

**RICHGROVE ELEMENTARY SCHOOL DISTRICT  
REGULAR BOARD OF EDUCATION MEETING**

August 10, 2017

6:30pm

MINUTES

**OPENING CEREMONY**

The Board of Education meeting was called to order at 6:35pm by Board President, Alexandra Guerrero in the Richgrove School District Conference Room located at 20908 Grove Drive in Richgrove, California.

**ATTENDANCE**

	Arrive	Leave	Absent
Alexandra Guerrero, President	6:35	8:18	
Hernan Hernandez, Clerk	6:35	8:18	
Yaneli V. Carrillo, Member	6:35	8:18	
Paul Cervantes, Member	6:35	8:18	
Marisela Lopez, Member			XX
Mario Millan, Secretary	6:35	8:18	

**BOARD AGENDA**

The Board reviewed the board agenda as presented.

Motion

Motion by Mrs. Carrillo, seconded by Mr. Hernandez to approve the board agenda as presented. Vote; 4-1-0 (M.Lopez being absent)

**BOARD MINUTES**

The Board reviewed the board minutes for the Regular Meeting of June 8, 2017 and Special Minutes of June 22, 2017 and July 11, 2017 as presented.

Motion

Motion by Mr. Cervantes, seconded by Mrs. Carrillo to approve the board minutes for meetings of June 8, 2017, June 22, 2017 and July 11, 2017 as presented. Vote; 4-1-0 (M.Lopez being absent)

**ASB REPORTS**

The ASB Reports were tabled until the next board meeting as bank statements had not been received.

**BOARD MEMBERS**

Mr. Hernandez addressed the Board on the progress of the Mobile Clinic to be located in the Richgrove area. It was mentioned that Richgrove Memorial Hall is the pending location.. more information is forthcoming.

Mr. Millan

Mr. Millan addressed the Board and requested that the MOT be commended for all their efforts and hard work during the summer in getting the classrooms and campus ready for start of school.

He further provided them the information as follows; 1) **Campus Upgrades/Repairs**; certain classrooms (portables) have been upgraded with new carpet, book shelves, etc., installed new flooring in school cafeteria hallway, kitchen refrigerators/freezers having

repairs/upgrades done, concrete (obtaining quotes) to be placed on cafeteria driveway/delivery area behind the cafeteria/waiting on DSA approval (upon approval, work to be done sometime in October); new solar signs installed on buildings with new school logo; new shelving for library ordered, need DSA approval on work for Room #505; Basketball courts need work done; avoiding flooding during winter; privacy screen placed on school fencing as safety precaution; pipes being installed at preschool also for safety precaution.

**Upcoming Events/Activities;**

- CAG Summer Institute (GATE), Oceanside; August 2-4, 2017
- Attending; Mrs. Tavera, Mrs. Trevino, Ms. Castillo, Mr. Mendez
- ELPAC Training, August 24, 2017 – San Diego
- Attending; Ms. Morris
- CSBA Conference; San Diego Convention Center
- November 30-December 2, 2017
- Registration deadline; November 1, 2017
- Board Policy Development Workshop; August 15-17, 2017
- School Begins; August 14, 2017
- Financial Audit; August 7-8, 017
- Auditors on campus for one day; requested/reviewed information, will return in October to continue the audit.

Mr. Millan addressed the Board and requesting that the board packets be delivered on Mondays before the board meetings and still be within the 72-hour requirement. Board consensus to allow delivery on Mondays.

**Ponding Basin;** Board received information on confusion with existing ponding basin located behind the middle school. After some discussion /research, it was determined that a MOU is necessary for the maintenance of the property between the Water Office School District. Mr. Millan to make contact and schedule a meeting.

**CONSENT AGENDA/  
ROUTINE BUSINESS**

District Warrants

Business Warrants Request (June 8, 2017 to August 3, 2017) and Student 1718 Inter-District Attendance Agreement Requests. The board reviewed the information as provided.

Motion

Motion by Mr. Cervantes, seconded by Mrs. Carrillo to approve the items on the Consent Agenda as presented. Vote; 4-1-0 (M.Lopez being absent)

**OLD BUSINESS**

Fiscal Audit 1516

Ms. O'Shaughnessy informed the Board that amendments have been provided the State Controller's Office as requested from the 1516 school district audit; school financial audit pending State approval. Board reviewed the information.

