

**KEYES UNION ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
NOTICE OF REGULAR BOARD MEETING
Wednesday, September 10, 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; Member, Wesley Greene
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; Marilyn Palmer, Recorder.
Others Present: Jerry Hines, Lori Braden, Ray Nobuhata, Cesar Tellez, Carolyn Stewart, Leslie Mason, Joni Valponi, 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 Tammy Suarez, Seconded by Bob Edwards to go into Closed Session at 5:31 p.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. **Employment Agreement for District Superintendent** – By Jeff Reed

Motion by Wesley Greene, Seconded by Jimmy Emmons, Sr. to come out of Closed Session at 5:54 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 Closed Session Items** – There was no action taken in closed session.
- 4.2. **Approval/Amendment of Agenda**

Motion by Jimmy Emmons, Sr., Seconded by Tammy Suarez to approve agenda with item 10.1 updated.

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

5. FLAG SALUTE

- 5.1 Flag Salute and Recognition of Spratling Middle School Student Cesar Tellez – By John Stuart

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
- Californians United Against Common CORE
 - Ray Nobuhata - Wrestling

7. ANNOUNCEMENTS

- 7.1 Keyes to Learning CORE Jog-a-Thon – Monday, September 22, 2014 at 9:30 a.m.
- 7.2 Instructional Rounds at Spratling Middle School and Keyes Elementary School – Tuesday, September 23, 2014
- 7.3 Annual Fall School Board Member Dinner – Thursday, September 25, 2014 at 6:00 p.m. held at Martin Petersen Event Center, 720 12th Street, Modesto, CA.
- 7.4 Spratling Middle School Breakfast of Champions – Friday, September 26, 2014
- 7.5 Keyes Elementary School Lunch with the Principal – Thursday, October 2, 2014
- 7.6 Keyes Elementary School Cougar Club – Friday, October 3, 2014
- 7.7 Site Visitation by Board Members Jimmy Emmons Sr. and Bob Edwards with Superintendent – Monday, October 6, 2014
- 7.8 Site Visitation by Members Wesley Greene and Jeff Reed with Superintendent – Wednesday, December 3, 2014
- 7.9 Site Visitation by Board Members Tammy Suarez and Jeff Reed with Superintendent – Tuesday, February 10, 2015

8. RECOGNITION/PRESENTATION

8.1 Staff Reports

- 8.1.1 Michelle Christiansen: Breakfast is being served in the classroom for grades K-2. Kids love it and the program is going to be revisited with staff to streamline better.
- 8.1.2 Cyndi McDaniel: She has been on a huge learning curve and trainings have been very successful. Staff has been eager to learn. Thank you to Mel Chavez for all her help moving and thank you to Khush Samra and Lett Rouse for their help. LCAP training is coming up.

- 8.1.3 Timothy Torres Mofhitz: Cyndi McDaniel has been doing a fabulous job with curriculum. Thank you to Michelle Christiansen and Jackie Navarro for their work for breakfast in the classroom. We will work to make the program even better. Thank you to Matt McClintick for helping with special projects. Thank you to Lett Rouse and Khush Samra for making the move amazing. Character in action boards for students. Lunch with the principal is September 18.
- 8.1.4 John Stuart: Likes the idea of bring wrestling back as a sport. Thank you to Ray Nobuhata for helping with roundup. He is also doing student council and they have 4 dances scheduled, leadership team, and breakfast of champions. Reviewing parent conference procedures.
- 8.1.5 Rusty Wynn: They had two back to school nights and a staff development day on Singapore math. He appreciates the entire staff and their efforts for starting the new school year. Packets were given to board members providing them information on KTL.
- 8.1.6 Leslie Mason: Students are all in one area now which helps with safety. SMS has a new site leader and they need two positions filled at KES. Themes have included harvest and Hispanic heritage month. Python Ron will be visiting. Thank you to all the custodial staff and to Michelle with help on the budget. Welcome to Mr. Stuart and Mr. Torres.
- 8.1.7 Jerry Hines: Mrs. Van Lewen's tables have been painted. The old office building has been renumbered. There was a CHP inspection and there were no infractions. A projected maintenance list was created. 47 of the 63 work orders have been completed.

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 August 13, 2014
- Special Board Meeting of August 25, 2014
- Special Board Meeting of September 3, 2014

9.2 Approval of Claims and Payroll

We request the Board of Trustees approve the Claims and Payroll for the month of August, 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 Agreement for Head Start Grant between KUSD and Stanislaus County Office of Education
- 9.4.2 Agreement between KUSD and Health Care Staffing
- 9.4.3 Agreement for Transportation Services between KUSD and Hughson School District

9.5 Approval of Resolutions for Keyes Union School District

- 9.4.1 Resolution #14-15-01: Name Authorized Agents for Fiscal Year 2014-15
- 9.4.2 Resolution #14-15-02: School Attendance Awareness Month – September 2014

9.6 **Approval of Superintendent's Evaluation Form**

We request the Board of Trustees approve the revised Superintendent's Evaluation Form as presented.

