

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

May 12, 2016

6:30pm

MINUTES

OPENING CEREMONY

The Board of Education meeting was called to order at 6:33pm by Board Clerk, Josephine B. Valencia in the Richgrove School District Conference Room located at 20908 Grove Drive in Richgrove, California.

ATTENDANCE

	Arrive	Leave	Absent
Paul Cervantes, President	6:33	9:38	
Josephine B. Valencia, Clerk	6:33	9:38	
Alexandra Guerrero, Member	6:33	9:38	
Hernan Hernandez, Member	6:33	9:38	
Marisela Lopez, Member	6:33	9:38	
Mario Millan, Secretary	6:33	9:38	

Agenda Addendums

Mr. Millan requested items be added to Board agenda as follows; 1) Discarding of curriculum textbooks/materials and 2) Developer Fee Study.

BOARD AGENDA

The Board reviewed the board agenda as presented.

Motion

Motion by Mr. Hernandez, seconded by Mrs. Lopez to approve the change in the board agenda as requested. Vote: 5-0

**OPEN COMMUNICATION
FOR PUBLIC COMMENT**

Abelina Gallardo

Mrs. Gallardo mentioned being at board meeting to get additional information on the construction project and how long for its completion.

Mario Millan

Mr. Millan informed the Board that he and Mrs. Gallardo had met before board meeting regarding the construction project and date of completion. Due to contractual issues, the project is currently at a halt and date of completion unknown. All payments have stopped until required notification has been received. District doing all possible to clear all construction areas for student safety. Meeting with parents regarding school district's "Non-Involvement" with the community park and there's "No Mingling" of district funds between

two projects. Mr. Millan encouraged Mrs. Gallardo to stay at Board meeting as more information on the construction would be provided later during the meeting.

BOARD MEMBER/

SUPERINTENDENT REPORT

- Conferences/Workshops Mr. Millan provided the Board with information for the upcoming conferences/workshops that staff will be attending. The board reviewed information provided.
- Upcoming School Events Mr. Millan also provided the Board with a list of upcoming school events which included the District's Annual Staff Appreciation Luncheon which included preschool personnel this year. Also mentioned as the Annual Career Day scheduled for Friday, May 13, 2016 for which there'll be about 20 presenters for students in the 4-8 grades. Spring Concert is scheduled for May 18, 2016 for about one hour. Sports Banquet scheduled for Thursday, May 19, 2016 at 6pm in the school gym.
- School Track Team Mr. Millan addressed the Board and informed them that the track team were crowned Tulare County Champions this past weekend and are traveling to Clovis to compete for a Valley Championship. Albert Sabado (Athletic Director) and the track team was present at board meeting, introduced themselves and received Board congratulations for a job well done; Board also thanked Mr. Sabado for all his work and efforts with the sports program.
- Board Agenda "New Format" Mr. Millan provided the Board with a "New Format" for the Board agenda; stated received sample from legal counsel and would like to use it in the Fall. New agenda format approved by Board Consensus.
- School "New Mascot" Mr. Millan informed the Board that currently the school district received about 400 votes for "New Mascot" amounting to 72%; majority vote for "Warriors" which will go nicely with the "spear" (arrow) currently being used as our school logo.

CONSENT AGENDA/
ROUTINE BUSINESS

Consent Items

The board reviewed the consent items which included current business warrants for April 14, 2016 to May 5, 2016 along with the Student Interdistrict Attendance Request and Point Loma Nazarene University MOU as provided.

Motion

Motion by Mr. Cervantes, seconded by Mrs. Guerrero to approve the business warrants and student interdistrict attendance request as presented. Vote; 5-0

MOU; Point Loma

Mr. Millan explained the purpose of the MOU for the Point Loma Nazarene University; document authorizes the university to send students to Richgrove for classroom observation and/or student teaching which is required for the credential program for prospective teachers.

