

**KEYES UNION ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
NOTICE OF REGULAR BOARD MEETING
Wednesday, May 10, 2017
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, Wesley Greene ; Member, Jimmy Emmons, Sr.; Member, Harinder Grewal; Member, Bob Edwards

Tardy: None.

Absent: None

Others Present on Roster: Cynthia Schaefer, Superintendent; Tim Torres, Principal; John Stuart, Principal; Cyndi McDaniel, Curriculum/Instructional Support Coordinator; Stephanie Morris, CBO; Marilyn Croft, Recorder.

Others Present: Jerry Hines, Stacey Knight, Monica Eavenson, Matthew Murray, Betty-Jo Nascimento, Heather Marshall, Gracie Sous, Jeannette Olson, Jennifer Clark, Vickie McFarlane, Scott McFarlane, Max McFarlane, Chloe Barrett, Millie McFarlane, Ava Mattos, Camille Tucker, Laruen Clark, Natalie Derors, Bonnie Hayes, Richard Jantz, Judy Jantz, Merrick Duffesne, Tracey Humphreys, Carolyn Stewart, Joni Valponi

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 to go into Closed Session

Motion by Harinder Grewal, Seconded by Bob Edwards to go into Closed Session at 5:31 p.m.

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes; Harinder Grewal – Yes.

3. CLOSED SESSION

3.1 **Government Code Section 54957.6: Conference with Labor Negotiator**

- Agency designated representative: Board President
- Titles: Superintendent, Chief Business Official, MOT Supervisor, Principal, Charter Director, Curriculum/Instructional Support Coordinator, and Head Start Program Coordinator.

3.2 **Student Discipline for Case No. 201617-02** – By Cynthia Schaefer

3.3 **Student Discipline for Case No. 201617-03** – By Cynthia Schaefer

3.4 **Student Discipline for Case No. 201617-04** – By Cynthia Schaefer

Motion by Jimmy Emmons, Sr., Seconded by Harinder Grewal to come out of Closed Session at 5:56 p.m.

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes; Harinder Grewal – Yes.

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

4.1 **Report Out Closed Session Items**

In Closed Session, the Board voted 5 Yays to 0 Nays to approve a suspended expulsion for students #21617-02, #201617-03, and #201617-04. No other action was taken in Closed Session.

4.2 **Approval/Amendment of Agenda**

Motion by Harinder Grewal, Seconded by Jimmy Emmons to amend agenda by adding contract #9.5.4 and amending items #9.1, #10.1, #10.2 and #10.3

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes; Harinder Grewal – Yes.

5. **FLAG SALUTE**

5.1 **Flag Salute by Keyes to Learning Charter School and Student Recognition** - By Rusty Wynn

6. **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.

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

7. **ANNOUNCEMENTS**

7.1 **Outdoor Education for 6th Grade Students at Spratling Middle School** – May 16-19, 2017

7.2 **Talent Show and Open House at Keyes Elementary School** – Thursday, May 18, 2017. Talent Show at 5:30 p.m. and Open House from 6:30 p.m. to 8:00 p.m.

7.3 **KUSD Retirement Party for Cindy Schaefer, Brenda Hunter, and Robert Monroe** – Saturday, May 20, 2017 from 1:00 p.m. to 3:00 p.m. held at Rusty Wynn's home, Denair, CA

7.4 **8th Grade Banquet and Dance at Spratling Middle School** – Tuesday, May 23, 2017 from 5:15 p.m. to 9:15 p.m.

7.5 **8th Grade Promotional Ceremony for Spratling Middle School** – Wednesday, May 24, 2017 from 7:00 p.m. to 8:00 p.m.

7.6 **8th Grade Promotional Ceremony for Keyes to Learning Charter School** – Wednesday, May 24, 2017 at 6:00 p.m. held at Turlock Covenant Church, Turlock, CA

7.7 **High School Graduation Ceremony for Keyes to Learning Charter School** – Thursday, May 25, 2017 at 6:00 p.m. held at Turlock Covenant Church, Turlock, CA

- 7.8 **Mile Madness at Keyes Elementary School** – Thursday, May 25, 2017 from 8:30 a.m. to 10:30 a.m.
- 7.9 **Last Day of School – Early Dismissal** – Thursday, May 25, 2017
- 7.10 **Summer School Begins at Spratling Middle School** – Thursday, June 1, 2017