Motion

Motion by Mrs. Carrillo, seconded by Mr. Hernandez to accept/approve the amendments provided to the State Controller's Office for 1516 school financial audit. Vote; 4-1-0 (M.Lopez being absent)

Educator Effectiveness Plan  
2016-2018

Ms. O'Shaughnessy presented to the Board the amended Educator Effectiveness Plan for review; stated the initial plan was presented to Board at the June 22, 2017 board meeting as "Public Hearing" item and requested board approval.

Motion

Motion by Mr. Cervantes, seconded by Mrs. Carrillo to adopt the amended Educator Effectiveness Plan as presented. Vote; 4-1-0 (M.Lopez being absent)

**NEW BUSINESS**

Budget Revisions

Ms. O'Shaughnessy provided the Board with the current budget Revisions (1617) as follows; Fund 010-General Revenues/resource 00000 at year-end LCFF calculation 2017 revise, revenues in LCFF calculation increased \$7,347 at year-end, resource 33100/Federal Special Education-entitlement for 1617 reduced by \$3,110, Resource 65000/state special education; entitlement for 1617 reduced by \$17,267; Fund 010 General Expenditures; resource 00000/ budget increased \$26,114.25 for pre-design done-Klassen for HVAC (MS) project, resource 07091/EIA carryover; not expended 1617 (budgeted, \$10,178.28/removed & included for use in 1718 budget.

She also provided budget revisions for August 1718; Fund 010-General Revenues; resource 00000/LCFF calculation 1718 revise; revenues/LCFF calculation increased \$1,711 w/annual 1617 ADA Report; Fund 010/General Expenditures; resource 00000/revision-moved \$12,500 from capital asset to non-capital asset, each equipment less than \$5K; additional \$500 added to budget as correct amt. for 1617 audit; error in original amt. budgeted; decision made-applied for CASBO membership \$1,000; allowing classified office staff to enroll/attend various professional development workshops; capital asset budgeted \$25K to replace/repair classroom storage cabinet doors/entered in General Fund & Fund 140 Deferred Maintenance; removed from General Fund 010; Resource 07091; EIA Carryover/not expended in 1617-included for use in 1718 budget.

Motion

Motion by Mr. Cervantes, seconded by Mrs. Carrillo to approve the budget revisions as presented. Vote; 4-1-0 (M.Lopez being absent)

TC Schools Legal Services  
Agreement 1718

The Board received a copy of the Tulare County Schools Legal Services Agreement for 1718 for \$4,000/district base fee @ \$4.25/unit-ADA for 1516 CALPADS-Fall 1 Enrollment Count.



Motion	<u>Motion by Mrs. Carrillo, seconded by Mr. Hernandez to approve the contract for Legal Services Consortium (master agreement between TCOE and Lozano Smith) as presented. Vote; 4-1-0 (M.Lopez being absent)</u>
Child Abuse Reporting Policy First Reading	Mr. Millan provided the Board with the revised Child Abuse Reporting Policy as the <b>First Reading</b> . Board reviewed the information as presented.
Richgrove ESD Health & Wellness Policy-Amended	The Board received the amended Health & Wellness Policy for the school district with amendments. Board approval requested.
Motion	<u>Motion by Mr. Cervantes, seconded by Mrs. Carrillo to approve the school district's amended Health &amp; Wellness Policy as provided. Vote; 4-1-0 (M.Lopez being absent)</u>
Emergency-Disaster Reference Sheet-Amended	The Board received the "Amended" Emergency-Disaster Reference Sheet which includes procedures for emergency situations, language for district radios, school computers (vchat if available) , emergency air lift (football field), etc. Board approval requested.
Motion	<u>Motion by Mrs. Carrillo, seconded by Mr. Cervantes to approve the amended Emergency-Disaster Reference Sheet as presented. Vote; 4-1-0 (M.Lopez being absent)</u>
Disaster Plan1718-Amended	The Board also received the "Amended" Disaster Plan for 1718 which contains all necessary information (i.e., school site personnel duties and responsibilities, school map/floor plan, pupil release/evacuation procedures, parent notification/responsibilities, emergency information reference guide, school personnel protocol, etc. Copy provided to all Board members.
Motion	<u>Motion by Mr. Cervantes, seconded by Mrs. Carrillo to approve the "Amended" Disaster Plan for 1718 as provided. Vote; 4-1-0 (M.Lopez being absent)</u>
Disaster Plan-Amended (Letter to Parents)1718	Provided also was the "Amended" Disaster Plan (Letter to Parents) that contains information on "Lock-Downs", "Campus/Community Disaster" and "Parent Do's and Don'ts". The Board received an attachment of the document.
Motion	<u>Motion by Mrs. Carrillo, seconded by Mr. Hernandez to approve the "Amended" Disaster Plan (Letter to Parents) as presented. Vote; 4-1-0 (M.Lopez being absent)</u>
1718 Student Anti-Bullying Policy- Updated	Mr. Millan informed the Board that the Student Anti-Bullying Policy has been updated and required re-adoption. Copy of the board policy provided in board packets.

