

ADOPTED

**Arcata School District
BOARD OF TRUSTEES – REGULAR BOARD MEETING MINUTES
Monday, August 20, 2018
2400 Baldwin Lane
ARCATA, CA 95521
(707) 822-0351**

BOARD MEMBERS:

- Jeffrey Schwartz, Board President – Present
- Prairie Moore, Board Clerk – Present
- Carrie Kelly – Present
- Suzanne Langford – Present
- Joe McKinzie – Present

Superintendent: Luke Biesecker

Administration: Becky MacQuarrie, Victoria Parker

Others Present: Jen DaParma, Travis West, Carol Grimes, Judy Hollifield, Gabe Kelly, Brian Lovell, Beth Wylie, ...

I. 5:36 PM BOARD OPEN SESSION – Location: Arcata Elementary School Multipurpose Room

I a. Roll Call - Completed

I b. Approval of the Agenda - Completed

Board President Schwartz opened the meeting at 5:36 pm, completed roll call, and asked for approval of the agenda.

Motion 1: Motion made to approve the agenda

By: Prairie Moore

Seconded: Carrie Kelly

Approved: Unanimously

II. PUBLIC COMMENT ON CLOSED SESSION ITEMS

There were no public comments on closed session items.

III. 5:37 PM BOARD ENTERED CLOSED SESSION – Location: Arcata Elementary School Multipurpose Room

III a. With respect to every item of business to be discussed in Closed Session pursuant to Section 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Superintendent

The Board met in closed session from 5:37 to 6:34 pm.

IV. 6:35 P.M. RETURN TO OPEN SESSION – GENERAL SESSION: CALL TO ORDER – Location: Arcata Elementary School Multipurpose Room

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V. ANNOUNCEMENT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION

Board President Schwartz announced that there was no action taken by the Board during Closed Session. He remarked that the public would now be able to comment on agenda items at any time during the meeting rather than only at the start of each agenda topic (and during the standard Public Comment on Non-Agenda Items on each Regular Meeting agenda). He stated, "If you have something to say just raise your hand at any time during the meeting."

VI. PUBLIC INPUT – GENERAL

There was no input from the public.

VII. LEADERSHIP TEAM REPORTS

The Board invited and heard additional comments from the leadership team regarding their programs:

VII a. Superintendent's Report w/ Enrollment Report

Superintendent Biesecker welcomed Travis West as the new Business Manager and Becky MacQuarrie as the new SBMS Principal, and reported the following:

- Enrollment: "Total enrollment was at 506 so far for 2018/19. This number continues to change; it's a very fluid time of year (often parents show up with their children on the first day of school). We could go beyond the numbers in our LCAP if we choose to." *(He then handed out a document he created with enrollment numbers over the last several years to Board and audience members.)*
- Solar Panels: "In years past the District had some leftover bond, which was used in partnership with TCC to purchase the panels. Now we're leasing the property the panels sit on to TCC. I've requested buy-out information (every five years we have this option - the next opportunity will be in 2020). The grass is overgrown but we cannot remedy that situation because these are not our solar panels. I will do more research on how much energy the panels are producing."
- Websites: "Thank you, Principal Parker and Brian Lovell, for leading the way on our websites! The sites are going live on Monday, August 27th!"
- Bond: The SBMS Corridor Project will hopefully be done by Friday, August 24.

VII b. Principals' Reports

SBMS - Principal MacQuarrie reported the following:

- She has hired quite a few people (aides, etc.) and is close to finalizing the staff schedules.
- She thanked SBMS Secretary Terri Wallis for attending the Synergy trainings over the summer and helping her with the District's new Student Information System.
- "Thank you to the Board of Directors for giving me the opportunity to be the Principal at SBMS!"

AES - Principal Parker reported the following:

- She's been dealing with Synergy and getting ready for Gradebook. "We're all on a big learning curve."
- Lots of parents have been coming in to enroll their children.
- "The school looks great!"
- "I love that the website is interfacing with Facebook."

VII c. Technology Coordinator's Report (Greg Ennes, Tech Coordinator)

ADOPTED

- The Director was absent.
- VII d. Food Service Director's Report (Brenda Turner, Director)
 - The Director was absent.
- VII e. Charter Schools Directors' Reports
 - Bettina Eipper, Business Manager/Director of Coastal Grove Charter School, was absent.
 - Beth Wylie, Director of Fuente Nueva Charter School, reported the following:
 - "We have rats in the backyard (these are being taken care of), and my Secretary quit. All else is going well."
 - Bryan Little, Director of Redwood Coast Montessori School, was absent.
 - Rea Erickson, Director of Union Street Charter School, was absent.
- VII f. Extended Day Program & Pre-School Report (Brian Lovell, Director)

Brian Lovell reported the following:

 - "Our waiting list was at 68 kids in early summer; it is now about 30. Today I talked to three crying moms and I don't know what to do. Physical space is a limiting factor, and we have to have a certain number of adults per kids. We're funded for 82 kids; we'll probably start the year with 105."
 - "I have four, possibly five jobs still open."
- VII g. Maintenance, Operations, & Transportation Report (Carol Grimes, Director)

Carol Grimes reported the following:

 - Dave finished the Prop 39 project at Bloomfield today.
 - There are two bus grants to apply for this fall. One is the Rural School Bus Replacement Program through the Air Resources Board, and the other is through the Energy Commission.
 - She is working with Jen at the DO to apply for a Coast Central Credit Union grant for hydration stations (water bottle fillers) at both school sites.
- VII h. Family Resource Center Director's Report (Laura Estetter, Director)

Principal Parker stated that FRC Director Laura Estetter is out until early October. Althea Jones will be substituting for her. The FRC hours will be limited until Laura returns.
- VII i. AETA Leadership Report

Teacher Gabe Kelly reported the following:

 - "I'm a member of the AETA but I'm not representing the union. I think I can speak for the others when I say we're thankful for the change in the environment; it's so much better than last year."
- VII j. CSEA Leadership Report
 - There was no CSEA representative present.

