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BOARD MEETING

ALPINE COUNTY UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES

5:30 PM, December 12, 2017

Administrative Services Annex, 43 Hawkside Drive, Markleeville, CA 96120

Attendance Taken at 5:30 PM:

Present:

- Rachael Brothers
- Clint Celio
- Erin Dobyms
- Jenny Goldstein
- Mr. Klaus Leitenbauer
- Amy Mecak
- Dr. Scott Smith
- Dr. Patrick Traynor

Absent:

- Geoff Ellis
- Tony Holdridge

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Staff in attendance:

- Katie Johnston
- Kelsey Potorski
- Amanda Lyons
- Philip Marks

President Celio called the meeting to order at 5:30 p.m.

A. Agenda Approval

Motion Passed: Passed with a motion by Amy Mecak and a second by Rachael Brothers.

- Yes Rachael Brothers
- Yes Clint Celio
- Absent Geoff Ellis
- Absent Tony Holdridge
- Yes Amy Mecak

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2. CLOSED SESSION ITEMS

A. Announcement of Items to be Discussed in Closed Session

B. Public Comment on Items to be Discussed in Closed Session

C. Closed Session

Minutes:

The meeting was adjourned into closed session at 5:30 p.m.

**1. Conference with Legal Counsel - One Existing Litigation;
subdivision (d) of Government Code 54956.9**

a. Name of Case: Case No. 16CECG01617

**2. Conference to review Superintendent's Performance Evaluation
per GC 54957 and GC 54954.5(e)**

**3. Conference with Labor Negotiator per Government Code
54957.6**

**a. Employee Organization: Alpine County Teachers
Association**

**b. Unrepresented Employees: ACUSD Classified Employee
Organization**

**4. Public Employee Performance Evaluation per Government
Code 54957**

a. Title: Certificated Employees

5. Public Employee Employment per Government Code 54957

**a. Title: Human Resources and Administrative Services
Coordinator**

D. Open Session - Call to Order

Minutes:

The meeting was reconvened into open session at 6:30 p.m. President Celio announced no action had been taken

E. Public Comment on Action Taken in Closed Session

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3. HEARING OF THE PUBLIC

Minutes:
There were no comments from the public present.

4. PRESENTATIONS

A. Multi-Tiered System of Supports (MTSS)

Minutes:
Dr. Scott Smith, Principal/Director of Student Services, and Kelsey Potorski, Academic Career Personal/Social Development Counselor, provided a PowerPoint presentation to the Board on the Multi-Tiered System of Supports (MTSS), explaining the three Tiers of supports at Diamond Valley Elementary School.

5. STAFF/DEPARTMENT/BOARD REPORTS

Minutes:
Trustee Brothers reviewed the Strategic Planning Subcommittee plan and timeline through June 2018. She reported the subcommittee was working on a Local Control Accountability Plan strategy and using the CSBA template to revise the Board calendar.

6. CONSENT AGENDA ITEMS

A. Consent Agenda Approval

Motion Passed: Consent agenda was approved as amended with the following items pulled for further discussion:

Item D. Appoint local agency representatives to School Attendance Review Board (SARB)

Alpine County Behavior Health Services Representative
Alpine County Probation Department

Item F. Approve revised Human Resources and Administrative Services Coordinator job description and placement on the Classified Confidential Salary Schedule range 46

Passed with a motion by Rachael Brothers and a second by Amy Mecak.

Yes Rachael Brothers
Yes Clint Celio
Absent Geoff Ellis
Absent Tony Holdridge
Yes Amy Mecak

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B. Regular Board Meeting Minutes of November 14, 2017

C. Monthly Warrants

D. Appoint local agency representatives to School Attendance Review Board

Motion Passed: Passed with a motion by Amy Mecak and a second by Rachael Brothers.

Yes Rachael Brothers

Yes Clint Celio

Absent Geoff Ellis

Absent Tony Holdridge

Yes Amy Mecak

Minutes:

Superintendent Traynor explained that a person was previously named to the position who has since left. The language to appoint local agency SARB members was made more generic to allow representatives from the local agencies be appointed to the SARB board rather than specific individuals.

