

## KIT CARSON UNION SCHOOL DISTRICT

### Minutes of Regular Board Meeting of June 15, 2011

#### 1. OPEN SESSION

##### a) Call to Order

Andy Atsma, acting president, called the meeting to order at 7:01 pm

##### b) Members Present

The following trustees were present: Andy Atsma, Leonard Dias and Joe Oliveira. Trustee Sheree Deniz and Dino Giacomazzi were absent. Also present were John Sousa, Superintendent/Principal, Todd Barlow, Director of Student Services and Margaret DeSantos, Administrative Secretary.

In the audience, Kim Grant, Robert Inabnit and Leslie Taylor were present.

##### c) Pledge to the Flag

John Sousa led the pledge of allegiance.

#### 2. Public Comment

None

#### 3. Presentations, Report and Communications

##### a) Review calendar events

Mr. Barlow reviewed the calendar of events for the month of June and discussed the upcoming TREASURES Training. Most K-5 teachers were signed up for the original training, but it was cancelled. A second training was offered one week later, but fewer teachers will be able to attend.

##### b) Board and staff comments:

###### Staff

- Margaret DeSantos informed the Board that she will be working on the 2010-2011 Annual Report, which is due by July 8<sup>th</sup>. She also stated that there are 39 new kindergartens scheduled to attend Kit Carson for school year 2011-2012. Mrs. DeSantos also stated that she has other projects to work on for example the Student/Parent Handbook as well as the Staff Handbook and will be working in the bus barn in order to discard outdated absent notes and other outdated documents.
- Robert Inabnit informed the Board the he and his crew have been working diligently on preparing to paint the facilities. They also moved the belongings from Room 34 to Rooms 25 and 26. I also will be working on a long list of items that need to be repaired according to the Loss Control & Safety Audit Report. These repairs must be completed before Wednesday, July 13<sup>th</sup>. Mr. Barlow also stated that Robert and his staff are moving classroom belongings to different classrooms, for example Room 26 to the Cafeteria, Room 15 to Room 24, Room 34. There's a long list of projects.

- Kim Grant stated she will discuss the land project later. Kim stated that in regards to the water project, “We are at a stand-still.” Kim requested them to stop working, because the cost has increase, Mrs. Grant stated “Every time they submit a billing statement, the cost has increased.” Kim Grant stated she met with them and asked them to delineate the detail of the bill. She also stated that Mr. Kevin Berryhill has not returned her phone calls.

Megan Vickers will be out in July. There is a conference at the Coast which Todd Barlow, Dino Giacomazzi and I will be attending, Small School District Associates, which deals with the financial issues of schools. There is a located conference in Fresno, on July 13<sup>th</sup>. It is the 33<sup>rd</sup> Annual Financial Conference. So if you wish you may attend.

**Board:**

- Trustee Oliveira stated that the 8<sup>th</sup> grade Graduation Ceremony went well. He gave kudos to Robert and his staff for helping set-up for graduation night. The cafeteria looked very well, “It was amazing.” Trustee Oliveira stated that except for a minor problem with the microphone it went very well.
- Trustee Atsma also stated that the Graduation Ceremony went very well, “It was well planned, well attended and everyone had a good time.
- Trustee Dias stated that he was sorry to have missed the June 1<sup>st</sup> board meeting because I traveled with the 8<sup>th</sup> grade graduating class to Southern California. Trustee Dias stated that the trip, for most part went very well. We need to have chaperone training. He stated that Robert does a great job of driving us; he took the students and chaperones to Hollywood. “Everyone enjoyed themselves.” Trustee Dias stated that during the visit to the Museum of Tolerance, the students were able to listen to a Holocaust Survivor tell her story of her survival.

Trustee Dias also stated that he enjoyed Mr. Sousa’s retirement party. He also attended Play Day, and the Kinder Bar-B-Q and play day, that also went very well. Trustee Dias also attended two High Rail Speed Meetings, one meeting at the County Office and the other at the Kings Fairgrounds.

Trustee Dias also thanked Mr. Barlow and Mrs. DeSantos for their help on Graduation Night. He stated that the graduation party went very well; “It was Casino Night the students had a wonderful time dancing and playing cards.”

