

PALERMO UNION SCHOOL DISTRICT

7390 Bulldog Way
Palermo, CA 95968-9700
(530) 533-4842
Fax (530) 532-1047

Superintendent
Dr. Bryan L. Caples

Board of Trustees
Debbie Hoffman
William Bynum
Susan Short
Loretta Long
Jessica King

Helen Wilcox School
5737 Autrey Lane
Oroville, CA 95966
(530) 533-7626
Fax (530) 533-6949
Heather Scott, Principal

Honcut School
68 School Street
Oroville, CA 95966
(530) 742-5284
Fax (530) 742-2955
Kathleen Andoe-Nolind, Principal

Palermo School
7350 Bulldog Way
Palermo, CA 95968
(530) 533-4708
Fax (530) 532-7801
Andee Farrar, Principal

Golden Hills School
2400 Via Canela
Oroville, CA 95966
(530) 532-6000
Fax (530) 534-7982
Kristi Robinson, Principal

An Equal Opportunity Employer

BOARD MEETING AGENDA August 15, 2018 Place: District Office 7390 Bulldog Way, Palermo, CA 95968 5:00 pm

[Note: The Board of Trustees may take action on any item posted on this Agenda. Members of the public may directly address the Board concerning any item on this Agenda prior to or during the Board consideration of that item, as determined by the Board President. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in these meetings, please contact the Superintendent's Office (530) 533-4842, ext. 7. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to these meetings. This Agenda and all supporting documents are available for public review at the District Office, 7390 Bulldog Way, Palermo, CA. Documents that have been distributed to the Board less than 72 hours before the meeting are available for public inspection at the District Office, 7390 Bulldog Way, Palermo, CA 95968]

INTRODUCTION

1. **Call to Order.** (Time_____)
2. **Flag Salute.**
3. **Roll Call.**
4. **Approval of Agenda.**

ACTION____MOTION____SECOND____ VOTE_____

5. **Audience with the Board.**

Non-Agenda Items:

At this time the Board President will invite anyone in the audience wishing to address the Board on a matter not listed on the agenda to stand, state your name for the record and make your presentation. Presentations may be limited to five (5) minutes. The Brown Act, however, does not allow the Governing Board to discuss or take action on any item that is not on the posted agenda. The item may, by Board direction, be placed on a later Board Meeting Agenda for discussion and/or action. The Board may direct the Superintendent to investigate the subject and present a follow-up report at a future Board Meeting.

6. **Audience with the Board.**

Agenda Items:

This is the time the Board President will invite anyone in the audience wishing to address the Board on a matter that is on the agenda to state your name and the agenda item on which you wish to speak. When that item comes up on the agenda you will be asked to stand and repeat your name for the record, and make your presentation [five (5) minute time limit per person].

7. **CONSENT AGENDA**

The consent agenda will be approved by a single motion and vote unless items are removed by a Board member and placed on the regular agenda for discussion and action.

Action Items

a. Minutes of August 1, 2018 Regular Board Meeting.

b. Surplus and Obsolete Requests.

Requests to declare surplus/obsolete equipment and District property be approved and the Superintendent be directed to dispose of said equipment and property, according to the appropriate method, including disposal, as per Education Code Sections 60500-01, 60510-11, 60520-21, 60530, and Board Policy #3270. Surplus/Obsolete Items (which may include disposal of surplus property in the local dump or donation to a charitable organization due to value of such property not defraying the cost of its sale. All items below are valued at less than \$2,500).

Surplus/Obsolete Items:

Note: Paperwork on these items is available at the District Office for review.

CPU/Display IMAC #259
CPU/Display Apple IMAC #491
CPU/Monitor Apple IMAC 5
Cassette Optimus #1069
CD Player Optimus #1071
Keyboard Apple IMAC #1150
Keyboard Apple IMAC #1162
Keyboard Apple #1459
CPU/Monitor Apple EMAC #1530
CPU/Monitor Apple EMAC #1538
Laptop Gateway #1661
Printer HP #1742
CPU/Monitor IMAC 17" #2641
CPU/Monitor IMAC 17" #2643
Keyboard Apple #2646
CPU/Monitor Apple #2780
Keyboard Apple #2986
CPU/Monitor IMAC #3043
Keyboard Apple #3044
Scanner Brother #3204
CPU/Display IMAC 17" #3303
Keyboard IMAC #3304
CPU/Display IMAC 17" #3334
(3) Keyboard IMAC # 3337, 3339, 3341
CPU/Display IMAC 17" #3344
Keyboard IMAC #3345
CPU/Display IMAC 17" #3346
Keyboard IMAC #3347
CPU/Display IMAC 17" #3348
Keyboard IMAC #3349
CPU/Display IMAC 17" #3350
CD Player Magnavox #10998

7. **CONSENT AGENDA** (continued)

Reports

c. Events Calendar.