E. Remove authority of Janis Doyal and Ami Chilton to sign petty cash checks

F. Approve revised Human Resources and Administrative Services Coordinator job description and placement on the Classified Confidential Salary Schedule range 46

Minutes:

Superintendent Traynor explained the position had evolved since hiring the person holding the position and the current salary range placement did not cover the extra job responsibilities. Trustee Brothers suggested it would be helpful to create a separate position rather than adding duties to the existing position. President Celio expressed concern about positions evolving and becoming difficult to fill and having more consistency.

Amy Mecak made a motion to approve, a second motion was not made and the item was not considered.

G. Accept donation from Alpine Parents Group of playground equipment: balls, jump ropes, discs, megaphones

H. Budget Revisions through October 31, 2017

1. Fund 01 General Fund

2. Fund 14 Deferred Maintenance Fund

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3. Fund 67 Self Insurance Fund

7. COMMUNICATIONS

A. Diamond Digest, December 2017

B. CALPADS Data Management Recognition Certificate for meeting 2016-2017 data collection deadlines

C. Alpine County Behavioral Health Services - Wellness Programs, Newsletter December 2017

8. ADMINISTRATIVE REPORTS

A. Superintendent's Report

Minutes:

Dr. Patrick Traynor, Superintendent stated in the District Superintendent's report, he combined the District and County reports and presented them during the District Board meeting. He reported to the Board that a staff training was held in the start of a series of team building trainings facilitated by Alissa Nourse, Alpine County Behavioral Health Services Director. Superintendent Traynor announced the district had received a \$50,000 grant for the Scaled Up System of Supports (SUMS) and is enlisting services with Placer County Office of Education. He further reported the first participant from Golden Sierra (Job Training Agency) would begin on the job training for math tutoring. Superintendent Traynor reported a Local Control Accountability Plan Parent Advisory Committee meeting was scheduled for December 20th. He mentioned a Reno company's pending offer to donate gifts to the Early Learning Center students during the center's upcoming winter celebration and presenting an item to the Board during the January meeting for retroactive approval. President Celio stated he did not have any concerns regarding the donation.

1. Student performance results

Minutes:

Superintendent Traynor announced the purpose of this presentation was to fulfill Trustee Brother's request at a previous meeting for student performance results to be analyzed. He explained that more detail would be provided here than during the presentation made in September. Superintendent Traynor presented the results on the California Department of Education's website, the California School Dashboard. Superintendent Traynor showed Diamond Valley Elementary School students' fall 2016 and fall 2017 Smarter Balanced Assessment Consortium (SBAC) assessment results for all subgroups. He explained the variation in the assessment results to target level 3 which reflects meeting standards.

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B. Principal's Report

Minutes:

Dr. Scott Smith, Principal/Director of Student Services, reported to the Board on upcoming home basketball games against Bridgeport and Antelope Valley and the Winter Performance which would be held on Thursday. He also advised that the Business Office had been able to purchase a scoreboard.

President Celio thanked Klaus Leitenbauer, Business Manager, for pulling the basketball team together.

C. Business Manager's Report

Minutes:

Klaus Leitenbauer, Business Manager, provided a PowerPoint presentation to the Board on the district and county office of education first interim reports as of October 31, 2017. He reviewed the state budget process, current budget assumptions, funding differences between the two organizations, and changes since the budgets were adopted. The district is funded as basic aid and the general fund balance increased by approximately \$236,000 due to moving half of the Superintendent's salary to the county office, closing the self-insurance fund, and lower than budgeted salary and benefits costs. District general fund expenditures increased by approximately \$130,000 for Bear Valley School repairs. Mr. Leitenbauer reviewed future budget assumptions and the 3-year general fund balance projection, explaining the balance currently has a \$55,000 deficit and will remain about the same for the next three years.

