

**KEYES UNION ELEMENTARY SCHOOL DISTRICT  
BOARD OF TRUSTEES  
NOTICE OF REGULAR BOARD MEETING  
Wednesday, December 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 5:30 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, Member, Wesley Greene; Member, Jimmy Emmons, Sr.; Member, Bob Edwards; Member, Wesley Greene

Tardy: None

Absent: None

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: Carolyn Stewart; Matt Murray

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 5:30 p.m.

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

3. CLOSED SESSION

3.1 **Student Discipline for Case No. 201718-04** – By Helio Brasil

Motion by Harinder Grewal, Seconded by Bob Edwards to expel student #201718-04 for the remainder of the 2017-18 school year.

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

3.2 **Potential Legal Matter** – By Helio Brasil

3.3 **Negotiations Update with District Chief Negotiator** – By Helio Brasil

Motion by Wesley Greene, Seconded by Jimmy Emmons, Sr. to come out of Closed Session at 6:10 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**

4.2 **Approval/Amendment of Agenda**

Motion by Wesley Greene, Seconded by Jimmy Emmons, Sr. to approve agenda as presented.

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 Spratling Middle School and Student Recognition** - By John Stuart

6. **ORGANIZATIONAL MEETING**

6.1 **Oath of Office**

The Superintendent, Helio Brasil, will remind all board members of the Oath of Office previously sworn to.

6.2 **Election of Officers**

State law and Board Policy stipulate the Superintendent of Schools shall serve as secretary to the Board of Trustees and may conduct the election for President of the Board. Upon election, the new President will take the gavel and conduct the election for Vice-President, Clerk of the Board and Trustee Representative.

**Board President:**

Motion by Jimmy Emmons, Sr., Seconded by Harinder Grewal to nominate Jeff Reed as Board President.

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

**Board Vice-President:**

Motion by Harinder Grewal, Seconded by Jimmy Emmons, Sr. to nominate Wesley Greene as Board Vice-President.

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

**Board Clerk:**

Motion by Harinder Grewal, Seconded by Bob Edwards to nominate Jimmy Emmons, Sr. as Board Clerk.

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

**Board Trustees Representative:**

Motion by Harinder Grewal, Seconded by Jimmy Emmons, Sr. to nominate Bob Edwards as Board Trustees Representative.

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

6.3 **Board Members Shall Assume Their New Positions** – Newly elected Board officers will take their seats for new positions, if appropriate.

6.4 **Approval of Calendar of Dates, Time and Place of Regular Meetings**

Currently, our monthly Board Meetings are on the 2<sup>nd</sup> Tuesday of each month at 6:00 p.m. for Regular Session at Keyes Elementary School’s Cafeteria except when necessary to make changes due to circumstances such as Budget adoption. Closed Session begins at 5:30 p.m. We request the Board of Trustees approve the proposed calendar as presented.

Motion by Bob Edwards, Seconded by Jimmy Emmons, Sr. to approve the 2018 board calendar as presented.

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

7. **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.*

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

8. **ANNOUNCEMENTS**

8.1 **Minimum Day for Keyes Elementary School and Spratling Middle School Students**– Thursday, December 21, 2017

8.2 **Winter Break for Keyes Elementary School and Spratling Middle School** – Friday, December 22, 2017 through Monday, January 8, 2018 (Certificated Staff returns on January 8, 2018 and school resumes January 9, 2018)

8.3 **Winter Break for Keyes to Learning Charter School** – Friday, December 22, 2017 through Friday, January 5, 2018 (School resumes January 8, 2018)

8.4 **Martin Luther King Jr. Holiday** – Monday, January 15, 2018

8.4 **Site Visitation by Two Board Members and Superintendent** – Monday, March 5, 2018 from 8:00 a.m. to 11:00 a.m.

9. **RECOGNITION/PRESENTATION**

9.1 **ASES Report** – By Priscilla Hernandez

9.2 **MOT Report** – By Erik Morris and Jerry Hines

9.3 **Recognition of Retiree, Jerry Hines, for 10 Years of Service** – By Helio Brasil

9.4 **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.

10. 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.*

10.1 **Approval of Minutes**

We request the Board of Trustees approve the minutes for the following:  
- Regular Board Meeting of November 8, 2017

10.2 **Approval of Claims and Payroll**

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

10.3 **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.

10.4 **Approval of Contracts for Keyes Union School District**

10.4.1 MOU between KUSD and Stacey Hooven for Bus Driver Training Transportation Services

10.5 **Approval of Surplus Items for Keyes Union School District**

We request the Board of Trustees approve the surplus of cell phones that are no longer in use by the District.

10.6 **Approval of Head Start Documents**

10.6.1 RHS and HS Monthly Data Summary

Motion by Harinder Grewal, seconded by Jimmy Emmons, Sr. to approve items 10.1 through 10.6 as presented.

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

11. ACTION ITEMS

11.1 **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 Bob Edwards to approve personnel actions as presented.