REFERENCE #1

d. Palermo Account Ledger, June 1, 2018 – June 29, 2018

REFERENCE #2

e. Quarterly Report on Williams Uniform Complaints [Education Code 35186] is presented for information. No complaints were filed with any School in the district during the quarter indicated (April, May, and June 2018).

REFERENCE #3

ACTION _____ MOTION _____ SECOND _____ VOTE _____

8. **ITEMS REMOVED FROM CONSENT AGENDA**

a. ACTION _____ MOTION _____ SECOND _____ VOTE _____

b. ACTION _____ MOTION _____ SECOND _____ VOTE _____

9. **Staff Reports/Business Items.**

a. It is recommended the contract between Palermo Union School District and Sterling Lynn DeArmond for Interest Based Bargaining, (IBB) Facilitator services for the 2018/2019 school year be approved. *(included in 18-19 budget).*

REFERENCE #4

ACTION _____ MOTION _____ SECOND _____ VOTE _____

b. It is not recommended to open the District Improvement Grants fall window.

ACTION _____ MOTION _____ SECOND _____ VOTE _____

REFERENCE #5

c. California School Employees Association, Bargaining Unit 366. (Comments from CSEA, if any, to the Governing Board.)

d. Palermo Teachers Association Bargaining Unit (PTA/CTA/NEA). (Comments from PTA, if any, to the Governing Board.)

10. **Board Policies and Administrative Regulations.**

11. **Correspondence.**

12. **Superintendent's Reports.**

- a. Enrollment

13. **Board Items.**

CLOSED SESSION (Time_____)

1. Closed session regarding matters of personnel/employment/ resignation/retirement (yearbook advisor, certificated substitute, instructional aide, bus driver, substitute custodian, substitute instructional aide, substitute instructional aide child development) all in accordance with Government Code Section 54957.
2. Matters of negotiations with the Palermo Teachers Association (PTA/CTA/NEA) and Classified School Employees Association, Bargaining Unit 366, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent; and matters of negotiations with unrepresented groups, certificated management and classified management/ confidential, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent.

OPEN SESSION (Time_____)

REPORT ON ACTION(S) TAKEN IN CLOSED SESSION

ACTION ITEMS

14. **Personnel – Recommendation: Approval.** (Pending successful completion of pre-employment requirements.)

Certificated:

- a. Stefanie McCoy, yearbook advisor 6, 7, 8, resignation, effective August 13, 2018
- b. James Huie, certificated substitute, effective August 8, 2018
- c. Jamie Chapman, certificated substitute, effective August 9, 2018

14. **Personnel – Recommendation: Approval.** (continued)

Classified:

- d. Christina Williams, instructional aide, Palermo School, resignation effective August 2, 2018
- e. Christina Williams, bus driver, transportation, resignation effective August 2, 2018
- f. Esmerelda Valenzuela-Robles, substitute custodian, class 12, step 1, effective July 9, 2018
- g. Patricia Corcoran, substitute bus driver, class 16, step 1, effective August 15, 2018
- h. Shawna Smith, instructional aide, resignation, effective August 9, 2018
- i. Raeanne Barth, substitute instructional aide, class 4, step 1, effective August 9, 2018
- j. Alyssa Tomlinson, substitute instructional aide, class 4, step 1, effective August 9, 2018

Child Development Program:

- k. Karina Garcia, substitute instructional aide child development, class 4, step 1, effective August 9, 2018

ACTION_____MOTION_____SECOND_____ VOTE_____

ADJOURNMENT (Time_____)

REGULAR BOARD MEETING

1. President Debbie Hoffman called the meeting to order at 5:02 p.m., and welcomed those in attendance.
2. President Debbie Hoffman led those in attendance in the flag salute.
3. Members of the Governing Board in attendance were: Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King.

Others present were: Dr. Bryan Caples, Ruthie Anaya, Carlos Aguilar and Cindy Daniluke.

4. A motion was made by Susan Short, seconded by Loretta Long, recommending the agenda be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.

5. **Audience with the Board.**

Non-Agenda Items:

No one had business to bring before the Board.

6. **Audience with the Board.**

Agenda Items:

Carlos Aguilar, Director of Maintenance and Operations, asked to speak on Items 9 b, f and g.