Motion Motion by Mrs. Carrillo, seconded by Mr. Cervantes to approve the "Updated" Student Anti-Bullying Policy as provided.  
Vote; 4-1-0 (M.Lopez being absent)

District Academic & Intervention/Retention Policy – Updated The Board received the "Updated" District Academic Intervention and Retention Policy containing criteria for student grades, intervention information, minutes for Core/Intervention instruction, assessment scoring tools, assignment/reassignment, intervention materials/strategies, promotion/retention procedures, etc.; Board members received policy.

Motion Motion by Mrs. Carrillo, seconded by Mr. Cervantes to approve the "Updated" District Academic & Intervention/Retention Policy as presented. Vote; 4-1-0 (M.Lopez being absent)

Williams Settlement Act Uniform Complaint Policy Procedures; Re-adoption Mr. Millan provided the Board with the information on the Williams Settlement Act Uniform Complaint Policy Procedures for re-adoption. Agenda item is routine and school district required to re-adopt policy routinely as per State recommendation.

Motion Motion by Mr. Cervantes, seconded by Mrs. Carrillo to approve the re-adoption of the re-adoption of the Williams Settlement Act Uniform Complaint Policy and Procedures as recommended by CDE.  
Vote; 4-1-0 (M.Lopez being absent)

RESD Staff Handbook1718 Each Board received an attachment of the RESD Staff Handbook to review.

Motion Motion by Mrs. Carrillo, seconded by Mr. Hernandez to approve the 1718 RESD Staff Handbook as provided via attachment.  
Vote; 4-1-0 (M.Lopez being absent)

RESD Preschool Staff Handbook1718 The Board also received an attachment of the RESD Preschool Staff Handbook for 1718 for review.

Motion Motion by Mrs. Carrillo, seconded by Mr. Hernandez to approve the RESD Preschool Staff Handbook as provided via attachment.  
Vote; 4-1-0 (M.Lopez being absent)

Annual SCICON Contracts 1718 Mr. Millan provided the Board with 1718 SCICON Contracts for Fifth and Sixth Grades; cost for Day Trip (5<sup>th</sup> grade) @ \$100/day of participation; cost for Week Trip (6<sup>th</sup> grade) @ \$207.91/student/scheduled day.

Motion Motion by Mr. Cervantes, seconded by Mr. Hernandez to approve both 5<sup>th</sup> & 6<sup>th</sup> SCICON Contracts for 1718 as presented.  
Vote; 4-1-0 (M.Lopez being absent)

Salary Increase-Band Coach Mr. Millan informed the Boards that Richard Pagalan, Band Coach, and for last couple of years and works hard with our Richgrove students and paid \$12/hour. He's working towards his music credential and hopes he stays at Richgrove. Mr. Millan recommended a salary increase to \$15/hour. After Board discussion, it was decided to offer Band Coach \$16/hour with a retro to July 1, 2017.

Motion Motion by Mrs. Carrillo, seconded by Mr. Hernandez to offer Mr. Pagalan a salary increase to \$16/hour with retro to July 1, 2017.  
Vote; 4-1-0 (M.Lopez being absent)

Next Meeting Date The next board meeting scheduled for Thursday, September 14, 2017 at 6:30pm in the District Office Conference Room.


Staff at Board Meeting Mr. Millan informed the Board that all New personnel for 1718, if available, would be present at the September 14<sup>th</sup> board meeting for an introduction.

Motion Motion by Mr. Hernandez, seconded by Mrs. Carrillo to adjourn the regular board meeting of August 10, 2017.  
Vote; 4-1-0 (M.Lopez being absent)

Adjournment The meeting adjourned.  
Time: 8:26 p.m.

Respectfully submitted,

  
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Mario Millan, Secretary

  
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Hernan Hernandez, Clerk