

**KEYES UNION ELEMENTARY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
NOTICE OF REGULAR BOARD MEETING  
Wednesday, December 11, 2013  
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  
Tardy: None  
Absent: Member, Tony Aguilar; Clerk, Tammy Suarez;  
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: Audrey Mercer, Diane Dickey, Sonny Uppal, Daniel Rueda, Carolyn Stewart, Wilma Richter, Leslie Mason.

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 5:31 p.m.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Tony Aguilar: Absent  
Tammy Suarez: Absent

3. CLOSED SESSION

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

3.2 **Public Employee Discipline/Dismissal/Release (4)** – By Cynthia Schaefer

Motion by Jimmy Emmons, Sr., Seconded by Bob Edwards to release employee #13-14-01 effective 12/12/13.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Tony Aguilar: Absent  
Tammy Suarez: Absent

Motion by Bob Edwards, Seconded by Jimmy Emmons to come out of Closed Session at 6:55 p.m.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes

Tony Aguilar: Absent  
Tammy Suarez: Absent

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

4.1 Report Closed Session Items

The Keyes Union School District took action in Closed Session to release Employee #13-14-01.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Tony Aguilar: Absent  
Tammy Suarez: Absent

4.2 Brown Act Update

4.3 Approval/Amendment of Agenda

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

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Tony Aguilar: Absent  
Tammy Suarez: Absent

2. FLAG SALUTE

2.1 Flag Salute – By SMS Students

2.2 Recognition of Daniel Rueda, SMS Student Body Class Representative, and Sonny Uppal, SMS Student Body President– By Katie Egleston

3. ORGANIZATIONAL MEETING

3.1 Oath of Office

The Superintendent, Cynthia Schaefer, will swear or affirm Jimmy Emmons, Sr., Audrey Mercer, and Jeff Reed as board members of the Keyes Union School District Board of Trustees. All other board members will be reminded of the Oath of Office previously sworn to.

3.2 Election of Officers

State law and Board Policy stipulate the Superintendent of Schools shall serve as secretary to the Board of Trustees and may conduct the election for President of the Board. Upon election, the new President will take the gavel and conduct the election for Vice-President, Clerk of the Board and Trustee Representative.

Board President:

Motion by Jimmy Emmons, Sr., Seconded by Bob Edwards to nominate Jeff Reed as Board President.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes

Audrey Mercer: Yes  
Tammy Suarez: Absent

Board Vice-President:

Motion by Bob Edwards, Seconded by Audrey Mercer to nominate Jimmy Emmons, Sr. as Board Vice-President.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Audrey Mercer: Yes  
Tammy Suarez: Absent

Board Clerk:

Motion by Bob Edwards, Seconded by Audrey Mercer to nominate Tammy Suarez as Board Clerk.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Audrey Mercer: Yes  
Tammy Suarez: Absent

Board Trustees Representative:

Motion by Jimmy Emmons Sr., Seconded by Audrey Mercer to nominate Bob Edwards as Board Trustees Representative.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Audrey Mercer: Yes  
Tammy Suarez: Absent

3.3 **Board Members Shall Assume Their New Positions** – Newly elected Board officers will take seats for their new positions, as appropriate.

3.4 **Approval of Calendar of Dates, Time and Place of Regular Meetings**

Currently, our monthly Board Meetings are on 2<sup>nd</sup> Wednesday of each month at 6:00 p.m. for Regular Session at Keyes Elementary School's Cafeteria except when necessary to make changes due to circumstances such as Budget adoption. In addition, for 2013, Closed Session will begin at 5:30 p.m. We request the Board of Trustees approve the proposed calendar as presented.

Motion by Audrey Mercer, Seconded by Bob Edwards to approve 2013 Board Calendar as presented.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Audrey Mercer: Yes  
Tammy Suarez: Absent

4. **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.*

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

4.1.1 Diane Dickey addressed the Board and stated she was going to resign from her position.

5. **ANNOUNCEMENTS**

5.1 **Winterfest** – Thursday, December 12, 2013, from 3:00-4:30 p.m. held at SMS Gym

5.2 **2<sup>nd</sup> Grade Performance** – Thursday, December 12, 2013, from 6:30-7:30 p.m. held at KES Gym

5.3 **Early Dismissal** – On Friday, December 20, 2013, kindergarten students will be dismissed at 11:00 a.m. 1<sup>st</sup> through 5<sup>th</sup> grades will be dismissed at 12:00 noon, and 6<sup>th</sup> through 8<sup>th</sup> grade will be dismissed at 12:15 p.m., due to the beginning of Christmas Break.

5.4 **Christmas Break** – Monday, December 23, 2013, through Friday, January 3, 2014.

5.5 **New Board Member and Veteran Board Member Workshop** – Saturday, February 1, 2014 from 8:00 a.m. to 3:00 p.m. Location to be announced.

6. **RECOGNITION/PRESENTATION**

6.1 **LCFF Presentation** – By Cynthia Schaefer

6.2 **Staff Reports**

6.2.1 Karen Redfield - SES fair was held and information was given to parents; 5<sup>th</sup> grade teachers would like to hold a science fair; universal access for kindergarten is working well; kindergarten teachers are doing tier 2 intervention; Cyndi McDaniel received a \$200 SPIE grant; appreciate Matt McClintick for his positive attitude in his work performance.