Motion

Motion by Mrs. Guerrero, seconded by Mrs. Lopez to approve the MOU for Point Loma Nazarene University as provided. Vote; 5-0

GENERAL FUNCTIONS

District Minutes

The Board reviewed the board minutes for the regular meeting of April 14, 2016.

Motion

Motion by Mr. Hernandez, seconded by Mr. Cervantes to approve the board regular minutes for April 14, 2016, 2016 as presented. Vote; 5-0

Teacher-Special Assignment

Mr. Millan presented the Board with the information for agenda item; current administrators are taking vacation time in lieu of being compensated, additional administrator needed to supervise summer school program. Teacher being recommended took required administrative coursework and eligible for assignment plus hours of experience will qualify teacher to apply/receive administrative credential. If approved, teacher will receive same compensation as all summer school staff.

Motion

Motion by Mrs. Lopez, seconded by Mrs. Guerrero to approve recommendation for Teacher-Special Assignment for Summer School 2016 as presented. Vote; 5-0

Firearms-Gun Free School
Zone; BOARD POLICY
First Reading

Mr. Millan provided the Board with the information on Firearms Board Policy; Option #1, policy on firearms permitted on campus, allows the superintendent to select authorized personnel to carry a weapon on, should it be necessary; Option #2, District is committed to providing safe environment for students and prefers "No Firearms or Ammunition on School Grounds" or District Property (i.e., school buildings, fields, storage areas, parking lot, etc.).

Motion

Motion by Mrs. Guerrero, seconded by Mr. Hernandez to approve "First Reading" of "No Firearms or Ammunition on School Grounds" and directs Superintendent to communicate such policy to parents, students, staff and the community. Vote; 5-0

Disruptions; BOARD
POLICY
First Reading

Mr. Millan also provided the information on the “Disruptions” BOARD POLICY – **First Reading** for the Board to review. This policy is for the purpose of authorizing the removal of someone threatening to disrupt normal district or school operations, cause harm to someone or cause damage to district property.

Motion

Motion by Mr. Cervantes, seconded by Mrs. Guerrero to approve the “First Reading” of the Board Policy for “Disruptions” as recommended. Vote; 5-0

Request to Discard
School Library Books

Mr. Millan informed the Board of the need to discard a number of outdated or damaged library books. Recommended books be donated to students/ELAC or parents while attending the AR Blitz Night/Reading Family Night.

Motion

Motion by Mr. Cervantes, seconded by Mrs. Lopez to approve to discard the school district’s outdated/damaged school library books and donate to students/ELAC or parents. Vote; 5-0

Summer School 2016

Mr. Millan provided the Board with the staff list for 2016 Summer School Program; explained the process used for student selection. Some classrooms might need to move due to the construction project. Summer school program will run from Monday, June 6, 2016 to Thursday, June 30, 2016 from 8:00am to 1:00pm for all grade levels.

Motion

Motion by Mrs. Guerrero, seconded by Mr. Cervantes to approve the Staff List for the 2016 Summer School Program as presented. Vote; 5-0

Request to Discard
Out-dated/Damaged
Curriculum Txtbks/Material

The Board received a list of outdated or damaged curriculum textbooks and materials being presented for discarding. The district will be purchasing the newly adopted curriculum textbooks and materials for the upcoming new school year. It was recommended that textbooks be donated to students and/or ELAC, or parents.

Motion

Motion by Mrs. Guerrero, seconded by Mrs. Lopez to approve the discarding of outdated/damaged curriculum textbooks/materials and donate to students, ELAC, or parents as recommended. Vote; 5-0

**CURRICULUM AND
INSTRUCTION**

Local Control
Accountability Plan

Mr. Millan reported that the Town Hall Meeting (Questions/Answers) have been sent home to parents. Copies of the Q&A flyer is included in their

Board packets.

**BUSINESS AND
FINANCE PROCEDURES**

ASB Reports; Informational Ms. O'Shaughnessy provided the Board with the ASB Report for the month of March. Board reviewed the information provided.