7. **CONSENT AGENDA**

A motion was made by Susan Short, seconded by Loretta Long, recommending the following consent agenda items be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.

REGULAR BOARD MEETING**7. CONSENT AGENDA****Action Items**

- a. Minutes of June 20, 2018 Regular Board Meeting
- b. Minutes of June 27, 2018 Regular Board Meeting
- c. Warrant numbers 110972 – 113842; 604226 \$186,999.78 Funds 1, 12, 13

Reports

- d. Events calendar

8. ITEMS REMOVED FROM CONSENT AGENDA

There were no items removed from the consent agenda.

9. Staff Reports/Business Items.

- a. A motion was made by Susan Short, seconded by Loretta Long, recommending the Master Contract for Nonpublic, Nonsectarian School/Agency Services for fiscal year 2018-2019 be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.
- b. A motion was made by Susan Short, seconded by Loretta Long, recommending Board Resolution No. 18-10 authorizing participation in the Rural School Bus Project be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.
- c. A motion was made by Susan Short, seconded by Loretta Long, recommending the curriculum "Shifting Boundaries" for 7th grade health classes be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.

REGULAR BOARD MEETING**9. Staff Reports/Business Items. (continued).**

- d. A motion was made by Susan Short, seconded by Loretta Long, recommending the following 2017-18 Salary Schedules (includes 1% increase retroactive to 7/1/2017) - Certificated, Classified, Child Development Program, Classified Management/Confidential, Certificated Management, Extra Duty and Hourly Assignments, Grandfathered Preschool Teacher and Chief Business Official be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.
- e. A motion was made by Susan Short, seconded by Loretta Long, recommending the following 2018-19 Salary Schedules - Certificated, Classified, Child Development Program, Classified Management/Confidential, Certificated Management, Extra Duty and Hourly Assignments, Grandfathered Preschool Teacher and Chief Business Official be approved. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.
- f. A motion was made by Susan Short, seconded by Loretta Long, recommending the Fencing Project bids be accepted. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.
- g. A motion was made by Susan Short, seconded by Loretta Long, recommending to award the Fencing bid from Frank Medina in the amount of \$266,180. Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.
- h. There were no comments from the California School Employees Association Bargaining Unit 366.
- i. There were no comments from the Palermo Teachers Association Bargaining Unit (PTA/CTA/NEA).

10. Board Policies and Administrative Regulations.

None.

11. Correspondence.

None.

REGULAR BOARD MEETING**12. Superintendent's Reports.**

Dr. Caples invited the Board to the Welcome Back Staff Breakfast at 9:00am at Palermo School on Monday, August 13, 2018.

13. Board Items.

None

CLOSED SESSION

1. The Board recessed into closed session at 5:30p.m. regarding matters of personnel/employment/retirement (student body advisor, van driver, bus driver, custodian I, substitute instructional aide and superintendent's evaluation) all in accordance with Government Code Section 54957.
2. Matters of negotiations with the Palermo Teachers Association (PTA/CTA/NEA) and Classified School Employees Association, Bargaining Unit 366, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent; and matters of negotiations with unrepresented groups, certificated management and classified management/ confidential, in accordance with Government Code Section 54957.6, with designated representative Dr. Bryan Caples, Superintendent and for the purpose of public employee performance evaluation (Superintendent), in accordance with Government Code Section 54957.2.

OPEN SESSION

The Board reconvened into open session at 5:58 p.m.

REPORT ON ACTION(S) TAKEN IN CLOSED SESSION

No action was taken in closed session.

REGULAR BOARD MEETING**ACTION ITEMS****14. Personnel – Recommendation: Approval.**

A motion was made by Susan Short, seconded by Loretta Long, recommending the following personnel items be approved (pending successful completion of pre-employment requirements). Debbie Hoffman, Loretta Long, Susan Short, William Bynum and Jessica King voted aye. Motion unanimously carried.

Certificated:

- a. Kelsi Greathouse, student body advisor 6, 7, 8, Palermo School, effective August 13, 2018

Classified:

- b. Nona Loomis, van driver, 4.0 hours, class 12, step 1, effective August 15, 2018
- c. Melinda Castro, bus driver, 4.0 hours, class 16, step 11, effective August 15, 2018
- d. Melinda Castro, custodian I, 5.23 hours (4.0 hrs/day 180 days; 8.0 hrs/day 80 days), Honcut School, effective August 15, 2018
- e. MacKannah Tweedt, substitute instructional aide, class 4, step 1, effective July 20, 2018
- f. Dan Sevier, custodian I, retirement, effective August 1, 2018

ADJOURNMENT

President Debbie Hoffman declared the meeting adjourned at 5:58 p.m.