6.2.2 Katie Egleston – Thank you for Daniel and Sonny for their presentation. 8<sup>th</sup> grade constitution test is tomorrow. 220 meals were sold for the turkey dinner and there was a profit of \$1,335. Girl's and Boy's basketball will be starting January 27. 6<sup>th</sup> grade teachers are focusing on math in common core. Thank you to Della and Pat for their help with the turkey dinner.

6.2.3 Rusty Wynn – Dessert with the director was held on November 21; Common core staff development day was held; waiting on a new phone system; KTL board is waiting on a response from IRS; Appreciate Karen Nunes as she goes above and beyond; Holiday cheer is on Monday.

6.2.4 Leslie Mason – Focus on good attendance. There are 100 students at KES and 40 at SMS. Academic time is supporting math. Enrichment with science, art, and cross curriculum work. Thank you to the MOT staff for accommodating and helping.

6.2.5 Wilma Richter – Extended day math and reading. Wilma is spending time at SMS daily. 3<sup>rd</sup> grade is the largest block of time and she is supporting teachers as much as possible. Bench mark assessments will be done soon. 2<sup>nd</sup> grade is improving. 1<sup>st</sup> grade is tier 2 and kindergarten is tier 2.

7. **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.*

7.1 **\*Approval of Minutes**

We request the Board of Trustees approve the minutes for the following:  
- Regular Board Meeting of November 13, 2013

7.2 **\*Approval of Claims and Payroll**

We request the Board of Trustees approve the Claims and Payroll for the month of November, 2013. These documents have been provided to the Board under separate cover and are available to the public upon request.

7.3 **\*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.

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

- 7.4.1 Stanislaus County Office of Education Learning to Teach Continuum Programs District Memorandum of Understanding with KUSD
- 7.4.2 2013-14 Child Development Contract/Amendment between CDE and KUSD and Resolution #13-14-07

7.5 **\*Approval of Revised Head Start Documents**

- 7.5.1 KUSD RHS/EHS Parent Policy Committee Bylaws

Motion for items 7.1 through 7.5 by Bob Edwards, Seconded by Jimmy Emmons, Sr. to approve consent items as presented.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Audrey Mercer: Yes  
Tammy Suarez: Absent

8. **ACTION ITEMS**

8.1 **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 Actions as presented.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Audrey Mercer: Yes  
Tammy Suarez: Absent

8.2 **Approval of AB 86 Expenditure Plans for Keyes Union School District**

We request the Keyes Union School District approve the AB 86 Expenditure Plans for Keyes Elementary School, Spratling Middle School and Keyes to Learning Charter School. All have made a public presentation at a previous board meeting per the requirements of AB 86.

Motion by Jimmy Emmons, Sr., Seconded by Bob Edwards to approve the AB 86 Expenditure Plans as presented.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Audrey Mercer: Yes  
Tammy Suarez: Absent

### 8.3 **Approval of First Interim Report**

We have included the First Interim Report for review. 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 each Interim Report and the corresponding narrative, must certify whether the District will meet its financial obligations from the current fiscal year and two subsequent fiscal years.

Motion by Bob Edwards, Seconded by Audrey Mercer to approve First Interim Report as presented.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Audrey Mercer: Yes  
Tammy Suarez: Absent

## 9. **REPORTS**

### 9.1 **Superintendent's Report** – By Cynthia Schaefer

Thank you to all the teachers for meeting with parents during parent conference week. Technology is a big portion of common core and there will be a Google Apps for Education Conference in January. Our district Winterfest is tomorrow and we hope everyone can come. Thank you to the district office staff for the planning of the event. KUSD is working on Christmas baskets for families.

### 9.2 **Board Member Comments**

- 9.2.1 Bob Edwards – Hope everyone has a safe holiday.
- 9.2.2 Jimmy Emmons, Sr. – Thank you to all that helped on the turkey dinner fund raiser.
- 9.2.3 Audrey Mercer - Thank you for welcoming me and for the condolences for our family.
- 9.2.4 Tammy Suarez – Absent.
- 9.2.5 Jeff Reed – Welcome to Audrey Mercer. Astronomy Night was a lot of fun. Thank you to teachers for opening up their doors early with the cold weather. Jeff would like to see better attendance by board members and would like to discuss repercussions for missing board meetings.

## 10. **INFORMATION**

- 10.1 **Next Board Meeting** – A Regular Board Meeting will be held on January 15, 2013, at Keyes Elementary School Cafeteria. Closed Session will begin at 5:30 p.m. and Regular Session will begin at 6:00 p.m.

## 11. **ADJOURNMENT**

Motion by Bob Edwards, Seconded by Audrey Mercer to close the Regular Board Meeting at 7:15 p.m.

Vote: Bob Edwards: Yes  
Jimmy Emmons: Yes  
Jeff Reed: Yes  
Audrey Mercer: Yes  
Tammy Suarez: Absent

Prepared by,



Cynthia Schaefer  
Secretary to the Board of Trustees