

SONORA UNION HIGH SCHOOL DISTRICT
Minutes for a Regular Board of Trustees Meeting
January 19, 2016 **Tuesday, 5:30 PM**
Sonora Union High School District, District Conference Room, FL1
100 School Street, Sonora, CA 95370

Please note the early meeting time of 5:30 pm to accommodate for the cafeteria tour.

Members Present: Kathy Ankrom, President
 Katryn Weston, Clerk (Arrived at 5:34 pm)
 Jeanie Smith
 Jeff Norstrom
 Rob Lyons (Arrived at 6:26 pm)
 Elyse Quenneville, Student Representative

Also present were Superintendent Patrick Chabot, Chief Business Official Kim Burr, Recording Secretary Cindy Costello, SHS Principal Ben Howell, Alt Ed Principal Roy Morlan and other members of the public.

1. OPENING BUSINESS

1.A. Call to Order and Establishment of Quorum

- Establishing a quorum, Kathy Ankrom called the meeting to order at 5:33 pm.

1.B. Pledge of Allegiance

- Kathy Ankrom led the Pledge of Allegiance.

1.C. Adopt Agenda as Presented/Amended

- ✓ Motion by Jeff Norstrom, second by Jeanie Smith to adopt the agenda as presented.
- ✓ Vote: Unanimous

2. TOUR OF CAFETERIA - Andy Galbraith with WLCCS

- All who were present toured the campus to view current stages of the Measure J construction projects.

3. PUBLIC COMMENT PERIOD

The Board reserves the right to limit the time of presentations by individuals (five minutes) as well as cumulative time (twenty minutes) for any one issue. An individual addressing the Board is asked to do so from the podium.

Though the Board generally will not respond to public comments and inquiries, members listen carefully. Depending on the nature of the presentation, the Board President or Superintendent may respond or the President may call upon fellow Board members for brief comments, questions of clarification, provide a reference to staff or

other resources for factual information, or request the Superintendent to report back to the Board at a subsequent meeting concerning the matter.

In compliance with Board Policy and the Ralph M. Brown Act, the Board is not permitted to take action on non-agenda items. If appropriate, a Board member may direct the Superintendent to schedule an item for a future Board agenda.

Signing in, registration, and identification of name is not required in order to attend the meeting.

- There was no public comment.

4. COMMUNICATIONS

4.A. Presentation(s)

4.A.A. BrightBytes - Ben Howell

<https://docs.google.com/presentation/d/1xIZz8Cg4zYXk6-AhbmgeceE3ar41Mt3RMNE9Q6gEl-Q/edit?ts=569edeee#slide=id.p>

- Ben Howell presented BrightBytes information.

4.A.B. School Accountability Report Card (SARC) for Sonora High School - Ben Howell

- Ben Howell presented the SARC for Sonora High School.

4.A.C. School Accountability Report Card (SARC) for Cassina High School and Theodore Bird High School - Roy Morlan

- Roy Morlan presented the SARCs for Cassina and Theodore Bird High Schools.

4.B. Information Items

4.B.A. Student Representative Report

- Elyse Quenneville communicated student body activities and upcoming events.

4.B.B. CSEA Communication

- There was no CSEA communication.

4.B.C. Federation of Teachers Communication

- There was no Federation of Teachers communication.

4.B.D. Superintendent Communication

- Mark Stinson with the SPD informed Mr. Chabot that they will probably have funds for a Resource Officer at the end of this year.

4.B.E. Board of Trustees Communication

- There was no Board of Trustees communication.

4.C. Discussion Items

4.C.A. School Culture

- Career Day will be in the gym on 1/27/16; the Safety Committee and Wellness Committee are merging back into one committee with Jackie Potts as the new chairperson; and in the near future, Kristina Herrera will be teaching students cyber safety and Start with Hello.

4.C.B. School Construction Projects - Pat Chabot

- Surveillance cameras are going out for a second bid with a special request to include DIR numbers.

4.C.C. Future Agenda Items

- No future agenda items were requested.