Respectfully submitted,

Bryan L. Caples, Ed.D
Secretary to the Governing Board

EVENTS CALENDAR

August 1, 2018	Regular Board Meeting	<i>Time Amended</i> 5:00pm
August 13, 2018	Staff Back to School Breakfast	Palermo School 9:00am
August 14, 2018	Back to School Night, HW, Golden Hills, Palermo	HW 3:00-5:00pm GH 4:30-6:00pm Palermo 6 th /7 th 5:30-6:30pm 8 th 6:00-7:00pm
August 15, 2018	First Day of School	
August 15, 2018	Regular Board Meeting	<i>Time Amended</i> 5:00pm
September 3, 2018	Labor Day	No School – students, teachers, staff
September 5, 2018	Regular Board Meeting	<i>Time Amended</i> 5:00pm
September 7, 2018	Grandparents' Day	HW – GH -
September 19, 2018	Regular Board Meeting	<i>Time Amended</i> 5:00pm
October 1 – 5, 2018	Intersession	No School – students, teachers
October 17, 2018	Regular Board Meeting	<i>Time Amended</i> 5:00pm
November 7, 2018	Regular Board Meeting	<i>Time Amended</i> 5:00pm
November 12, 2018	Veterans Day	No School – students, teachers, staff
November 19-23, 2018	Thanksgiving Break	No school – students, teachers (staff 22 nd , 23 rd)
December 5, 2018	Regular Board Meeting Organizational Meeting	<i>Time Amended</i> 5:00pm
December 19, 2018	Regular Board Meeting	<i>Time Amended</i> 5:00pm
December 21, 2018 – January 4, 2019	Christmas Break	No school – students, teachers (staff 24 th , 25 th 1 st)

Revised: 8/7/18 cc: L. Davis; D. Dudley; C. Wiemers; M. Tello; L. Davis; R. Anaya; K. Ray

		2017-18			
		MONTH:	6/1/18-6/29/18		
ACCOUNT NAME	BEG BAL	RECEIPTS	DISBURSMENTS	TRANSFERS	ENDING BAL
102 PAL ST BODY	\$5,413.11	\$389.00	-\$529.28	\$0.00	\$5,272.83
202 SPORTS	\$4,332.32	\$229.00	-\$963.03	\$0.00	\$3,598.29
205 REFEREE (new)	\$480.00	\$0.00	\$0.00	\$0.00	\$480.00
300 YEARBOOK	\$6,186.85	\$905.00	-\$2,230.92	\$0.00	\$4,860.93
402 PAL LIBRARY	\$1,521.59	\$106.00	-\$40.73	\$0.00	\$1,586.86
502 BAND	\$1,936.01	\$0.00	\$0.00	\$0.00	\$1,936.01
505 DRILL TEAM	\$6.47	\$0.00	\$0.00	\$0.00	\$6.47
506 6TH GRADE	\$6,305.15	\$0.00	\$0.00	\$0.00	\$6,305.15
507 7TH GRADE	\$540.48	\$0.00	\$0.00	\$0.00	\$540.48
509 8TH GRADE	\$3,307.73	\$70.00	-\$3,358.20	\$0.00	\$19.53
900 INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
511 CLUB LIVE	\$2,636.67	\$0.00	\$0.00	\$0.00	\$2,636.67
512 CHESS CLUB (new)	\$337.00	\$0.00	\$0.00	\$0.00	\$337.00
	\$33,003.38	\$0.00	\$0.00	\$0.00	\$27,580.22
	\$33,033.38				\$27,580.22

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

District: Palermo Union School District

Person completing this form: Cindy Daniluke Title: Executive Assistant

Quarterly Report Submission Date: April
(*check one*) July
 October
 January

Date for information to be reported publicly at governing board meeting:

Please check the box that applies:

No complaints were filed with any school in the district during the quarter indicated above.

Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials			
Teacher Vacancy or Misassignment			
Facilities Conditions			
TOTALS			

Print Name of District Superintendent

Signature of District Superintendent

Date

CONSULTANT AGREEMENT

This agreement is entered as of this 15th day of August, by and between Palermo Union School District, hereinafter referred to as “District”, and Sterling Lynn DeArmond, hereinafter referred to as “Consultant”.

1. PURPOSE

- a. California Government Code Section 53060 provides authority for a school district to contract with any person for the furnishing of special services and advice if such persons are specially trained, experienced and competent to perform the special services required;
- b. Consultant is specially trained and experienced in the area of interest based bargaining (IBB) facilitation.

