

**KEYES UNION ELEMENTARY SCHOOL DISTRICT
BOARD OF TRUSTEES
NOTICE OF REGULAR BOARD MEETING
Wednesday, September 12, 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 5:34 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, Member, Wesley Greene; Member, Jimmy Emmons, Sr.; Member, Bob Edwards; Member, Harinder Grewal

Tardy: None

Absent: Member, Wesley Greene; Member, Bob Edwards.

Others Present on Roster: Helio Brasil, Superintendent; Tim Torres, Principal; John Stuart, Principal; Rusty Wynn, Principal; Cyndi McDaniel, Curriculum/Instructional Support Coordinator; Stephanie Morris, CBO.

Others Present: Jerry Hines, Carolyn Stewart, Blanca Valencia, Tracey Humpreys.

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 Jimmy Emmons, Sr., Seconded by Harinder Grewal to go into Closed Session at 5:34 p.m.

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

3. CLOSED SESSION

3.1. **Potential Legal Matter** – By Helio Brasil

Motion by Jimmy Emmons, Sr., Seconded by Harinder Grewal to come out of Closed Session at 5:53 p.m.

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

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

4.1. **Report Out Closed Session Items** – No Action Taken in Closed Session.

4.2. **Approval/Amendment of Agenda**

Motion by Jimmy Emmons, Sr., Seconded by Harinder Grewal to approve agenda as presented.

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

5. FLAG SALUTE

- 5.1 **Flag Salute by Spratling Middle School and Student Recognition** – By John Stuart
SMS Student reported that they had a Red, White & Blue day and Crazy sock day.

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 **Parent/Teacher Conferences at SMS** – September 25-26 and September 28, 2017

- 7.2 **Annual Fall School Boards and School Administrators Dinner Meeting** – Thursday, September 28, 2017 at 6:00 p.m. held at Petersen Event Center, Modesto CA

- 7.8 **Site Visitation by Two Board Members and Superintendent** – Monday, October 23, 2017 from 8:00 a.m. to 11:00 a.m.

- 7.9 **Site Visitation by Two Board Members and Superintendent** – Monday, December 11, 2017 from 8:00 a.m. to 11:00 a.m.

- 7.10 **Site Visitation by Two Board Members and Superintendent** – Monday, March 5, 2017 from 8:00 a.m. to 11:00 a.m.

8. RECOGNITION/PRESENTATION

- 8.1 **MOT Presentation** – By Jerry Hines
Thermostats have been installed and HVAC units will be done by Thursday. The old DO site is almost complete and the Williams inspection went well.

- 8.2 **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.

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 Meeting of August 9, 2017
- Special Meeting of August 22, 2017

9.2 **Approval of Claims and Payroll**

We request the Board of Trustees approve the Claims and Payroll for the month of July and August, 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 After School Education and Safety Program Project SAFE Consortium Grant Agreement between SCOE and KUSD
- 9.5.2 Amendment #4 2016-2017 Agreement for Delegation of Activities under Head Start Grant between SCOE and KUSD
- 9.5.3 Counselor Education Field Experience Agreement between KUSD and California State University, Stanislaus
- 9.5.4 Vehicle Service MOU between KUSD and Turlock Unified School District
- 9.5.5 Agreement for Delegation of Activities between SCOE and KUSD for HS an EHS between September 1, 2017-August 31, 2018.
- 9.5.6 Agreement for Foothill Horizons Outdoor Education Program between KUSD and SCOE
- 9.5.7 Revised Prop 10 Healthy Start Program Grant Award Agreement for Keyes Elementary – Keyes Healthy Start between July 1, 2017 – June 30, 2018
- 9.5.8 MOU between Pleasant View Elementary School District and KUSD for California Rural Network

9.6 **Approval of Revised Job Description**

9.6.1 Maintenance/Operations/Transportation Supervisor Job Description

9.7 **KUSD Fundraiser Master Calendar for 2017-18 School Year**

We request the Board of Trustees approve the fundraiser schedule for KUSD for the 2017-18 school year.

9.8 **Approval of Meal Charge Policy for KUSD Effective July 1, 2017**

In order to be compliant with requirements by USDA and revised Board Policy and Administrative Regulation 3551: Food Service Operations/Cafeteria Plan, we request the Board of Trustees approve the Meal Charge Policy for KUSD effective July 1, 2017 as presented.

9.9 **Approval to Authorize Employees to Verify Student Absences**

We request the Board of Trustees approve John Stuart, Timothy Torres, Lee Rouse, Mary Cantu, Melody Chavez, Stephanie Rodriguez, Barbara Riviera, and Susan Hanson to verify student absences for the 2017-18 school year.

Motion by Jimmy Emmons, Seconded by Harinder Grewal to approve items 9.1 through 9.8 as presented.

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

10. ACTION ITEMS

10.1 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 Jimmy Emmons to approve Personnel Actions as presented.

