board of Trustees is prohibited from discussing or acting upon matters not on the agenda. Anyone wishing to speak to the Board of Trustees is requested to fill out a form "Request to Address the Board" located at the back of the boardroom. Please submit the form to the Executive Assistant to the Superintendent.

6.1 **Invitation to Address the Board of Trustees on any item listed or not listed on the agenda**

- Laurie Hall from Keyes Library introduced herself to the board and shared about the library.

7. ANNOUNCEMENTS

7.1 **President's Holidays** – No School from February 13-17, 2014

8. RECOGNITION/PRESENTATION

8.1 **Recognition of Stephanie Rodriguez as Classified Employee Making a Difference** – By Cynthia Schaefer

8.2 **Audit Presentation** – By Linda Yang from Vavrinek, Trine, Day, and Company, LLP

8.3 **LCFF/LCAP Presentation** – By Cynthia Schaefer

8.4 **Staff Reports**

8.4.1 Karen Redfield – Thank you to board members for helping with security at events; Great Valley Writing meeting held today; There have been Samsung training and Google apps training; Coffee with the Principal is February 21; Recognize Kush Samra for her volunteer work with the youth basketball program.

8.4.2 Katie Egleston – Brainology has been implemented at SMS with encouraging results; Boys basketball has 2 wins/4 losses for 7th grade and 1 win/5 losses for 8th grade; Recognize Daphne Taylor for her efforts with the Brainology program.

- 8.4.3 Rusty Wynn – Are you Smarter Than? will be on April 10th; Thank you for Mrs. Schaefer with her assistance with LCAP; Intercom system should be working soon; Laptops are arriving (60 total); K-6 patriot program was held; 7-12 Talent show held; Appreciate Cyndi Tyson for her visual performance arts skills.
- 8.4.4 Michelle Christiansen – 2nd interim will be presented at the March board meeting; Working on E-Rate for 2015-16; Head start self-evaluation was completed; in the process of developing the 2014-15 budget; governor’s budget – education is a priority.
- 8.4.5 Carolyn Stewart- Absent
- 8.4.6 Wilma Richter – Extended day classes began for session 3 for math and reading support; kindergarten finished mid-year assessments; there are two new intervention paraprofessionals; \$250 has been donated to purchase books by a grandparent; Book fair will be held during open house.

9. **CONSENT AGENDA ITEMS**

Actions prepared for Consent Calendar are consistent with adopted and approved policies of the District and are deemed routine in nature. They will be acted upon in one motion without discussion, unless members of the Board request that an item be removed from the Consent Calendar. In that event, it will be taken up in the order indicated on the main agenda.

9.1 **Approval of Minutes**

We request the Board of Trustees approve the minutes for the following:
 - Regular Board Meeting of January 15, 2014

9.2 **Approval of Claims and Payroll**

We request the Board of Trustees approve the Claims and Payroll for the month of January, 2014. These documents have been provided to the Board under separate cover and are available to the public upon request.

9.3 **Approval of Administrative/Management Reports**

We request the Board of Trustees accept the school site and management reports from schools in Keyes Union School District as presented.

9.4 **Approval of Standard Agreement(s) for Keyes Union School District**

9.4.1 Contract with CDE for CA State Preschool Program Amendment #2 for 2013-14 School Year

9.5 **Approval of Fundraiser for 2013-14 School Year**

9.5.1 Save Around Coupon Books PTC Fundraiser for Keyes Elementary School

9.6 **Approval to Surplus Items for Keyes to Learning Charter School**

We request the Board of Trustees approve the surplus list for Keyes to Learning Charter School dated 1/29/14.

9.7 **Approval of Keyes Elementary School Field Trip for 2013-14 School Year**

9.7.1 4th Grade San Juan Bautista Mission Trip on May 8, 2014

Motion by Jimmy Emmons, Seconded by Bob Edwards to approve items 9.1 through 9.7.

Vote: Bob Edwards: Yes
Tammy Suarez: Yes
Jeff Reed: Yes
Jimmy Emmons, Sr.: Yes
Audrey Mercer: Yes

10. ACTION ITEMS

10.1 Approval of Certificated/Classified/Confidential/Management Personnel Actions

We request the Board of Trustees approve the Personnel Actions listed on the attached document, as presented.

Motion by Audrey Mercer, Seconded by Jimmy Emmons, Sr. to approve personnel action items as presented.

Vote: Bob Edwards: Yes
Tammy Suarez: Yes
Jeff Reed: Yes
Jimmy Emmons, Sr.: Yes
Audrey Mercer: Yes

11. DISCUSSION

11.1 Review of Keyes Union School District's Board of Trustees Self-Evaluation – By Jeff Reed
- The board would like to see other district's self-evaluation forms at the next board meeting.

12. REPORTS

12.1 Superintendent's Report – By Cynthia Schaefer
Lee Ann Gibbs will be here on March 14, 2014 which is a non-student day; We have met with KTA for negotiations and will have mediation; All board members and the superintendent attended a board training on February 1, 2014; Thank you to the District Office for providing lunches for staff members throughout the year; CSEA negotiations will be on March 6, 2014.

12.2 Board Member Comments

- 12.2.1 Bob Edwards – No comment.
- 12.2.2 Jimmy Emmons, Sr. – Apologized to Rusty for missing talent show.
- 12.2.3 Audrey Mercer – Appreciated the board training.
- 12.2.4 Tammy Suarez - Appreciated the board training; congratulations to Michelle for no findings in the audit.
- 12.2.5 Jeff Reed – Head Start assessment went well; appreciate all of the volunteers for the basketball program; 8th grade mentor program is successful – staff is really stepping up; Congratulations to Stephanie; Thank you for a great audit presentation.

13. INFORMATION

13.1 Next Board Meeting – A Regular Board Meeting will be held on March 12, 2014, at Keyes Elementary School Cafeteria. Closed Session will begin at 5:30 p.m. and Regular Session will begin at 6:00 p.m.

14. ADJOURNMENT

Motion by Tammy Suarez, Seconded by Bob Edwards to close the Regular Board Meeting at 7:17 p.m.

Vote: Bob Edwards: Yes
Tammy Suarez: Yes
Jeff Reed: Yes
Jimmy Emmons, Sr.: Yes
Audrey Mercer: Yes

Prepared by,

A handwritten signature in blue ink that reads "Cynthia Schaefer". The signature is written in a cursive style.

Cynthia Schaefer
Secretary to the Board of Trustees