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

11.2 **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:

- 11.2.1 BP 0400: Comprehensive Plans
- 11.2.2 BP/AR 0460: Local Control and Accountability Plan
- 11.2.3 BP 0500: Accountability
- 11.2.4 BP/AR 0520.2: Title I Program Improvement Schools
- 11.2.5 BP 0520.3: Title I Program Improvement Districts
- 11.2.6 BP/AR 1113: District and School Web Sites
- 11.2.7 BP 3280: Sale and Lease of District-Owned Real Property
- 11.2.8 BP 3513.4: Drug and Alcohol Free Schools
- 11.2.9 AR 3515.6: Criminal Background Checks for Contractors
- 11.2.10 BP 4140/4240/4340: Bargaining Units
- 11.2.11 BP/AR 5113.1: Chronic Absence and Truancy
- 11.2.12 AR 5113.11: Attendance Supervision
- 11.2.13 BP/AR 5113.12: District School Attendance Review Board
- 11.2.14 BP/AR 5117: Interdistrict Attendance
- 11.2.15 AR 5125.2: Withholding Grades, Diploma or Transcripts
- 11.2.16 BP 5131.6: Alcohol and Other Drugs
- 11.2.17 E 5131.63: Steroids (Deleted)
- 11.2.18 BP/AR 6020: Parent Involvement
- 11.2.19 AR 6112: School Day
- 11.2.20 BP 6153: School-Sponsored Trips
- 11.2.21 BP 6170.1: Transitional Kindergarten
- 11.2.22 AR 6173.1: Education for Foster Youth
- 11.2.23 BP/AR 6173.2: Education of Children of Military Families

Motion by Wesley Greene, Seconded by Harinder Grewal to approve updated board policies/administrative r regulations as presented.

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

**11.3 Public Hearing – Initial Proposal by District to CSEA for the 2018-21 School Years**

The Board President will conduct a Public Hearing and acknowledge receipt of District’s initial proposal to CSEA.

Opened at: 6:33 p.m. Closed at: 6:34 p.m.

**11.4 Approval to Accept Initial Proposal by District to CSEA for the 2018-21 School Years**

The CSEA’s initial proposal for the 2018-21 school year to District is included. We request the Board of Trustees accept the initial proposal by the District as presented.

Motion by Jimmy Emmons, Sr., Seconded by Harinder Grewal to accept initial proposal by District to CSEA for the 2018-21 school years.

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

**11.5 Approval of Revised Salary Schedule for the 2017-18 School Year**

11.5.1 KUSD Head Start Management Salary Schedule

Motion by Wesley Greene, Seconded by Harinder Grewal to approve revised salary schedule for the 2017-18 school year as presented.

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

11.6 **Approval of Keyes Community Holiday Family Basket Program**

For more than 30 years, Keyes School District has coordinated a holiday family basket program. We request the board of trustees approve the cost of a substitute for 5 days at the rate of \$148 per day for a classified employee to assemble family holiday gift baskets as part of a district mission to generate community service and outreach.

Motion by Bob Edwards, Seconded by Harinder Grewal to approve Keyes Community Holiday Family Basket Program as presented.

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

11.7 **Public Hearing – Annual and Five Year Reports for Developer Fees**

The Board President will conduct a Public Hearing to discuss Annual and Five Year Reports for projects that developer fees will fund in the future, additional sources of funds required to finance the projects and expected date that the projects will be completed.

Opened at: 6:36 p.m. Closed at: 6:37 p.m.

11.8 **Approval of Annual and Five Year Reports for Developer Fees**

We have included the Annual and Five Year Reports for projects that developer fees will fund in the future, additional sources of funds required to finance the projects and expected date that the projects will be completed. We request the Board of Trustees approve as presented.

Motion by Wesley Greene, Seconded by Harinder Grewal to approve annual and 5 year reports for developer fees as presented.

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

11.9 **Approval of First Interim Report**

We have included the First Interim Report for review. Education Code Section 35035 requires two interim financial reports during each fiscal year – one for the period of July 1 through October 31 and the other from November 1 through January 31. The Board of Trustees, after reviewing each Interim Report and the corresponding narrative, must certify whether the District will meet its financial obligations from the current fiscal year and two subsequent fiscal years.

Motion by Wesley Greene, Seconded by Jimmy Emmons, Sr. to approve first interim report as presented.

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

12. **DISCUSSION ITEMS**

12.1 **Keyes to Learning Charter School Facilities Discussion/Update**

13. **REPORTS**

13.1 **Superintendent's Report** – By Helio Brasil  
- Carol Couchman and KUSD received a CalPADS data award thanks to her exceptional work.

13.2 **Board Member Comments**

- 13.2.1 Bob Edwards – Congratulations to Jerry Hines on retiring
- 13.2.2 Jimmy Emmons, Sr. – Thanks Jerry Hines for all your hard work.
- 13.2.3 Wesley Greene – Thank you Mr. Murray for attending; thank you to Jerry Hines; Publically thank Jeff Reed for being president and caring for our school.
- 13.2.4 Harinder Grewal – Recognized Jeff for his work as president and always being available.
- 13.2.5 Jeff Reed – Last two meetings dealt with expulsions and it's tough; Board members do their best for kids; DO Staff appreciates that they show up. Hiring Helio and Erik was a lot of work and the task was taken seriously.

14. **INFORMATION**

- 14.1 **Next Board Meeting** –A Regular Board Meeting will be held on January 16, 2018, at Keyes Elementary School Cafeteria. Closed Session will begin at 5:30 p.m. and Regular Session will begin at 6:00 p.m.

15. **ADJOURNMENT**

Motion by Jimmy Emmons Sr., Seconded by Bob Edwards to go back into closed session at 7:08 p.m.

Motion by Wesley Greene, Seconded by Bob Edwards to come out of closed session at 7:46 p.m. with no action taken in closed session.

Motion by Jimmy Emmons, Sr., Seconded by Harinder Grewal to closed the Regular Session at 7:47 p.m.

Prepared by,



Helio Brasil  
Secretary to the Board of Trustees