

**KEYES UNION ELEMENTARY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
NOTICE OF REGULAR BOARD MEETING  
Wednesday, June 18, 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 5:30 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, Bob Edwards.

Tardy: None

Absent: None

Others Present: Cynthia Schaefer, Superintendent; Katie Egleston, Vice-Principal; Michelle Christiansen, CBO/Business Manager, Marilyn Palmer, Recorder.

Others Present On Roster: Carolyn Stewart, Betty-Jo Nascimento, Jerry Hines

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 Jimmy Emmons, Sr., Seconded by Tammy Suarez to go into Closed Session at 5:31 p.m.

Vote: Bob Edwards - Yes; Tammy Suarez - Yes; Jeff Reed – Yes; Jimmy Emmons, Sr. – Yes.

3. CLOSED SESSION

3.1 **Negotiations Update with District Chief Negotiator** – By Cynthia Schaefer

3.2 **Superintendent’s Evaluation** – By Jeff Reed

Motion by Bob Edwards, Seconded by Tammy Suarez to come out of Closed Session at 5:55 p.m.

Vote: Bob Edwards - Yes; Tammy Suarez - Yes; Jeff Reed – Yes; Jimmy Emmons, Sr. – Yes.

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

4.1 **Report Closed Session Items** – No board items to report out on.

4.2 **Approval/Amendment of Agenda**

Motion by Jimmy Emmons, Sr. Seconded by Bob Edwards to amend board agenda with item 10.1 revised.

Vote: Bob Edwards - Yes; Tammy Suarez - Yes; Jeff Reed – Yes; Jimmy Emmons, Sr. – Yes.

5. FLAG SALUTE

5.1 **Flag Salute** - By Betty-Jo Nascimento

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**

7. **ANNOUNCEMENTS**

7.1 **Independence Day Holiday** – The District Office will be closed on July 4, 2014 for the 4<sup>th</sup> of July.

8. **RECOGNITION/PRESENTATION**

8.1 **Staff Reports**

- 8.1.1 Jerry Hines – Parking Lot/Playground will be done in July at KES; School office will be starting in July; Room at SMS is complete; Computer lab will be set up; Paining at SMS will be done during the summer.
- 8.1.2 Katie Egleston – CORE math training in August; Instructional Rounds June 24; Interventions will be at SMS next year; Katie will not be back next year and thanked board for her time with the district.

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 May 14, 2014

9.2 **Approval of Claims and Payroll**

We request the Board of Trustees approve the Claims and Payroll for the month of May, 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 Contracts for Keyes Union School District**

- 9.4.1 MOU for Education Services and Facilities Use between Denair School District and KUSD for usage by KTL for the 2014-15 school year.
- 9.4.2 Contract for Services 2014-15 Teacher Web Portal Between KUSD and Forge Integration.
- 9.4.3 Contract for Services 2014-15 Aeries, CALPADS, CRDC Support between Couchman Data Services and KUSD.

- 9.4.4 Agreement for Services 2014-15 between KUSD and Discovery Education, Inc.
- 9.4.5 Agreement for Legal Services for 2014-15 between KUSD and Lozano Smith Attorneys.
- 9.4.6 Internship Contract Agreement between Brandman University and KUSD between June 1, 2014 through May 30, 2016.
- 9.4.7 Agreement for Special Services between School Services of California, Inc. and KUSD for the 2014-15 school year.
- 9.4.8 2014-15 Master Agreement between KUSD and Stanislaus County Office of Education.
- 9.4.9 2014-15 Master Agreement Legal Services between KUSD and Atkinson, Andelson, Loya, Ruud, & Romo.

9.5 **Approval of Contracts for Principals/Management for 2014-15 School Year**

We request the Board of Trustees authorize the renewal of contracts for Principals/Management for the 2014-15 School Year.

9.6 **Approval of Revised Job Descriptions for KTL and KUSD**

- 9.6.1 KTL Clerk II
- 9.6.2 KTL High School Biology/Earth Science Teacher
- 9.6.3 KTL Charter Business Manager
- 9.6.4 State Preschool Teacher/Site Supervisor

9.7 **Approval of Head Start Items**

- 9.7.1 EHS 2013-14 Monthly Program Data Summary Report
- 9.7.2 Regional Head Start 2013-14 Monthly Program Data Summary Report

9.8 **Approval to Authorize Superintendent to Hire Staff**

Annually, we request the Board of Trustees to authorize the superintendent to hire staff as needed during the summer. All authorized actions will be presented to the Board to take formal action at the August 13, 2014 board meeting.

9.9 **Approval to Increase Substitute Teacher Pay Rate**

In order to be competitive with other school districts in Stanislaus County, we request the Board of Trustees approve to increase the daily substitute rate of pay from \$95 to \$120 per day effective July 1, 2014.

