

**KEYES UNION ELEMENTARY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
NOTICE OF REGULAR BOARD MEETING  
Wednesday, March 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; Rusty Wynn, Principal; Katie Egleston, Vice-Principal; Michelle Christiansen, CBO/Business Manager, Marilyn Palmer, Recorder.

Others Present On Roster: Jerry Hines, Leslie Mason, Eli Pew, and Carolyn Stewart.

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 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  
Audrey Mercer: Yes

3. CLOSED SESSION

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

3.2. **Public Employee Discipline/Dismissal/Release – Employee #13-14-02** – By Cynthia Schaefer

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

3.3. **Public Employee Discipline/Dismissal/Release – Employee #13-14-03** – By Cynthia Schaefer

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

Motion by Audrey Mercer, Seconded by Jimmy Emmons, Sr. 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  
Audrey Mercer: Yes

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

4.1 **Report Closed Session Items**

In closed session, the board took action for Action on Agenda Item #3.3 to release non reelect probationary certificated employee #13-14-03, pursuant to Education Code section 44929.21 (b), effective a the end of the school year, and directed the superintendent or designee to send out appropriate legal notices. The roll call vote was as follows:

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

In closed session, the board took action for Action on Agenda Item #3.2 to release temporary certificated employee #13-14-02, pursuant to Education Code section 44929.21 (b), effective a the end of the school year, and directed the superintendent or designee to send out appropriate legal notices. The roll call vote was as follows:

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

4.2 **Approval/Amendment of Agenda**

Motion by Audrey Mercer, Seconded by Jimmy Emmons, Jr. to update item 10.1 as presented on agenda.

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 SMS Student, Julian Garcia, in Recognition as Recipient of “Every Student Succeeding” – by Katie Egleston**

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 **Non-Student Day** – Friday, March 14, 2014

7.2 **Kindergarten Registration at Keyes Elementary School** – March 17-21, 2014

7.3 **KTL Jr. High Pentathlon** – Saturday, March 22, 2014 at Prescott Jr. High, Modesto CA

7.4 **KTL K-6 Talent Show at Keyes Elementary School Gym** – Monday, March 24, 2014 from 9:00 a.m. to 10:00 a.m.

7.5 **Kindergarten Program at Keyes Elementary School** – Thursday, March 27, 2014, from 6:30-7:00 p.m.

7.6 **KTL's Are you Smarter? At Spratling Middle School** – Thursday, April 10, 2014

8. **RECOGNITION/PRESENTATION**

8.1 **Staff Reports**

8.1.1 Leslie Mason – Students learning about life cycle of insects; learning about media; learning about fashion; learning about science; Will use the non-student day to plan for next year.

8.1.2 Jerry Hines – KTL phone system complete; getting prices to reseal blacktop; lost a tree and it smashed an a/c unit (working on replacement).

8.1.3 Karen Redfield - Absent

8.1.4 Katie Egleston – KES: Dr. Seuss Night very successful. April 2<sup>nd</sup> 5<sup>th</sup> graders will take CST. Appreciate all teachers for their assistance in being prepared for the technology needed for testing. SMS: They are doing 2<sup>nd</sup> trimester parent conference. Trimester trip was to CSU Stanislaus. Students are practicing for state testing; 5<sup>th</sup> and 7<sup>th</sup> graders completed the healthy test survey; Pitman counselors came to SMS to meet with 8<sup>th</sup> graders. Thank you to Mr. Pew and Mrs. Waterman for being 8<sup>th</sup> grade advisors.

8.1.5 Rusty Wynn – High school is planning for next year; Middle School will have 3.5 days; Schedule for testing has been established; Charter Communication is working on connection; laptops have been configured; March 25 at 6:30 p.m. there is a parent meeting for the foundation board.

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 February 12, 2014

9.2 **Approval of Claims and Payroll**

We request the Board of Trustees approve the Claims and Payroll for the month of February, 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 Between KUSD and D L Smith Design Inc. for Architectural Services
- 9.4.2 Contract between KUSD and Byron Smith for Legal Services

9.5 **Approval of Revised KTL Safety Emergency Plan**

KTL added a section on Harassment, Intimidation and Bullying which is included in the board packet. All other sections remain as previously approved.