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

10.2 Approval of Revised 2017 Board Calendar for KUSD

We request the Board of Trustees formally change board meetings from the 2nd Wednesday of each month to the 2nd Tuesday each month effective September 12, 2017. We have included a revised board calendar as supporting documentation.

Motion by Jimmy Emmons, Seconded by Harinder Grewal to approve revised 2017 Board Calendar for KUSD as presented.

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

10.3 Approval of Revised Salary Schedules

10.3.1 ASES Salary Schedule effective July 1, 2017

Motion by Harinder Grewal, Seconded by Jimmy Emmons to approve revised salary schedule as presented.

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

10.4 Updated Board Policies/Administrative Regulations for KUSD

In order to remain compliant with State Law and Ed Code, the follow BP's and AR's have been updated for board approval:

- 10.4.1 BP AR 0430: Comprehensive Local Plan for Special Education
- BP AR 1312.3: Uniform Complaint Procedures
- BP 1340: Access to District Records
- BP 2121: Superintendent's Contract
- BP AR 3515.5: Sex Offender Notification
- BP AR 3551: Food Service Operations/Cafeteria Plan
- AR 3580: District Records
- AR 4112.23: Special Education Staff
- BP AR 4127/4227/4327: Temporary Athletic Team Coaches
- BP 4312.1: Contracts
- BP AR 5113: Absences and Excuses
- BP AR 5113.1: Chronic Absence and Truancy
- BP AR 5123: Promotion/Acceleration/Retention
- AR 5144.2: Suspension and Expulsion/Due Process (Students with Disabilities)
- AR 5145.3: Nondiscrimination/Harassment

BP 6142.93: Science Instruction
BP 6145: Extracurricular and Cocurricular Activities
BP AR 6145.2: Athletic Competition
BP AR 6159: Individualized Education Program
BP AR 6159.1: Procedural Safeguards and Complaints for Special Education
BP AR 6162.51: State Academic Achievements Tests
BP AR 6164.4: Identification and Evaluation of Individuals for Special Education
BP 7214: General Obligation Bonds
BB 9012: Board Member Electronic Communications

Motion by Jimmy Emmons, Seconded by Harinder Grewal to approve updated board policies and administrative regulations for KUSD as presented.

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

10.5 **Public Hearing – Statement of Assurance for 2017-18 School Year**

The Board President will declare a public hearing to discuss the availability of public textbooks and instructional materials. The Board will conduct this hearing as stated in Education Code 60119 to meet requirements for receiving State funding for pupil textbooks and instructional materials for Fiscal Year 2017-18.

Opened at: 6:15 p.m. Closed at: 6:15 p.m.

10.6 **Approval of Resolution #17-18-05: Statement of Assurance for Fiscal Year 2017-18, Pupil Textbooks and Instructional Materials for Grades TK-12**

Resolution #17-18-05 declares the Board of Trustees has conducted a Public Hearing to discuss the availability of pupil textbooks and instructional materials. The Board formally determines that the resolution that each pupil in school in the district has sufficient textbooks and instructional materials in each subject that are consistent with the cycles of the curriculum framework adopted by the State Board of Education.

Motion by Harinder Grewal, Seconded by Jimmy Emmons to approve Resolution #17-18-05 as presented.

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

10.5 **Approval of Unaudited Actual Financial Reports for 2016-17 School Year**

The report is an annual statement of all receipts, expenditures for the year and is required to be submitted first to the Governing Board of the district and then forwarded to the county and State Superintendent of Schools. We request the Board of Trustees approve the Unaudited Actuals Financial Reports for the 2016-17 school year.

Motion by Harinder Grewal, Seconded by Jimmy Emmons to approve unaudited actual financial reports for the 2016-17 school year.

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

10.6 **Approval of Resolution #17-18-04: Adopting the GANN Limit**

We have included Resolution #17-18-04 and request the Board of Trustees approve the resolution as presented.

Motion by _____, Seconded by _____

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

10.7 MOU regarding Keyes to Learning Charter School Exit Agreement and Limited Release between KUSD and Turlock Unified School District

11. DISCUSSION ITEMS

*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.

11.1.1 An Analysis of the Charter School Facility Landscape in California

12. REPORTS

12.1 **Superintendent's Report** – By Helio Brasil

12.2 **Board Member Comments**

- 12.2.1 Bob Edwards
- 12.2.2 Jimmy Emmons, Sr.
- 12.2.3 Wesley Greene
- 12.2.4 Harinder Grewal
- 12.2.5 Jeff Reed

13. INFORMATION

13.1 **Next Board Meeting** - A Regular Board meeting will be held on October 10, 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.

14. ADJOURNMENT

Motion by _____, Seconded by _____ to close the Regular Board Meeting at _____ p.m.

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

Prepared by,



Helio Brasil
Secretary to the Board of Trustees