8. **RECOGNITION/PRESENTATION**

- 8.1 **Student Report** – By John Stuart
At SMS, students led an open house, the students are preparing for outdoor education at the end of the school year, the school had career night, the 5th graders walked over to see their new school, and they are doing Olympics for testing.
- 8.2 **ELL Report**– By Carolyn Stewart
Title III Coordinator has concern that reclassifications are too strict for our area. DLAC committee will make recommendations at the June board meeting.
- 8.3 **MOT Report** – By Jerry Hines
District Office moved into the new building. There is a new bell and PA system at Keyes Elementary School. Spratling’s sewer connection is on hold. CHP inspected buses and everything is good. New camera system will be installed at KES this summer. Old DO building can be donated to church.
- 8.4 **Staff Reports** – The Board of Trustees has received written reports by staff. At this time, we would like to invite the board to ask any questions they might have of the management and administrative team. – No additional information shared.

9. **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.

9.1 **Approval of Minutes**

We request the Board of Trustees approve the minutes for the following:

- Regular Board Meeting of April 12, 2017
- Special Board Meeting of April 19, 2017
- Special Board Meeting of April 29, 2017

9.2 **Approval of Claims and Payroll**

We request the Board of Trustees approve the Claims and Payroll for the month of April, 2017. These documents have been provided to the Board under separate cover and are available to the public upon request.

9.3 **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.

9.4 **Approval of Head Start Documents**

- 9.4.1 RHS and HS Monthly Data Summary

9.5 **Approval of Contract for KUSD**

- 9.5.1 Contract for Services between KUSD and Couchman Data Services
- 9.5.2 Contractor Agreement between KUSD and AMS.Net
- 9.5.3 Contract Agreement between KUSD and Franklin Covey Client Sales, Inc. for SMS
- 9.5.4 Contact for Service Agreement between KUSD and ParentSquare

9.6 **Approval of Revised Job Description for KUSD**

- 9.6.1 Attendance Clerk

Item 9.5.3 and 9.5.4 pulled from agenda for discussion. Motion by Harinder Grewal, Seconded by Jimmy Emmons, Sr. to table until the June 14, 2017 board meeting to include new superintendent in the decision.

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes; Harinder Grewal – Yes.

Motion by Bob Edwards, Seconded by Jimmy Emmons, Sr. to approve contract only between July 1, 2017 through June 30, 2018.

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes; Harinder Grewal – Yes.

Motion by Harinder Grewal, Seconded by Jimmy Emmons to approve all other consent items as presented.

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes; Harinder Grewal – Yes.

10. **ACTION ITEMS**

10.1 **Discussion and Possible Approval of the Superintendent Employment Agreement**

This item is the Board's discussion and possible approval of the District's contract of employment with Superintendent Helio Brasil. The proposed Contract contains the following material terms:

1. Superintendent Brasil's employment contract shall begin July 1, 2017 and terminate on June 30, 2020, unless terminated earlier or extended as provided by the terms of this Agreement.
2. Superintendent Brasil will be placed on the Superintendent salary schedule at Step 2 for the 2017-18 school year (or \$149,493 per year), for 222 full work days.
3. Superintendent Brasil shall receive health insurance coverage and benefits under the management benefits at \$500 per month (or \$6,000 annually) for the 2017-18 school year.

Motion by Jimmy Emmons, Sr., Seconded by Harinder Grewal to approve contract for employment for Superintendent Helio Brasil effective July 1, 2017 as presented.

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes; Harinder Grewal – Yes.

10.2 **Discussion and Possible Approval of the Superintendent Employment Agreement Amendment**

This item is the Board's discussion and possible approval of an Amendment to the District's contract of employment with Superintendent Cynthia Schaefer. The proposed Amendment contains the following material terms:

1. Superintendent Schaefer's employment contract currently provides that "the Superintendent and her spouse shall be entitled to participate in the District's health, vision, and dental insurance plans and to receive a District contribution of \$6,000 per year toward the purchase of benefits until the Superintendent attains age 65 or is eligible for Medicare, whichever occurs first." Because the Superintendent will be moving out of state, she may not be able to participate in the District's plan. As such, the proposed amendment provides that "the Superintendent and her spouse shall be entitled to participate in health, vision, and dental insurance plans of the Superintendent's choice and to receive a District contribution of \$6,000 per year, paid directly to the insurance carrier, toward the purchase of said benefits until the Superintendent attains age 65 or is eligible for Medicare, whichever occurs first." The net cost to the District as a result of this amendment is \$0.
2. All other terms and conditions of Ms. Schaefer's employment contract will remain in full force and effect.