5. CONSENT AGENDA

5.A. Approve the Minutes for the Regular Board Meeting held on January 5, 2016

5.B. Approve Bills and Warrants

5.C. Accept Donation(s) Listed Below

\$1,000 from Front Porch to SHS Honors Biology for Marine Science Exploration

\$1,000 from Front Porch to SHS College Prep Biology for Marine Science Exploration

- ✓ Motion by Katryn Weston, second by Rob Lyons to approve the Consent Agenda as presented.
- ✓ Vote: Unanimous

6. ACTION ITEMS

6.A. Approve Overnight Field Trip for Junior State of America Club

Administration recommends approving an overnight field trip for students in this club to attend the Junior State of America Winter Congress in Sacramento.

- ✓ Motion by Jeanie Smith, second by Jeff Norstrom to approve the overnight field trip as presented.
- ✓ Vote: Unanimous

6.B. Approve Revised Job Description and Salary Placement for Alternative Education Secretary

The District recommends approving this revised job description to match current duties and responsibilities with a change in salary placement from Range 17 to Range 22.

- ✓ Motion by Katryn Weston, second by Rob Lyons to approve the revised job description and salary placement as presented.
- ✓ Vote: Unanimous

6.C. Approve Revised 2015/16 Classified Salary Schedule

The revised Salary Schedule reflects the proposed changes for Alternative Education Secretary placement from Range 17 to Range 22.

- ✓ Motion by Jeanie Smith, second by Jeff Norstrom to approved the revised salary schedule.
- ✓ Vote: Unanimous

6.D. Approve Revised Job Descriptions for Payroll and Benefits Specialist, Accounts Payable/Receivable and Purchasing Specialist, and Administrative Assistant to the Superintendent

The District recommends approving these job descriptions to match current duties and responsibilities.

- ✓ Motion by Katryn Weston, second by Jeanie Smith to approve the revised job descriptions.
- ✓ Vote: Unanimous

6.E. Approve Personnel Matters

Change in Assignment:

Diana Mayben, change from 0.4 FTE to 1.0 FTE as the Adult Education Teacher, effective January 11, 2016 (salary funded in part by the Adult Education Block Grant)

New Hire (pending fingerprint and TB clearance):

Mike Seuss, JV Softball Coach, effective the 2015/16 school year

Reclassification:

Marilyn Wagner, Alternative Education Secretary, Change Salary Placement from Range 17 to Range 22, effective the 2015/16 school year (salary funded in part by the Adult Education Block Grant)

Resignation:

Kelleen Munsel, Bus Driver at Sonora Union High School District, effective January 31, 2016

- ✓ Motion by Katryn Weston, second by Jeff Norstrom to approve the personnel matters as presented.
- ✓ Vote: Unanimous

6.F. Adopt the School Accountability Report Cards (SARC)

According to state and federal laws (EC Sections 35256(c), 35258(a), 35258(b), and Public Law 107-110), schools/LEAs must annually update and disseminate SARCs to provide current information to parents and other members of the public. The CDE interprets "annually" to mean "once in each school year." In most years, some of the required data may not be available until the end of October or later. Therefore, the preparation of report cards that comply with State Board of Education (SBE)-adopted requirements governing content and definitions may not be completed until November.

Since SARCs must be prepared and disseminated before the end of the school year to comply with the law, schools/LEAs must prepare and make available new SARCs sometime during the period of November through February 1 of each year.

- ✓ Motion by Jeanie Smith, second by Jeff Norstrom to adopt the SARCs as presented.
- ✓ Vote: Unanimous

6.G. First Reading and Consideration to Approve BP (Board Policy) 4040 Employee Use of Technology

This policy was updated to delete outdated section on use of cell phone, clarify that use of a password does not give an employee a reasonable expectation of privacy, and add material formerly in AR regarding accessing/posting harmful matter and employees' responsibility to report security problems or misuse of district technology.

- ✓ Motion by Rob Lyons, second by Katryn Weston to waive further readings and approve BP 4040.
- ✓ Vote: Unanimous

6.H. First Reading and Consideration to Approve AR (Administrative Regulation) 4161.8 Family Care and Medical Leave

AR updated to reflect new Title 2 regulations which retitle, renumber and amend certain provisions implementing the CA Family Rights Act, including the definition of "serious health condition," medical certification of the need for the leave and refusal to reinstate an employee if the leave was fraudulently obtained by the employee. Renumbered Title 2 regulations related to pregnancy disability leave and other legal cites updated throughout the AR. Regulation also reflects new law, SB 1306, 2014, which revises the definition of marriage and thus affects the definition of "spouse."

