

**KEYES UNION ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
NOTICE OF REGULAR BOARD MEETING
Wednesday, June 17, 2015
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.; Member, Bob Edwards; Member, Wesley Greene; Clerk, Tammy Suarez

Tardy: None.

Absent: None.

Others Present on Roster: Cynthia Schaefer, Superintendent; Timothy Torres Mofhitz, Principal; John Stuart, Principal; Rusty Wynn, Principal; Cyndi McDaniel, Curriculum/Instructional Support Coordinator; Michelle Christiansen, CBO/Business Manager; Marilyn Palmer, Recorder.

Others Present: 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 Jimmy Emmons, Sr., Seconded by Bob Edwards to go into Closed Session at 5:31p.m.

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

3. CLOSED SESSION

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

3.2 **Public Employee Discipline/Dismissal/Release** – By Cynthia Schaefer

Motion by Tammy Suarez, Seconded by Bob Edwards 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;
Wesley Greene - Yes

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

4.1 **Report Out Closed Session Items**

4.2 **Approval/Amendment of Agenda**

Motion by Wesley Greene, Seconded by Jimmy Emmons, Sr. to approve agenda and amend item 8.6.1 as presented.

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

5. FLAG SALUTE

5.1 **Flag Salute** – By Carolyn Stewart

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, 3, 2015 (in lieu of July 4th holiday)

8. 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.

8.1 **Approval of Minutes**

We request the Board of Trustees approve the minutes for the following:
- Regular Board Meeting of May 13, 2015

8.2 **Approval of Claims and Payroll**

We request the Board of Trustees approve the Claims and Payroll for the month of May, 2015. These documents have been provided to the Board under separate cover and are available to the public upon request.

8.3 **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.

8.4 **Approval of Head Start Documents**

8.4.1 HS and EHS Program Goals and Objectives – 5 Year Grant Award Year 2
8.4.2 Head Start Self-Assessment Findings and Corrective Action Plan and EHS & RHS Program Data Summary Reports

8.5 **Approval of Contracts for 2015-16 School Year for Keyes School District**

8.5.1 Contract Agreement with Lynda Reece for the 2015-16 School Year
8.5.2 Contract Agreement with Making Math Matter, Inc. for the 2015-16 School Year
8.5.3 Contract between SCOE and KUSD for Professional Development for the 2015-16 School Year
8.5.4 Contract Agreement with PresenceLearning for the 2015-16 School Year
8.5.5 Contract Agreement for Vehicle Service with Salida School District for 2015-16 School Year
8.5.6 Contract Agreement for Lozano Smith Legal Services for the 2015-16 School Year
8.5.7 Contract Agreement with Database Depot, Inc. for Red Schoolhouse Software (OARS) for the 2015-16 School Year

- 8.5.8 Contract Agreement with School Services of California, Inc. for the 2015-16 School Year
- 8.5.9 Contract Agreement with Couchman Data Services for the 2015-16 School Year
- 8.5.10 Contract Agreement with Discovery Education for the 2015-16 School Year
- 8.5.11 Contract Agreement with FranklinCovey Client Sales Inc. for the 2015-16 School Year
- 8.5.12 MOU between KUSD and Center for Human Services for the 2015-16 School Year
- 8.5.13 Consulting Services Agreement between Capitol Public Finance Group, Inc. and KUSD for the 2015-16 School Year
- 8.5.14 Agreement to Provide 922 Plan Services between KUSD and SCOE July 1, 2015 to June 30, 2015
- 8.5.15 Contract Agreement with Stanislaus County Children and Families Commission June 1, 2015 through June 30, 2015

8.6 **Approval of Job Descriptions and Salary Schedule for Keyes School District**

- 8.6.1 KUSD Counselor Job Description
- 8.6.2 KTL 7th Grade Teacher Job Description
- 8.6.3 KTL 8th Grade Teacher Job Description
- 8.6.4 KTL Foreign Language High School Teacher Job Description
- 8.6.5 KTL Biology/Earth Science High School Teacher Job Description
- 8.6.6 KTL Social Studies High School Teacher Job Description
- 8.6.7 KTL Student Services Assistant Job Description

8.7 **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 12, 2015 board meeting.

8.8 **Approval of State-Preschool Self-Evaluation**

We have included the Keyes School District State-Preschool Self-Evaluation and request the Board of Trustees approve as presented.

8.9 **Approval of KUSD Auxiliary Organization Coverage for 2015-16 School Year**

The following are Auxiliary Organizations covered under KUSD through CRSIG for the 2015-16 school year: Keyes Parent Teacher Club, and Associated Student Body. We request the Board of Trustees approve as presented.

Motion by Tammy Suarez, Seconded by Bob Edwards to pull and discuss item 8.6.1

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

Motion by Jimmy Emmons, Sr., Seconded by Tammy Suarez to approve item 8.6.1 KUSD Counselor Job Description.

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

Motion by Wesley Greene, Seconded by Bob Edwards to approve items 8.1 through 8.9 as presented.

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

9. **ACTION ITEMS**

9.1 **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 Wesley Greene, Seconded by Bob Edwards to approve personnel actions as presented.

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

9.2 **Public Hearing – Textbook and Instructional Materials Compliance for 2014-15 School Year**

The Board President will declare a Public Hearing to discuss Resolution #14-15-09. A public discussion will be held.