Motion by Tammy Suarez, Seconded by Bob Edwards to approve items 9.1 through 9.9 as presented.  
 Vote: Bob Edwards - Yes; Tammy Suarez - Yes; Jeff Reed – Yes; Jimmy Emmons, Sr. – 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 Jimmy Emmons, Seconded by Bob Edwards to approve personnel actions as revised.  
 Vote: Bob Edwards - Yes; Tammy Suarez - Yes; Jeff Reed – Yes; Jimmy Emmons, Sr. – Yes.

10.2 **Public Hearing – Textbook and Instructional Materials Compliance for 2013-14 School Year**

The Board President will declare a Public Hearing to discuss Resolution #13-14-19. A public discussion will be held.

Opened at: 6:11 p.m.

Closed at: 6:12 p.m.

10.3 **Approval of Resolution #13-14-19: Pupil Textbook and Instructional Materials Compliance for 2013-14 School Year**

During the 2013-14 school year, each pupil in Keyes Union School District was provided sufficient textbooks and instructional materials consistent with the cycles and content of the curriculum frameworks adopted by the state board. We request the Board of Trustees approve Resolution #13-14-19 as presented.

Motion by Tammy Suarez, Seconded by Jimmy Emmons Jr. to approve Resolution #13-14-19 as presented.

Vote: Bob Edwards - Yes; Tammy Suarez - Yes; Jeff Reed – Yes; Jimmy Emmons, Sr. – Yes.

10.4 **Public Hearing – LCAP for Keyes Union School District**

The Board President will declare a Public Hearing to discuss the LCAP for Keyes Union School District. A public discussion will be held.

Opened at: 6:19 p.m.

Closed at: 6:20 p.m.

10.5 **Public Hearing – LCAP for Keyes to Learning Charter School**

The Board President will declare a Public Hearing to discuss the LCAP for Keyes to Learning Charter School. A public discussion will be held.

Opened at: 6:21 p.m.

Closed at: 6:22 p.m.

10.6 **Public Hearing – Annual Budget 2014-15 School Year**

The Board President will declare a Public Hearing to discuss the Annual Budget for 2014-15 school year for Keyes Union School District. A public discussion will be held.

Opened at: 6:39 p.m.

Closed at: 6:40 p.m.

10.7 **Approval of Revised Salary Schedules for the 2013-14 School Year**

10.7.1 KTL Classified Salary Schedule

10.7.2 KTL Certificated Salary Schedule

10.7.3 KTL Charter Business Manager Salary Schedule

10.7.4 KTL Charter Director Salary Schedule

10.7.5 KTL Stipends and Other Rates of Pay Schedule

Motion by Bob Edwards, Seconded by Jimmy Emmons, Sr. to approve salary schedules as presented.

Vote: Bob Edwards - Yes; Tammy Suarez - Yes; Jeff Reed – Yes; Jimmy Emmons, Sr. – Yes.

10.8 **Board Provisional Appointment of Board Member**

The Keyes Union School District Board of Trustees will discuss and make a decision to appoint a provisional board member for Keyes Union School District.

Motion by Bob Edwards, Seconded by Jimmy Emmons Jr to appoint Welsey Greene as provisional board member for Keyes Union School District.

Vote: Bob Edwards - Yes; Tammy Suarez - Yes; Jeff Reed – Yes; Jimmy Emmons, Sr. – Yes.

11. DISCUSSION

11.1 **Review of Keyes Union School District's Superintendent Evaluation Form-** By Jeff Reed  
Board prefers current evaluation form with slight adjustments to be reviewed at next board meeting.

11.2 **Annual Board Self-Evaluation** – By Jeff Reed  
The board reviewed the results of their self-evaluation.

12. REPORTS

12.1 **Superintendent's Report** – By Cynthia Schaefer  
91 percent of 8<sup>th</sup> graders were promoted compared to 67 percent due to the mentor program at SMS; Thank you to Lennie Acosta for all his hard work; We will be having new principals at both sites. Congratulations and welcome to Wesley Greene as new board member.

12.2 **Board Member Comments**

12.2.1 Bob Edwards – Thank you to Wesley Greene and Linnie Roest for being interested in being on the board.

12.2.2 Jimmy Emmons, Sr. – Thank you to Michelle Christiansen on a the budget. Best wishes to Katie Egleston. We had two great candidates interested in being on the board.

12.2.3 Tammy Suarez - Best wishes to Katie Egleston.

12.2.4 Jeff Reed - KES students were the best on the 4<sup>th</sup> grade field trip to mission. 8<sup>th</sup> grade graduation was great. Mentor program was great. Welcome to Wesley Greene as new board member.

13. INFORMATION

13.1 **Next Board Meeting** –A Special Board Meeting will be held on June 25, 2014 at Keyes Elementary School Cafeteria. Regular Session will begin at 6:00 p.m. There will be no board meeting in July. A Regular Board Meeting will be held on August 13, 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 Jimmy Emmons, Jr., Seconded by Tammy Suarez to close the Regular Board Meeting at 7:06 p.m.

Vote: Bob Edwards - Yes; Tammy Suarez - Yes; Jeff Reed – Yes; Jimmy Emmons, Sr. – Yes.

Prepared by,



Cynthia Schaefer  
Secretary to the Board of Trustees