Budget Revisions Ms. O'Shaughnessy provided the Board with the current budget revisions; Fund 010-General Revenues; resource 00000 LCFF-calculation, P-2; revenues decreased by \$1,520 between 2nd interim & P-2 calculation of reduced enrollment; resources 33100 & 6500/special ed., Fed.Spl.Ed. revenues increased by \$13,797, while State spl.ed. revenues reduced by \$12,311/net increase of \$34.00; Fund 010/General Expenditures=Resource 00000/unused sports coach stipends-\$2,200 moved to sports supply budget line w/additional \$2,000 moved from available supplemental instructional supply, total increase of \$4,200.00; Resource 07200-supplemental concentration-bdgt lins totaling \$3,500 set up for Folk Dance Class, unused funds from tutoring/music program used for dance class needs; Resource 56401-MAA funds/\$250.00, used on Health Fair. Board approval requested.

Motion Motion by Mrs. Guerrero, seconded by Mr. Cervantes approving the budget revisions as presented. Vote; 5-0

Retired Superintendent's "Post Retirement" Package Ms. O'Shaughnessy reported to the Board that the Retired Superintendent's "Post-Retirement" Benefit Package as stated in his contract ONLY provides full benefits for him and not dependents/spouse; available option is providing required payment to keep coverage for dependent/s. District sent letter with information explaining the benefit coverage.

Motion Motion by Mr. Hernandez, seconded by Mrs. Lopez to approve to ONLY provide H/W Benefits to Mr. Chavez with the option of paying monthly premium for dependents/spouse. Vote; 5-0

Teacher Substitutes; Salary Guidelines – Revised BOARD POLICY First Reading Ms. O'Shaughnessy provided the Board with the "Revised" copy of the Teacher Substitutes; Salary Guidelines for FIRST READING. District substitute list down to a minimum of 4-5 people and difficult to obtain substitutes. Recommending to increase \$140/day and \$165/long-term assignments to be compatible with schools in surrounding area.

Motion Motion by Mrs. Guerrero, seconded by Mr. Hernandez to approve the FIRST READING of Board Policy for increase to Teacher Substitutes; Salary Guidelines to \$140/day and \$165/long-term assignments as recommended. Vote; 5-0

Year-End Budget Transfers Resolution #15/16-16	Board received Resolution #15/16-16 for the Year-End Budget Transfers needed for making transfers between the unappropriated fund balance and/or any expenditures classifications of the budget as are necessary to permit the payment of obligations of the school district incurred during the fiscal year. Board approval requested.
Motion	<u>Motion by Mr. Cervantes, seconded by Mrs. Guerrero to approve Resolution #15/16-16 as presented/recommended. Vote: 5-0</u>
Educator Effectiveness Grant; Expenditure Plan	Ms. O'Shaughnessy provided the information on the Education Effectiveness Grant which requires an Expenditure Plan. District to receive approximately \$1,465 per FTE for total of \$58,662.00. LEAs have three years to spend the funds. CDE will apportion funds to eligible LEAs in two installments.
Motion	<u>Motion by Mrs. Lopez, seconded by Mr. Hernandez to accept the Educator Effectiveness Grant funding (\$58,662.00) and approve the Expenditure Plan as presented. Vote: 5-0</u>
Vice-Principal Salary IEW Position	Mr. Millan provided the information on the proposed salary for the New Vice-Principal; recommended an increase of \$2,933.42 for an annual salary of \$104,616.02.
Motion	<u>Motion by Mrs. Guerrero, seconded by Mr. Cervantes to approve the recommended salary for the Vice-Principal as presented. Vote: 5-0</u>
Recreational Program – Stipend	Mr. Millan also provided information on the Recreational Program Stipend; Athletic Director is spending many hours in organizing, oversight and monitoring of the recreational program plus on campus for 2 or 3 evenings per week which includes coordinating parent involvement.
Motion	<u>Motion by Mrs. Guerrero, seconded by Mrs. Lopez to approve the recommended stipend for the Recreation Program Director. Vote: 5-0</u>
Management Director – Stipend (Over-time)	Mr. Millan provided the Board with information on the Management Director Stipend of \$2,500.00; stated department directors would receive stipend on a monthly basis and allowed to take personal business, pending Superintendent approval.

