**HUENEME ELEMENTARY SCHOOL DISTRICT**

*205 North Ventura Road Port Hueneme, California 93041 (805) 488-3588*

## Regular Meeting Monday, July 29, 2013

2013-2014 School Year

AGENDA OUTLINE

**CALL TO ORDER:** 5:30 P.M.

**CLOSED SESSION:** 5:35 P.M. (approximate)

**PUBLIC SESSION:** 6:30 P.M. (approximate)

**LOCATION:** **Hueneme Elementary School District – District Office   
 205 N. Ventura Road**

**Port Hueneme, CA 93041**

Visitors are welcomed at meetings of the Governing Board and suggestions and comments are encouraged. Persons desiring to address the Board may do so under “**Communications**.” In accordance with Education Code 35145.5, the Board cannot enter into a formal discussion or make a decision on any matter not on the agenda. The Board may take action to refer any subject discussed to a later meeting or follow-up by the Superintendent. **Please arrive no later than 6:30 P.M. so that you do not miss an opportunity to speak to the board and/or hear open session discussions.** We ask that speakers complete an oral communications form and hand it to the recording secretary. Forms will be on the small table at the entrance to the room.The presiding board member will call each speaker to the podium.

Pursuant to Government Code 54954.1, persons with a disability who need reasonable accommodations to participate may request assistance in advance of the meeting. Contact the Superintendent’s secretary at the District Office, 205 North Ventura Road, Port Hueneme, California 93041 / Telephone: 805-488-3588, Ext. 100 / Confidential Fax: 805-986-8755

Meeting documents customarily are available at the District Office no later than the Thursday preceding a regularly scheduled Monday meeting. Meeting documents are also posted [in the Board area of the District website](http://www.huensd.k12.ca.us/page/63).

**1. CALL TO ORDER AND FLAG SALUTE – 5:30 P.M.**

*At this time, any person may address the Governing Board regarding an agenda topic listed under Closed Session.*

**2. SPECIAL ANNOUNCEMENTS**

2.1 Trustee Scott Swenson is taking part in this meeting via teleconference from 18874 Peninsula Trail, Battle Lake, MN 56515. Mr. Swenson posted the meeting agenda per Government Code 54953. His location is open to the public should anyone there wish to attend the meeting.

2.2 Government Code 54953 requires all votes of the Board to be by roll call to ensure that the teleconferenced member’s vote is accurately recorded. (Dannenberg)

**3. ADOPTION OF THE AGENDA**

*Pursuant to Government Code Section 54954.2, items may be added to the agenda if (1) an “emergency situation” exists as defined by Government Code 54956.5 (majority vote required); (2) the need to take action arose after posting of the agenda (two-thirds vote of the Board or a unanimous vote of those present if less than the full Board); or (3) an item from a posted meeting that occurred not more than five calendar days prior to the current meeting must be continued at this meeting in order for action to be taken.*

It is recommended that the Governing Board adopt the agenda, as submitted, or consider any request from an individual board member to revise the proposed agenda before adoption.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

**4. CLOSED SESSION**

*The Governing Board will convene into a Closed Session discussion on the topics listed below.*

4.1 CONSIDERATION OF PARTICULAR STUDENT MATTERS

(Pursuant to Education Code 35146)

* Pending Student Readmit Case 12-13-01

4.2 COLLECTIVE BARGAINING: LABOR NEGOTIATIONS

(Pursuant to Government Code 54957.6)

* Deborah DeSmeth, Assistant Superintendent-Human Resources

4.3 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(Pursuant to Government Code 54957)

4.4 CONFERENCE WITH LEGAL COUNSEL: ANTICIPATED LITIGATION

(Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9)

* One potential case

**5. REGULAR SESSION**

*The presiding member will resume the regular session and make the following announcements:*

5.1 Report on actions taken during closed session

5.2 Announcement of audio recording of this meeting

**6. APPROVAL OF MINUTES**

It is recommended that the Governing Board approve the following sets of minutes:

6.1 Minutes of a regular meeting on June 24, 2013

6.2 Minutes of the meeting for the Superintendent’s year end evaluation on June 27, 2013

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

**7. COMMUNICATIONS**

*At regularly-scheduled Board meetings, Education Code, Section 35145.5 permits the taking of testimony on matters not on the agenda that a member of the public may wish to bring before the Board. However, no action may be taken by the Board on such matters at the same meeting at which the testimony is taken. Education Code 54954.3 requires that every agenda for a regular meeting provide an opportunity for the public to directly address the governing board on any item of interest to the public before the governing board’s consideration of the item.*

7.1 Oral Communications

(1) General Speakers

(2) Hueneme Education Association

(3) California School Employees Association Chapter 273

7.2 Written Communications

**8. ADOPTION OF THE CONSENT AGENDA**

*All matters on the Consent Agenda are considered by the Board to be routine and will be acted upon in a single motion. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board, staff, or the public request that specific items be discussed and/or removed from the Consent Agenda.*

Consideration to remove an item or transfer it from the Consent Agenda to the Action Agenda:

Item(s) Removed/Transferred:

Except for any item(s) removed upon majority agreement, it is recommended that the Governing Board use a single motion and vote to take the requested action(s) on all routine monthly and/or annual items listed on this Consent Agenda:

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

8.1 Quarterly Report of on Williams Uniform Complaints (DeSmeth)

8.2 Approval of the Personnel Report (Tissler)

8.3 Ratification of the Expenditure Report: Commercial Payments, Payroll (Walker)

8.4 Ratification of the Report of Purchase Orders and Checks (Walker)

8.5 Ratification of the Report of Miscellaneous Income (Walker)

**9. EDUCATIONAL SERVICES**

9.1 Consideration to Readmit Previously Expelled Student into a District School (Hicklin)

It is recommended that the Governing Board approve one of the following actions:

(1) readmit Student 12-13-01 to Blackstock Junior High School at the earliest opportunity; or

(2) have the student remain at Gateway School for an additional semester; or

(3) allow the student to return to the Hueneme Elementary School District but be placed in an alternative program or school.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

**10. BUSINESS SERVICES**

10.1 Approval of the 2013-2014 Consolidated Application for Funding Categorical Aid Programs (Villanueva)

It is recommended that the Governing Board approve the 2013-2014 Consolidated

Application for Funding Categorical Aid Programs.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

10.2 Approval of a Supplemental Agreement with Gold Coast K9 Service (Villanueva)

It is recommended that the Governing Board approve a 2013-2014 Agreement for Services between the District and Gold Coast K9 for K9 detection sniffs.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

10.3 Approval of a Cost Sharing Agreement with the City of Oxnard for the School Resource Officer (SRO) Program (Dannenberg)

It is recommended that the Governing Board approve a Cost Sharing Agreement with the City of Oxnard for the District to fund 33% ($56,520) of the cost to operate and administer the SRO program for FY 2013-2014 and for the City to fund the balance.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

10.4 Approval of Contract for CSM Consulting to Provide Services Related to the FCC E-Rate Program (Ragsdale)

It is recommended that the Governing Board approve the proposed contract for CSM Consulting to provide E-Rate compliance services to the District in 2013-2014.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

10.5 Approve Food Service Prices for 2013-2014 (Dannenberg)

| **FOOD ITEM** | **PRICE ($)** |  | **FOOD ITEM** | **PRICE ($)** |
| --- | --- | --- | --- | --- |
| Paid Student Breakfast | 1.25 |  | Student Breakfast – Summer School | 0.00 |
| Reduced Student Breakfast | .25 |  | Student Lunch – Summer School | 0.00 |
| Paid Elementary Student Lunch | 2.50 |  | Adult Side Order \*  (fries, vegetable of the day) | 1.50 |
| Reduced Student Lunch | .40 |  | Adult Milk | .55 |
| Student Milk | .50 |  | Adult Lunch \* | 4.00 |
| Water | .50 |  | Adult Entrée \* | 3.00 |
| Juice – Junior High  Juice – Elementary | 1.00  .50 |  | Adult Breakfast  Entrée \* | 1.50 |