9.7 **Approval of Head Start Documents**

- 9.7.1 EHS and RHS Second Interim Budget Revisions
- 9.7.2 EHS and RHS Program Summaries
- 9.7.3 Memorandums from the Office of Head Start ACF-IM-HS-14-03
- 9.7.4 Same Sex Spouses/Marriages ACF-PI-HS-14-02
- 9.7.5 EHS Slot Conversions ACF-PI-HS-14-03
- 9.7.6 Electronic Applications
- 9.7.7 Bus Transportation and Safety ACF-IM-HS-14-04

9.8 **Approval to Authorize Employees to Verify Student Absences**

We request the Board of Trustees approve John Stuart, Timothy Torres Mofhitz, Lett Rouse, Mary Cantu, Stephanie Rodriguez, Khush Samra and Susan Hanson to verify student absences for the 2014-15 school year.

Motion by Wesley Greene, Seconded by Jimmy Emmons to approve items 9.1 through 9.8 as presented.

Vote: Bob Edwards - Yes; Tammy Suarez - Yes; Jeff Reed - Yes; Jimmy Emmons, Sr.- Yes; Wesley Greene -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 Bob Edwards, Seconded by Tammy Suarez to approve personnel actions as updated.

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

10.2 **Ratification of Superintendent's Employment Contract Pursuant to Government Code Section 53262 and Revised Salary Schedule**

We request the Board of Trustees ratify the Superintendent's employment contract effective July 1, 2014, pursuant to Government Code Section 53262 and revised salary schedule to comply with new PERPA and CalSTRS regulations.

Motion by Tammy Suarez, Seconded by Bob Edwards to ratify superintendent's employment contract effective July 1, 2014 as presented.

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

10.3 **Public Hearing – Statement of Assurance for 2014-15 School Year**

The Board President will declare a Public Hearing to discuss the availability of public textbooks and instructional materials. The Board will conduct this hearing as stated in Education Code 60119 to meet requirements for receiving State funding for pupil textbooks and instructional materials for Fiscal Year 2014-15.

Opened at: 7:00 p.m.

Closed at: 7:01 p.m.

10.4 **Approval of Resolution #14-15-03: Statement of Assurance for Fiscal Year 2014-15, Pupil Textbooks and Instructional Materials for Grades K-12**

Resolution #14-15-03 declares the Board of Trustees has conducted a Public Hearing to discuss the availability of pupil textbooks and instructional materials. The Board formally determines that the resolution that each pupil in school in the district has sufficient textbooks and instructional materials in each subject that are consistent with the cycles of the curriculum framework adopted by the State Board of Education.

Motion by Jimmy Emmons, Sr., Seconded by Tammy Suarez to approve Resolution #14-15-03 as presented.

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

10.5 **Approval of Unaudited Actual Financial Reports 2013-14 School Year**

The report is an annual statement of all receipts, expenditures for the year and is required to be submitted first to the Governing Board of the district and then forwarded to the county and State Superintendent of Schools. We request the Board of Trustees approve the Unaudited Actuals Financial Reports for the 2013-14 school year.

Motion by Wesley Greene, Seconded by Jimmy Emmons, Sr. to approve Unaudited Actual Financial Reports for 2013-14 School Year

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

11. **REPORTS**

11.1 **Superintendent's Report** – By Cynthia Schaefer

Thank you to the board for renewing her contract for the next 3 years. She is looking forward to working with the board, administration and preparing students. Administration and others are reading “Leader in Me”. Administration attended Regional Association of California Administrators and California Rural Network Meeting. Thank you to the principals, office staff and teachers for a great start of the year.

11.2 **Board Member Comments**

11.2.1 Bob Edwards – No comment

11.2.2 Jimmy Emmons, Sr. – Likes the idea of bringing back wrestling

11.2.3 Wesley Greene – Inspiration given from staff

11.2.4 Tammy Suarez – Has seen a lot of positive changes especially at the middle school

11.2.5 Jeff Reed – Attended volleyball games. Staff has been very motivated. Excellent back to school nights.

12. **INFORMATION**

12.1 **Next Board Meeting** – A Regular Board Meeting will be held on October 8, 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.

13. ADJOURNMENT

Motion by Wesley Greene, Seconded by Jimmy Emmons, Sr. to close the Regular Board Meeting at 7:18 p.m.

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

Prepared by,

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

Cynthia Schaefer
Secretary to the Board of Trustees