After discussion, the Board requested more research be completed within the surrounding school districts and information be provided at the next board meeting.

Developer Fee Study

Ms. O'Shaughnessy provided the Board with the agreement for a Developer Fee Study which is done every 4 years; requested board approval.

Motion

Motion by Mrs. Guerrero, seconded by Mr. Hernandez to approve the agreement as presented for the Developer Fee Study. Vote; 5-0

**SCHOOL FACILITIES/
TRANSPORTATIONU**

Parent Request- Open Gates

Mr. Millan addressed the Board on the parent request to open gates and allow the community access to campus. After board discussion, the school district will open gate/s at Solar Structure and front gate with signs posted stating hours school grounds are open to the public; currently 4:30pm to sunset.

Motion

Motion by Mr. Cervantes, seconded by Mr. Hernandez to approve that gates be open to the public as requested. Gates located at Solar Structure and gate in front of school with signs posted to state hours that school grounds are open to the public. Vote; 5-0

Electrical Upgrade/Chiller/
HVAC Project

Mr. Millan provided the Board with an update on the Electrical Upgrade/Chiller/HVAC Project; stated 18 AC units have been purchased, delivered and are on school grounds. Correspondence sent to contractor on A/C project requesting engineer/DSA documentation to proceed with A/C unit installation which are designated for classrooms and school cafeteria. Chiller at middle school side, is currently working, length of time unknown. School cafeteria still using swamp coolers; not helpful when days are very warm. Updates on construction projects will be provided to the Board as information becomes available.

Solar Structure; Update

Mr. Millan also provided the Board with an update on the Solar Structure. After the Solar equipment was repaired for the second time, seems to be functioning as required. Solar panels have recently been cleaned and damaged panels replaced as needed. District is receiving checks for energy credits from Southern California Edison, currently ranging from \$1,800 to \$4,700. Millan provided the Board with a graph showing the current reading off the solar equipment.

Classroom Foundation

Mr. Millan gave the Board an update on the status of the foundation repair for

Repair/Soil Testing

classroom #505. It's possible that entire campus will have same 7ft. soft soil that will eventually be an issue in the near future. Contractor looking at placing pillars underneath the classroom floor to avoid further sinking and will mirror the same procedure with other classrooms/buildings as the need arises. Room #505 will not be ready for use until next school year. Parents will be notified of the soft soil issue in classroom #505 and possibility of similar issues with other classrooms/buildings.

RFQs-Construction
Management Services

Mr. Millan informed the Board of the need for a Project Manager for future long-term school district projects, i.e., new school library, music/band room, classrooms, etc., at present, not sure when construction will begin. In light of new projects, school district needs to obtain RFQs and begin the interview process and be prepared at district level. The Board went into discussion.

Employment of Project
Manager

Mr. Millan informed the Board that a Project Manager's wages run from \$100/\$120 per hour and recommended that the discussion on project manager be done in Closed Session as it might involve contractor with current construction project.

CLOSED SESSION

Board went into Closed Session to discuss student suspension/expulsion, personnel items, collective bargaining matters or to confer with legal counsel.
Time: 8:37pm

OPEN SESSION

Board returned to Open Session with the following action items.
Time: 9:35pm

Motion

Motion by Mrs. Valencia, seconded by Mr. Cervantes to adjourn the Regular Board Meeting of April 14, 2016. Vote; 5-0

Adjournment

The meeting adjourned.
Time: 9:38pm

Respectfully submitted,

Mario Millan, Secretary

Josephine B. Valencia, Clerk