2. THE PARTIES AGREE AS FOLLOWS:

- a. Name, address and phone # of consultant:

Sterling Lynn DeArmond
253 Via Mission Dr.
Chico, CA 95928

- b. Scope of services to be provided: IBB Facilitation services
- c. Term: The consultant shall provide services on an as needed basis through June 30, 2019.
- d. Payment: Consultant shall be reimbursed by the District at a rate of \$50.00 per hour/session which does include travel expenses. Payment shall be made upon receipt of an invoice from the Consultant which details services rendered and/or costs incurred if payment includes materials, lodging, or mileage. **All payments for services or materials will be reported as income to the consultant on a 1099 form.**
- e. **W9 Form must be provided to District prior to payment for services.**

3. CONDITIONS

- a. Assignment and Transfer: Consultant shall not assign or transfer this agreement or any interest therein to any other party without first having obtained the written consent of the District. Consultant shall personally perform all services required hereunder, unless written permission is obtained from the District.
- b. Sensitive Issues: Consultant will, in the performance of this contract, refrain from actions or remarks pertaining to race, religion, sex or use of profanity, which would reflect negatively to individuals or groups.

- c. Materials Confidential: All District data and deliverables prepared by the Consultant or the District pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the District, except by court order.
- d. Independent Contractor: At all times during the terms of this agreement, Consultant shall be an independent contractor and shall not be an employee of the District. District shall have the right to control Consultant insofar as the results of Consultant's services rendered pursuant to this agreement. Consultant is specifically responsible for obtaining worker's compensation insurance, at his/her option, and the District is not responsible for providing any such coverage.
- e. Hold Harmless: In accordance with the provisions of Government Code Section 895.4, each party hereto agrees to indemnify and hold harmless from all liability for damage, actual or alleged, to persons or property arising out of or resulting from negligent acts or omission of the indemnifying party.
- f. Applicable Law: This agreement is subject to all applicable laws of the State of California, all of which are made a part of the terms and conditions of this agreement as is set forth herein.
- g. Entire Agreement: This agreement is the full and entire agreement between the parties and no other oral agreements exist between the parties. No alteration or amendments in this agreement shall be made except in writing and signed by both the District and the Consultant.
- h. Termination of Contract: This Contract may be terminated by either party, provided that the other party is given not less than 30 calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate.
- i. Notices: All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

District

Palermo Union School District
Attn: Ruthie Anaya, CBO
7390 Bulldog Way
Palermo, CA 95968

Consultant

Sterling Lynn DeArmond
253 Via Mission Dr
Chico, CA 95928

- j. This Contract shall be interpreted and governed by the laws of the State of California.
- k. Any action arising out of this Contract shall be brought in Butte County, California, regardless of where else venue may lie.
- l. In any action brought by either party to enforce the terms of this Contract, each party shall be bear responsibility for its attorneys' fees and all costs regardless of whether one party is determined to be the prevailing party.

PALERMO UNION SCHOOL DISTRICT

By: _____

Title: Superintendent

CONSULTANT

By: _____

Title: _____

INTEROFFICE MEMORANDUM

To: Board of Trustees
Dr. Bryan Caples, Superintendent

From: Ruthie Anaya, Chief Business Official

Subject: District Lottery Grants

Date: 8/9/2018

At this time I would not recommend offering a district lottery grant for the fall of 2018. We have had several unexpected expenditures over the summer and have other unknowns that we need to work through until we commit to spending more of our reserves.

Some of the unexpected expenditures over the summer include:

1. Remodel of Kindergarten bathrooms – this was supposed to be an easy inexpensive project that turned into a total remodel due to dry rot and other structural issues that were discovered once the project was started.
2. Sewer Project at Helen Wilcox – This project has also exceeded the estimated budget due to unforeseen problems that were discovered once the project was started.
3. Fencing Project – the formal bid for this project was approximately \$80,000 higher than what is already included in the budget.
4. Transportation – we needed to replace a motor in one of the special ed busses

A potential upcoming issue is a possible decline in enrollment for 2018-19 and future years due to a change in how interdistrict transfers are approved by Oroville City Elementary School District.

There are also other safety items that have not yet been approved that need to be considered including security cameras at Golden Hills.

Finally, while the district has sufficient reserves to carry us through the recent increases in spending, we need to make sure that we will not have a cash flow issue. Cash flow is not the same as reserves.

I would recommend that the board delay opening a district lottery grant period until the books for 2017-18 are closed, the budget is adjusted for the above unexpected expenditures and a cash flow projection can be completed.