Mr. Leitenbauer reported that the county office of education is funded by a formula based on the cost of living adjustment (COLA) provided by the state. He explained the general fund increased by \$235,000 with an ending balance of approximately \$1.3 million. The balance will decrease to \$974,000 in three years due to deficit spending resulting from budget revisions.

Mr. Leitenbauer reported that asbestos abatement at the Bear Valley School had begun with an anticipated completion date of December 22, 2017. The air quality board would have to be notified and non-asbestos materials could be removed in the interim. Mr. Leitenbauer advised that Aspen (Street) Architects could assess the building in January 2018 and the hazard mitigation application must be resubmitted to the Office of Emergency Services by January 1, 2018.

9. ACTION ITEMS

A. Unfinished Business

B. New Business

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1. Approve the District certification of the First Interim Report dated October 31, 2017

Motion Passed: Passed with a motion by Amy Mecak and a second by Rachael Brothers.
Yes Rachael Brothers
Yes Clint Celio
Absent Geoff Ellis
Absent Tony Holdridge
Yes Amy Mecak

Minutes:
Klaus Leitenbauer stated there were no material findings.

2. Approve the ACUSD Audit Report from Stephen Roatch Accountancy Corporation, June 30, 2017

Motion Passed: Passed with a motion by Rachael Brothers and a second by Amy Mecak.
Yes Rachael Brothers
Yes Clint Celio
Absent Geoff Ellis
Absent Tony Holdridge
Yes Amy Mecak

3. Review and approve the Annual Report of Developer Fees collected for residential and commercial projects and the Five Year Developer Fee Report

Motion Passed: It is recommended the governing board adopt the Annual and Five Year Developer Fee Reports for fiscal year 2016-2017 as presented. Passed with a motion by Rachael Brothers and a second by Amy Mecak.
Yes Rachael Brothers
Yes Clint Celio
Absent Geoff Ellis
Absent Tony Holdridge
Yes Amy Mecak

4. Review for reading and re-approve BP 1221 Native American Policies and Procedures (AR for deletion)

Motion Passed: Motion to waive the second reading and approve BP 1221 Native American Policies and Procedures and delete the AR. Passed with a motion by Amy Mecak and a second by Rachael Brothers.
Yes Rachael Brothers
Yes Clint Celio

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Absent Geoff Ellis
Absent Tony Holdridge
Yes Amy Mecak

5. Public Hearing for the Impact Aid Application

Motion Passed: Motion to open the public hearing. Passed with a motion by Rachael Brothers and a second by Amy Mecak.
Yes Rachael Brothers
Yes Clint Celio
Absent Geoff Ellis
Absent Tony Holdridge
Yes Amy Mecak

Minutes:
There were no comments from the public present.

Motion Passed: Motion to close the public hearing. Passed with a motion by Rachael Brothers and a second by Amy Mecak.
Yes Rachael Brothers
Yes Clint Celio
Absent Geoff Ellis
Absent Tony Holdridge
Yes Amy Mecak

6. Discussion, first reading, and approval of CSBA recommended policies and minor revisions

Minutes:
Trustee Brothers questioned if the district would be using an attendance supervisor in reference to AR 5113.1 Chronic Absence and Truancy.

It was the consensus of the Board to hold over the first reading and approval of the policies to the next meeting.

- a. BP 0400 Comprehensive Plans
- b. BP/AR 0460 Local Control Accountability Plan
- c. BP 0500 Accountability
- d. BP/AR 0520.2 Title I Program Improvement Schools (delete BP, delete AR)
- e. BP 0520.3 Title I Program Improvement Districts (delete BP)