9.6 **Approval of Head Start Documents**

- 9.6.1 Head Start 2013-14 Self Assessment Summary of Strengths, Findings and Recommendations
- 9.6.2 Self Assessment Corrective Plans of Action
- 9.6.3 SCOE Child/Family Services 2012-13 Independent Audit
- 9.6.4 Communication from the Office of Head Start ACF-IM-HS-14-01: Fiscal Year 2014 Funding Increase; Appropriations; COLA; Sequestration

9.7 **Approval of Construction Resolution**

- 9.7.1 Resolution #13-14-09: Allow District to Request for Qualifications for Lease-Leaseback for the District Administrative Building

9.8 **Approval of Spratling Middle School Field Trip for 2013-14 School Year**

- 9.8.1 SMS 8<sup>th</sup> Grade Promotion Activity to Island Water Park in Fresno CA on May 29, 2013
- 9.8.2 SMS Grades 6-8 Trimester Two Reward to CSU Stanislaus on March 3, 2014
- 9.8.3 SMS 6<sup>th</sup> Grade Outdoor Ed through SCOE from May 13-16, 2014
- 9.8.4 SMS 8<sup>th</sup> Grade Banquet at CSU Stanislaus on May 27, 2014

9.9 **Approval of Student Body Fundraisers for the 2013-14 School Year**

- 9.9.1 SMS Dance Fundraiser for 8<sup>th</sup> Grade
- 9.9.2 SMS "Popcorn Palace" popcorn sales in accordance with Wellness Policy
- 9.9.3 SMS Ice Cream Sales purchased from District in accordance with Wellness Policy

Motion for items 9.1 through 9.9 by Tammy Suarez, Seconded by Bob Edwards to approve as presented.

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 Jimmy Emmons, Sr., Seconded by Audrey Mercer to approve personnel actions as revised.

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

10.2 **Approval of 2014 Delegate Assembly Ballot Choice**

We request the Keyes Union School District Board of Trustees as a whole vote to select one candidate for the 2014 CSBA Delegate Assembly Election.

Motion by Jimmy Emmons, Sr., Seconded by Tammy Suarez to select Faye Lane for the position.

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

10.3 **Approval of Second Interim Report**

Education Code Section 35035 requires two interim financial reports during each fiscal year, one for the period of July 1 through October 31 and the other from November 1 through January 31. The Board of Trustees, after reviewing every Interim Report and the corresponding narrative, must certify whether the district will meet its financial obligations for the current fiscal year and two subsequent years. We request the Board of Trustees approve the Second Interim Report as presented. *Note: The Second Interim Report has been provided to the Board of Trustees under separate cover and is available to the public upon request.*

Motion by Bob Edwards, Seconded by Jimmy Emmons, Sr. to approve Second Interim Report 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 of Trustees will continue reviewing the self-evaluation form for KUSD and modify appropriately.

12. **REPORTS**

12.1 **Superintendent's Report** – By Cynthia Schaefer  
Attended the CISC Conference for two days in Monterey; Teacher evaluations important; Negotiations are closer to finishing up; LCAP planning in process; Very successful Dr. Seuss Night; LCR Presentation on the non-student day; Thank you to Khush Samra for her efforts for the youth basketball.

12.2 **Board Member Comments**

12.2.1 Bob Edwards – Great job on the budget, Michelle.

- 12.2.2 Jimmy Emmons, Sr. – Thank you to the everyone working with the mentees; Looking forward to “Are you smarter than...”
- 12.2.3 Audrey Mercer – Good job to KTL on defining bullying in the document that was board approved.
- 12.2.4 Tammy Suarez – Thank you to Katie for being an academic judge for Ceres.
- 12.2.5 Jeff Reed - Mentor program is going well; good job on Dr. Seuss Night; 2<sup>nd</sup> grade field trip to Monterey was great; Sad that the sports season has ended; Thank you to Mr. Pew for having binders to help his math students stay organized.

13. INFORMATION

- 13.1 **Next Board Meeting** – A Regular Board Meeting will be held on April 9, 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, Sr., Seconded by Bob Edwards to close the Regular Board Meeting at 6:55 p.m.

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

Prepared by,



Cynthia Schaefer  
Secretary to the Board of Trustees