Opened at: 6:08 p.m. Closed at: 6:09 p.m.

9.3 **Approval of Resolution #14-15-09: Pupil Textbook and Instructional Materials Compliance for 2014-15 School Year**

During the 2014-15 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 #14-15-09 as presented.

Motion by Wesley Greene, Seconded by Tammy Suarez to approve Resolution #14-15-09 as presented.

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

9.4 **Public Hearing – Updated 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: 6:09 Closed at: 6:19 p.m.

9.5 **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: 6:19 p.m. Closed at: 6:20 p.m.

9.6 **Public Hearing – Annual Budget for 2015-16 School Year**

The Board President will declare a Public Hearing to discuss the Annual Budget for the 2015-16 school year for Keyes Union School District. A public discussion will be held.

Opened at: 6:20 p.m. Closed at: 6:45 p.m.

9.7 **Approval of Revised Salary Schedules for the 2014-15 and 2015-16 School Years**

- 9.7.1 KTL Classified Salary Schedule for 2014-15 School Year
- 9.7.2 KTL Certificated Salary Schedule for 2014-15 School Year
- 9.7.3 KTL Charter Business Manager Salary Schedule for 2014-15 School Year
- 9.7.4 KTL Charter Director Salary Schedule for 2014-15 School Year
- 9.7.5 KTL Classified Salary Schedule for 2015-16 School Year

- 9.7.6 KTL Certificated Salary Schedule for 2015-16 School Year
- 9.7.7 KTL Charter Business Manager Salary Schedule for 2015-16 School Year
- 9.7.8 KTL Charter Director Salary Schedule for 2015-16 School Year

Motion by Tammy Suarez, Seconded by Jimmy Emmons, Sr. to approve Revised Salary Schedules as presented.

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

9.8 **Approval of Resolutions for Keyes Union School District**

- 9.8.1 Resolution #14-15-10: Authorizing End-Of-Year Transfers
- 9.8.2 Resolution #15-16-01: Authorizing Execution of Preschool Contract
- 9.8.3 Resolution #14-15-11: Ordering Governing Board Member Election

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

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

9.9 **Public Hearing – Approval of Revision of 2013-15 Contract Between CSEA and KUSD**

The Board President will conduct a Public Hearing to discuss the union ratified revised 2013-15 contract between CSEA and KUSD.

Opened at: 6:46 p.m. Closed at: 6:47 p.m.

9.10 **Approval of 2013-15 Contract Between CSEA and KUSD**

We have included the union ratified 2013-15 contract between CSEA and KUSD for review and request the Board of Trustees approve as presented.

Motion by Jimmy Emmons, Sr., Seconded by Wesley Greene to approve 2013-15 Contract between CSEA and KUSD as presented.

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

9.11 **Final Reading and Math Textbook Adoption**

The Elementary School Math Textbook Adoption Committee recommend the adoption of the following textbooks for the 2015-16 school year. The books are on display at Keyes Elementary School. We request the Board of Trustees conduct a final reading and adoption as presented.

10.11.1 Grades K-5: *California GO Math!* Houghton Mifflin Harcourt Publishing Company

Motion by Wesley Greene, Seconded by Bob Edwards to approve final reading and math textbook adoption as presented.

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

9.12 **Approval for Addition of Two Classroom Buildings at Spratling Middle School (DSA Application #02-114384)**

We have included supporting documentation for the addition of two classroom buildings for Spratling Middle School and request the Board of Trustees approve as presented.

Motion by Tammy Suarez, Seconded by Bob Edwards to approve addition of two classroom buildings at Spratling Middle School (DSA Application #02-114384 as presented.

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

10. DISCUSSION

10.1 Annual Board Self-Evaluation – By Jeff Reed

11. REPORTS

11.1 Superintendent’s Report – By Cynthia Schaefer

Facilities - Room 44 has been removed at Keyes Elementary School; SMS portables have been ordered; On hold for connection of sewer. Thank you to KTA and Joni for the MOU for the school counselor position.

11.2 Board Member Comments

11.2.1 Bob Edwards – None.

11.2.2 Jimmy Emmons, Sr. – Thank you for showing up to Carolyn Stewart

11.2.3 Wesley Greene – Impressed with graduation thank you from Timothy Greene to Jeff Reed for his help in tutoring.

11.2.4 Tammy Suarez – Thank you to all teachers. Daughter, Rosa, received a letter from Ms. Van Lewen for goals set by Rosa when she was her student.

11.2.5 Jeff Reed - Teachers invested with kids; Enjoy mentoring kids.

12. INFORMATION

12.1 Next Board Meeting –A Special Board Meeting will be held on June 24, 2015 at Keyes Elementary School Cafeteria. Closed Session will begin at 5:30 p.m. and Regular Session will begin at 6:00 p.m. There will be no board meeting in July, 2015. A Regular Board Meeting will be held on August 12, 2015, at Keyes Elementary School Cafeteria. Closed Session will begin at 5:30 p.m. and Regular Session will begin at 6:00 p.m.

13. ADJOURNMENT

Motion by Tammy Suarez, Seconded by Bob Edwards to close the Regular Board Meeting at 7:40 p.m.

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

Prepared by,



Cynthia Schaefer
Secretary to the Board of Trustees