Motion by Bob Edwards, Seconded by Harinder Grewal to approve Superintendent Employment Agreement Amendment for Superintendent Cynthia Schaefer as presented.

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes; Harinder Grewal – Yes.

10.3 **Discussion and Possible Approval of Employment Contract for a Consulting Superintendent**

This item is the Board's discussion and possible approval of a Consulting Superintendent Agreement between the District and Cynthia Schaefer, current District Superintendent. The proposed contract contains the following material terms:

1. To assist with a smooth transition, Consulting Superintendent agrees to work between the effective date of this Agreement and July 31, 2017, as available. District shall pay Consulting Superintendent, during the District's July payroll cycle, Superintendent's per diem rate, at Step 6 for the 2017-2018 school year (or \$168,256 per year), for all time worked not to exceed 20 full work days.
2. The Consulting Superintendent shall receive health insurance coverage for herself or spouse for the month of July, 2017, as a part of this agreement.

Motion by Harinder Grewal, Seconded by Jimmy Emmons, Sr. to approve employment contract for Consulting Superintendent Schaefer as presented.

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes; Harinder Grewal – Yes.

10.4 **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 Harinder Grewal, Seconded by Bob Edwards to approved revised personnel actions as presented.

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes; Harinder Grewal – Yes.

10.5 **Approval of DNA Software Services Agreement between Illuminate and KUSD**

We have included the DNA Software services Agreement between Illuminate and KUSD effective through June 30, 2020. Contract language states “District may terminate this Agreement without cause prior to the expiration of the Term, effective upon the end of a District fiscal year, by giving Illuminate written notice of its intent to terminate at least sixty (60) days prior to the end of such District fiscal year.”

Motion by Jimmy Emmons, Sr., Seconded by Harinder Grewal to approve DNA Software Services Agreement between Illuminate and KUSD as presented.

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes; Harinder Grewal – Yes.

11. **DISCUSSION ITEM**

11.1 Keyes to Learning Charter School is interested in the balance of unused land located at 4801 Lucinda Avenue, Keyes, California for the purpose of adding a future Keyes to Learning Charter School campus and bringing the two campuses closer in proximity and to the Keyes area.
- Rusty Wynn recapped the purpose of having the discussion due to new requirements for Charter Schools. Legal council suggested an MOU between KUSD and TUSD be completed so KTL can remain in Turlock. If agreed in an MOU, Turlock can give KTL permission to remain in Turlock. Calculations have not been done to build 8 classrooms on Keyes property.

12. **REPORTS**

12.1 **Superintendent’s Report** – By Cynthia Schaefer
- Everyone is into the year end crunch. Cindy provided the board members with a toolkit. LCAP is in the process of being complete. Welcome and congratulations to Helio Brasil as the new district superintendent.

12.2 **Board Member Comments**

- 12.2.1 Bob Edwards – Welcome Helio and thank you Cindy.
- 12.2.2 Jimmy Emmons, Sr. – Thank you Jill McGinnis on the Jr/Sr Banquet and congratulations to Helio.
- 12.2.3 Wesley Greene – Thank you to everyone and welcome Mr. Brasil.
- 12.2.4 Harinder Grewal – Congratulation Helio. We are looking forward to you joining us. Thank you Cindy for all the great things you have done for the District.
- 12.2.5 Jeff Reed – Welcome Helio. The top pick for our new superintendent was unanimous. Attended career night/college night, open house, and the KTL dinner. We appreciate staff attending the meet and greet this evening.

13. **INFORMATION**

13.1 **Next Board Meeting** - A Regular Board Meeting will be held on June 14, 2017, at Keyes Elementary School Cafeteria. Closed Session will begin at 5:30 p.m. and Regular Session will begin at 6:00 p.m. A special board meeting will be held on June 21, 2017 due to budget adoption.

14. **ADJOURNMENT**

Motion by Harinder Grewal, Seconded by Jimmy Emmons, Sr. to close the Regular Board Meeting at 7:12 p.m.

Vote: Bob Edwards – Yes; Jimmy Emmons, Sr. - Yes; Jeff Reed – Yes; Wesley Greene – Yes;
Harinder Grewal – Yes.

Prepared by,

A handwritten signature in blue ink that reads "Cynthia Schaefer". The signature is written in a cursive, flowing style.

Cynthia Schaefer
Secretary to the Board of Trustees