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- f. BP/AR 1113 District and School Web Sites
- g. BP 3280 Sale or Lease of District-Owned Real Property
- h. BP 3513.4 Drug and Alcohol Free Schools
- i. AR 3515.6 Criminal Background Checks for Contractors
- j. BP 4140/4240/4340 Bargaining Units
- k. BP/AR 5113.1 Chronic Absence and Truancy
- l. AR 5113.11 Attendance Supervision
- m. BP/AR 5113.12 District School Attendance Review Board
- n. BP/AR 5117 Interdistrict Attendance
- o. AR 5125.2 Withholding Grades, Diploma or Transcripts
- p. BP 5131.6 Alcohol and Other Drugs
- q. E 5131.63 Steroids (delete exhibit)
- r. BP/AR 6020 Parental Involvement
- s. AR 6112 School Day
- t. BP 6153 School-Sponsored Trips
- u. BP 6170.1 Transitional Kindergarten
- v. AR 6173.1 Education for Foster Youth
- w. BP/AR 6173.2 Education of Children of Military Families

7. Approve the District Superintendent's Evaluation

Motion Passed: Passed with a motion by Rachael Brothers and a second by Amy Mecak.
Yes Rachael Brothers
Yes Clint Celio
Absent Geoff Ellis
Absent Tony Holdridge
Yes Amy Mecak

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8. Approve increase to the current base salary and health benefits cap of the Superintendent for July 1, 2017 through June 30, 2018

Minutes:

It was the consensus of the Board to hold over approve increase to the current base salary and health benefits cap of the Superintendent for July 1, 2017 through June 30, 2018 to the next meeting.

9. Approve Resolution D17-18-06: Resolution to Allow Board Members to be paid for Non-Attendance per EC 35120 for the December Board Meeting

Motion Passed: Polled vote: 3 ayes. Passed with a motion by Amy Mecak and a second by Rachael Brothers.

- Yes Rachael Brothers
- Yes Clint Celio
- Absent Geoff Ellis
- Absent Tony Holdridge
- Yes Amy Mecak

10. OTHER REPORTS

11. INFORMATION/DISCUSSION ITEMS

A. School Services of California Governor's Budget Workshop; January 16, 2018 at the Sacramento Convention Center and January 17, 2018 at the Sheraton Fairplex Hotel and Conference Center Pomona

B. SSDA 35th Annual Conference, February 19-21, 2018; Hilton Sacramento - Arden West, Sacramento, CA

C. Date of Organizational Meetings: January 9, 2018

12. HEARING OF THE PUBLIC

Minutes:

Katie Johnston and Amanda Lyons, Classified Employee Organization representatives, expressed concerns regarding adding duties to the Human Resources and Administrative Services Coordinator. Philip Marks, teacher, spoke on timing of the request to increase the Superintendent's salary and health benefits cap.

13. SUGGESTED ITEMS FOR FUTURE AGENDA

14. CLOSED SESSION ITEMS (Items not completed in previous Closed Session)

A. Announcement of Items to be Discussed in Closed Session

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B. Public Comment on Items to be Discussed in Closed Session

C. Closed Session

Minutes:

The meeting was adjourned into closed session at 7:46 p.m.

**1. Conference with Legal Counsel - One Existing Litigation;
subdivision (d) of Government Code 54956.9**

a. Name of Case: Case No. 16CECG01617

**2. Conference to review Superintendent's Performance Evaluation
per GC 54957 and GC 54954.5(e)**

**3. Conference with Labor Negotiator per Government Code
54957.6**

**a. Employee Organization: Alpine County Teachers
Association**

**b. Unrepresented Employees: ACUSD Classified Employee
Organization**

**4. Public Employee Performance Evaluation per Government
Code 54957**

a. Title: Certificated Employees

5. Public Employee Employment per Government Code 54957

**a. Title: Human Resources and Administrative Services
Coordinator**

D. Open Session - Call to Order

Minutes:

The meeting was convened into open session at 9:20 p.m. President Celio announced no action had been taken.

E. Public Comment on Action Taken in Closed Session

15. ADJOURNMENT

Motion Passed: Passed with a motion by Rachael Brothers and a second by Amy Mecak.

Yes Rachael Brothers

Yes Clint Celio

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Absent Geoff Ellis
Absent Tony Holdridge
Yes Amy Mecak

Minutes:
The meeting was adjourned at 9:21 p.m.

Respectfully submitted: Approved by:



Patrick Traynor, Ph.D.
Superintendent



Amy Mecak
Clerk of the Board