\*Adult food pricing may change due to the cost of food ingredients.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

10.6 Recommendation to Award Bid #CN1-13: Grocery, Commodity, and Non-Commodity Products (Dannenberg)

It is recommended that the Governing Board award the Bid for Grocery products to Sysco, Ventura for various bid items, based on individual item prices.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

10.7 Approval of an Implementation Agreement for the District’s AVID® Program (DeSmeth)

It is recommended that the Governing Board approve an AVID® Implementation Agreement between District and the AVID Center, a California non-profit corporation.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

**11. CONTRACT ADDENDUMS: SUPERINTENDENT AND ASSISTANT SUPERINTENDENTS**

11.1 Approve Addendum No. 12 to the Superintendent’s Agreement for Services (Lopez)

It is recommended that the Governing Board approve Addendum No. 12 to the Superintendent’s Agreement for Services dated September 9, 2002 to extend the term of his contract by one year to June 30, 2017.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

11.2 Approve Addendum No. 1 to the Employment Contract for the Assistant Superintendent of Human Resources/Educational Services (Dannenberg)

It is recommended that the Governing Board approve Addendum No. 1 to the Employment Contract for the Assistant Superintendent of Human Resources/Educational Services signed February 25, 2013 to extend the term of her contract by one year to June 30, 2016.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

11.3 Approve Addendum No. 1 to the Employment Contract for the Assistant Superintendent of Business Services (Dannenberg)

It is recommended that the Governing Board approve Addendum No. 1 to the Employment Contract for the Assistant Superintendent of Business Services signed February 26, 2013 to extend the term of her contract by one year to June 30, 2016.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

**12. DISTRICT POLICIES**

12.1 Acceptance and First Reading of Proposed Revisions to Mandatory Board Policies, Administrative Regulations and Board Bylaws (Dannenberg)

It is recommended that the Governing Board accept and read proposed revisions to bylaws, policies and administrative regulations that are mandated by law and require updating to reflect current laws/legal requirements and district operations.

It is further recommended that the Governing Board give input regarding further revisions before a second reading at the next regular meeting at which staff will recommend that the board approve each item.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

12.2 Second Reading and Approval of a Revised Board Policy and Administrative Regulation (Dannenberg)

It is recommended that the Governing Board complete a second reading of Board Policy and Administrative Regulation 3400, *Management of District Assets/Accounts and Fraud Prevention*, as recommended by district auditors and to update these policy documents to align with current legal requirements.

Motion: Second:

Bruno: \_\_\_\_\_\_\_\_ Ramos: \_\_\_\_\_\_\_\_ Swenson: \_\_\_\_\_\_\_\_ Lopez: \_\_\_\_\_\_\_\_

**13. DISCUSSION REGARDING A VACANCY ON THE GOVERNING BOARD**

The trustees and senior administrators will discuss the process and timing involved to fill a vacant seat on the Board that was created upon the recent death of trustee David Cenzano. (Dannenberg)

**14. MONTHLY ACTIVITY REPORTS**

14.1 Trustee Reports

14.2 Superintendent’s Report

14.3 Next Meeting: Regular Meeting on Monday, August 26, 2013, 5:30 P.M. in Council Chambers for the City of Port Hueneme, California, at 250 North Ventura Road

**15. ADJOURNMENT**

|  |
| --- |
| **NOTICE OF A DISTRICT FRAUD HOTLINE** |

Acts of fraud perpetrated against the Hueneme Elementary School District are expensive. In addition, the actions of perpetrators of fraud create a hostile and/or fearful environment for others.

Anyone who witnesses or is aware of a fraudulent act against the District is encouraged to report it using the District’s FRAUD HOTLINE. **Reports may be called in to (805) 253-3191.** All reports will be investigated.

The reporters’ identity will be kept confidential. In fact, any person who reports a fraudulent act may choose to remain anonymous.