- ✓ Motion by Katryn Weston, second by Jeff Norstrom to waive further readings and approve AR 4161.8.
- ✓ Vote: Unanimous

6.I. First Reading and Consideration to Approve BP (Board Policy) & AR (Administrative Regulation) 6172.1 Instruction - Concurrent Enrollment in College Classes

- ✓ Motion by Elyse Quenneville, second by Rob Lyons to waive further readings and approve BP & AR 6172.1.
- ✓ Vote: Unanimous

6.J. First Reading and Consideration to Approve BP (Board Policy) & AR (Administrative Regulation) 0420.4 Charter School Authorization

- ✓ Motion by Jeanie Smith, second by Jeff Norstrom to waive further readings and approve BP & AR 0420.4.
- ✓ Vote: Unanimous

6.K. First Reading and Consideration to Approve BP (Board Policy) & AR (Administrative Regulation) 7160 Facilities - Charter School Facilities

- ✓ Motion by Katryn Weston, second by Jeff Norstrom to waive further readings and approve BP & AR 7160.
- ✓ Vote: Unanimous

6.L. Approve Request for Change Orders for the Humanities Building Project

Bobo Construction, Inc. Category 10 - Drywall and Plaster Reduction \$15,181

- ✓ Motion by Jeff Norstrom, second by Katryn Weston to approve the request for change order.
- ✓ Vote: Unanimous

6.M. Accept the Measure J Building Fund Financial and Performance Audits for the 2014/15 Fiscal Year

The Governing Board must review and accept the prior year's financial report/audit at a public meeting. The annual financial audit for the Building Fund was prepared by the auditing firm of Vavrinek, Trine, Day & Co., and will be presented by Kim Burr.

- ✓ Motion by Rob Lyons, second by Jeff Norstrom to accept the Measure J Building Fund Financial and Performance Audits for the 2014/15 Fiscal Year.
- ✓ Vote: Unanimous

6.N. Approve Resolution 2015/16-17 Issuance and Sale of General Obligation Bond Series C

- ✓ Motion by Jeff Norstrom, second by Jeanie Smith to approve Resolution 2015/16-17.
- ✓ Vote: Unanimous

6.O. Approve Resolution 2015/16-18 Surplus Personal Property-Bass Drums and Accessories

The SHS Band Boosters purchased 5 new bass drums and accessories leaving our old bass drums obsolete.

- ✓ Motion by Katryn Weston, second by Jeff Norstrom to approve Resolution 2015/16-18.
- ✓ Vote: Unanimous

6.P. Approve Submittal of Career Technical Education Grant

- ✓ Motion by Katryn Weston, second by Jeanie Smith to approve submitting the CTE Grant.
- ✓ Vote: Unanimous

7. PUBLIC COMMENT PERIOD RE: CLOSED SESSION ITEMS

The Board of Trustees allows for members of the public to directly address them before going into Closed Session as per Government Code section 54954.3

Please see Public Comment Period above regarding our procedure for this item.

- There was no public comment.

8. CLOSED SESSION

- The meeting adjourned to Closed Session at 7:31 pm.

8.A. Personnel Matters

Employee Discipline, Dismissal/Release

9. RECONVENE TO OPEN SESSION, REPORT ON ACTIONS TAKEN IN CLOSED SESSION

- The meeting reconvened to Open Session at 8:04 pm.
- No actions were taken during Closed Session.

10. BOARD ACTION REGARDING MATTERS DISCUSSED IN CLOSED SESSION

10.A. Personnel Matters

Employee Discipline, Dismissal/Release

- No Personnel Matters were presented for voting.

11. ADJOURNMENT

Late agenda material can be inspected in the office of the Superintendent at 100 School Street, Sonora, California.

In compliance with the Americans with Disabilities Act, and the protections and prohibitions contained in 42 United States Code 12132, if any person needs special assistance to participate in the meeting, please contact the superintendent's office at (209) 533-8510 ext 12. Notification 48 hours prior to the meeting will enable the

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District to make reasonable arrangements or accommodations to ensure accessibility to the meeting.

- With no further business, the meeting was adjourned at 8:05 pm.

Katryn Weston
Board Clerk

Patrick A. Chabot
Board Secretary

Cindy Costello
Recording Secretary