Mr. Barlow thanked the team for how well graduation night went, and that it took several people working together to make the Graduation Ceremony a success, even to overcome some snags. “I was very proud of them and their work.” He also stated that he met with Don Giacomazzi along with Kim Grant and John Dominquez regarding the closing of Escrow. He stated “There are still some things to do to close escrow.” He also reported that he, Mr. Benedict, Mrs. Roy, and Mrs. Bartram interviewed four prospective teachers. There are over ninety applicants and a lot of good selections. He

stated that there are four other applicants that are schedule to be interviewed Thursday, June 16<sup>th</sup> and probable four more next week. "If they make it thru this week, then they will meet with me one-on-one."

Mr. Barlow publicly thanked Mr. Sousa for his mentoring and leadership, which he has, shown. "Thank you for all your help in the past two years, plus, and during my schooling to become an Administrator. Thank you for being there for me and taking time to talk with me and helping me through my thought process. "I would not be where I am today if not for Mr. Sousa." This makes you a very important person in mine and my family's life and you will always be remembered for that.

Mr. Sousa stated today is my last official duty at Kit Carson. "I have mixed feelings, as the last hours approach. It a strange feeling." It has been a tremendous honor and privilege to have worked at Kit Carson School. He mentioned his many accomplishments at Kit Carson School. Mr. Sousa stated that he appreciated the support of the Governing Board during his time at Kit Carson School. We have a great staff; I believe Kit Carson is in good hands with Mr. Barlow. There's a great future ahead with Mr. Barlow with the support of the Governing Board.

c) Financial report

Kim Grant stated she does not have the report. Therefore this item will be skipped.

**4. INFORMATION ITEMS**

a) Review and accept Bills and Warrants

Bills and Warrants were accepted as submitted by Kim Grant.

**ACTION ITEMS**

5.

a) Consider approving the minutes of the Regular Board Meeting of May 18, 2011

It was moved by Trustee Atsma to approve the minutes as presented; Trustee Oliveira seconded the motion. Motion passed 3-0.

**6. Inter-District Transfer Request and Renewals: 2011-2012**

It was moved by Trustee Oliveira to approve the inter-district request as presented; Trustee Atsma seconded the motion. Motion passed 3-0.

**7. Business**

a) Consider approval of Agreement with Kings County Office of Education to provide SARB services for 2011-2012

Kim Grant stated it is the same as last year. It was moved by Trustee Atsma to approve the Agreement as presented; Trustee Oliveira seconded the motion. Motion passed 3-0.

- b) Consider approving Consolidated Application for Funding Categorical Aid Programs (Part I) 2011-2012  
Mr. Barlow stated that there was an error on the Title III section, we have never received funds from Title III, therefore the state needed to correct their part in regards to the Title III section. It was moved by Trustee Atsma to approve the; Consolidated Application for Funding Categorical Aid Programs (Part I) 2011-2012; Trustee Oliveira seconded the motion. Motion passed 3-0.
- c) Consider approving Resolution 1011-17 to accept the mitigated negative Declaration for the proposed Kit Carson Elementary School Expansion  
Kim Grant introduced Lesley Taylor from School Site Solutions. Ms. Taylor reported on the Mitigated Negative Declaration. She stated that two comments were received from agencies related to soil and air quality. The Mitigation Monitoring Plan specified all project requirements, including biological assessments that must be completed prior to ground disturbance. The intent of the subject CEQA document is to cover the school master plan, or all major foreseeable projects. Ms. Taylor also stated that the other item that is needed to finalize CDE site approval is the PEA soils testing. Review of the draft PEA will begin in July, with a public hearing at the August Board. It was moved by Trustee Oliveira to approve the Resolution as presented; Trustee Atsma seconded the motion. Motion passed 3-0.
- d) Consider approving purchase of Salad Bar  
It was moved by Trustee Oliveira to approve the purchase presented; Trustee Atsma seconded the motion. Motion passed 3-0.
- e) Consider approving an increase for Adult lunch prices  
It was moved by Trustee Atsma to approve the increase for adult lunches presented; Trustee Oliveira seconded the motion. Motion passed 3-0.
- f) Consider adoption of BP 3100  
Per Kim Grant, this item will be introduced in the GASB 54 information. It didn't come through on your normal CSBA Board policy packet updates because it was introduced by the school district auditors. The policy and the wording of the policy was one that the district Auditor was instrumental in preparing. It is a standard policy. We have to put away economic uncertainty money. Mrs. Grant distributed and reviewed the GASB 54 report with the Governing Board. It was moved by Trustee Oliveira to approve the authorization as presented; Trustee Dias seconded the motion. Motion passed 3-0.
- g) Consider approving the Special Services Agreement for School District Legal Counsel between Kit Carson School and Ray Dunne; Resolution 1011-18  
Trustee Oliveira asked "Is the Agreement one we can approve, but don't have to utilize the service?" Mr. Barlow answered "We don't use it, it won't cost the district." It was moved by Trustee Oliveira to approve the Agreement and Resolution as presented; Trustee Atsma seconded the motion. Motion passed 3-0.

- h) Consider approving a Legal Service Agreement between Kit Carson School and the Law Firm of GRISWOLD, LaSALLE, COBB, DOWD and GIN  
Trustee Oliveira stated "A little pricey, but very efficient, I am very happy with this law firm." The board indicated that they would like the rate for service remain the same as stated in the contract, but extends the contract through June 30, 2012. Mr. Barlow, per direction of the Board, will contact the Law Firm and request the change on the contract. It was moved by Trustee Atsma to approve the Agreement as presented; Trustee Oliveira seconded the motion. Motion passed 3-0.
- i) Consider approving replacement of copy machine  
Kim Grant informed the Board that the current copy machine she is utilizing is out dated and parts for the copy machine are no longer available. It was moved by Trustee Dias to approve the replacement as presented for both Kim Grant and Mid Valley School; Trustee Atsma seconded the motion. Motion passed 3-0.
- j) Consider approving SELPA operations and administration of special education program  
Mr. Barlow stated that the Special Education Area has a "Plan" which they want to update every year, instead of every four years. The updates are standard Agreement that have been in effect for a while and there are no changes. It was moved by Trustee Atsma to approve the Agreement as presented; Trustee Oliveira seconded the motion. Motion passed 3-0.

## **8. Financial**

- a) Consider approving the proposed 2011-2012 adopted budget; Resolution 1011-16  
Kim Grant reviewed the proposed budget with the Governing Board and Mr. Barlow. After a brief discussion Trustee Atsma moved to approve the Budget and Resolution 1011-16 as presented; Trustee Oliveira seconded the motion. Motion passed 3-0.
- b) Consider approving Assigned Fund Balances  
Kim Grant distributed the 2011-12 General Fund report and reviewed the report with the Governing Board and those present. After discussion, it was moved by Trustee Atsma to approve the Assigned Fund Balances as presented; Trustee Dias seconded the motion. Motion passed 3-0.
- c) Consider approval of Resolution 01011-19, Delegation of Powers/Duties of Governing Board to Todd Barlow and Kim Grant  
Per Kim Grant removed the zero in front of Resolution 011011-19, it should read "1011-19." Kim Grant stated this is a standard resolution so that we can close the end of the year finances. It was moved by Trustee Oliveira to approve the Resolution as presented; Trustee Atsma seconded the motion. Motion passed 3-0.

**9. Personnel**

- a) Consider approval of changing the job title from English Language/Migrant Program Teacher to English Language Specialist/Migrant Program Specialist beginning in school year 2011-2012

Todd Barlow stated this is a revision of the job title only, "When I met with the Migrant Regional Director met, he requested that we split the duties to read "Migrant" in one section and "English Language" in the another section. The reason for this is so that the Migrant Agency will pay for the Migrant portion. There are no other changes just the job title. It was moved by Trustee Oliveira to approve the change as presented; Trustee Atsma seconded the motion. Motion passed 3-0.

- b) Consider approval of request for additional maternity leave by a certificated staff member

Per Mr. Barlow, this matter was discussed at a previous board meeting. The Governing Board has denies the request for leave as stated in Mrs. Awbrey's letter. At this time Mr. Barlow request to contact Attorney Edwards and request that Mr. Edwards prepare a responses to Mrs. Awbrey's request; the Board authorized Mr. Barlow to contact Attorney Edwards. Although the Governing Board denied the request, Mrs. Awbrey will have the ability to take maternity leave, but not as she requested. It was moved by Trustee Oliveira to deny the request as presented; Trustee Atsma seconded the motion. Motion passed 3-0.

**10. Adjourn Meeting**

Adjourn at 8:40 pm by President Dias. No closed session.

Date: \_\_\_\_\_

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Leonard Dias, President

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Andy Atsma, Clerk of the Board

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John Sousa, Superintendent/Principal