VIII. INSTRUCTION

VIII a. Public Input Opportunity - Agenda Section Topic Specific

Principal Parker reported that the social studies curriculum had come in, and the teachers were happy.

VIII b. Board Policy First Reading: BP/AR 5145.13(a) - Response to Immigration Enforcement

Input on this topic included the following:

ADOPTED

- Superintendent Biesecker stated that the District's policies are being reviewed by CSBA, and could be ready by December or January. This policy in the Board packet is a first reading, with no action required today.
- Principal Parker stated, "With Measure Z, we do have a school officer sometimes." Page 6 mentions "on-site district police", which should be changed to "school resource officer when they are available."
- Board member Moore wondered if there was a need to train staff on the differences between a warrant, subpoena, petition, etc. Superintendent Biesecker stated, "We'll train staff to refer immigration enforcement officials to their administrator. Staff should have general knowledge of how to handle certain situations, and should then contact their Principal or Superintendent for any situation that is more complex. For example, staff can say to an Immigration Officer, "I see that you have a warrant. I will contact the Superintendent and he will speak with you.""
- It was suggested that "or trusted adult guardian" be added to page 9, as someone else the District can contact on behalf of a student.
- It was suggested that parental consent information should be in the parents' home language as well as English, if applicable.
- Board President Schwartz would like to see "exigent circumstances" defined.
- Board member Langford stated, "Maybe this is part of our Student Safety goal, which we'll discuss later on the agenda. If we have basic safety policies in place to cover all students in all circumstances, this will be included.

IX. GENERAL FUNCTION-CONSENT ITEMS - Approval w/ Single Motion

Action

Items listed under the Consent Agenda are considered to be routine and are acted on by the Board of Trustees in one motion. There is no discussion of these items before the Board vote unless a member of the Board, staff, or public requests specific items be discussed and/or removed from the Consent Agenda. It is understood that the Administration recommends approval on all Consent Items. Each item on the Consent Agenda approved by the members of the Governing Board shall be deemed to have been considered in full and adopted as recommended.

IX a. Approval: Minutes - June 25, 2018 - Special Board Meeting

Minutes - June 28, 2018 - Special Board Meeting

IX b. Approval: Warrants FY 2017-18 and FY 2018-19

IX c. 2018/19 Warrant Distribution Authorization Form CS-1

IX d. 2018/19 Certification Form CS-7

IX e. Approval: New Hires:

1. Classified Employees - Travis West (DO Business Manager), Margaret McKenzie (DO Accounts Payable), Karen Fast (SBMS Library Clerk)
2. Certificated Employees - Christopher Bean (SBMS SDC Teacher), Melissa Cherry (Long-term Sub: Music Teacher), Shazia Steward (Long-term Sub: Kindergarten Teacher)

IX f. Approval: New Resignations and Retirements:

1. Classified Resignations - Morgan Fahey Reyes (Aide), Eric Hall (Aide), Jamal Jones (Aide), Sarah Stolpe (DO Accounts Payable)
2. Certificated Resignations - Marla Camp (SBMS SDC Teacher), Kristin Kaufman (SBMS Counselor), Jennifer Ursini (AES Teacher), David La Bolle (AES Teacher)
3. Classified Retirements - None
4. Certificated Retirements - None

There was no discussion of this topic.

**Motion 2: Motion made to approve the General Function-Consent Items
By: Susan Langford**

ADOPTED

Seconded: Carrie Kelly
Approved: Unanimously

X. BUSINESS & FINANCE

X a. Public Input Opportunity - Agenda Section Topic Specific

There was no public input on this topic.

X b. Approval: Routine Budget Revisions

Business Manager West stated, "The budgets were changed before I started. Going forward, I'll be making the changes myself and will have more to say at Board meetings." Board member Kelly requested that West include a cover sheet for this item.

Motion 3: Motion made to approve the Routine Budget Revisions

By: Prairie Moore
Seconded: Carrie Kelly
Approved: Unanimously

X c. Approval and Adoption: Resolution 1819-01 Re: Authorizing Participation in the Rural School Bus Pilot Project (RSBPP)

Superintendent Biesecker clarified that this resolution, along with the following Resolution 1819-02, is for the bus replacement program that Maintenance, Operations, and Transportation Director Carol Grimes had mentioned earlier during her Board report.

Motion 4: Motion made to approve and adopt Resolution 1819-01 Re: Authorizing Participation in the Rural School Bus Pilot Project (RSBPP)

By: Susan Langford
Seconded: Carrie Kelly
Approved: Unanimously

X d. Approval and Adoption: Resolution 1819-02 Re: California Energy Commission School Bus Replacement Program

There was no discussion of this topic.

Motion 5: Motion made to approve and adopt Resolution 1819-02 Re: California Energy Commission School Bus Replacement Program

By: Susan Langford
Seconded: Carrie Kelly
Approved: Unanimously

X e. Approval: Removal of Stacey Schaefer as Document Signer Re: Coast Central Credit Union

There was no discussion of this topic.

Motion 6: Motion made to approve the Removal of Stacey Schaefer as Document Signer Re: Coast Central Credit Union

By: Carrie Kelly

ADOPTED

Seconded: Prairie Moore

Approved: Unanimously

X f. Approval: Addition of Travis West as Document Signer Re: Coast Central Credit Union

There was no discussion of this item.

Motion 7: Motion made to approve the Addition of Travis West as Document Signer Re: Coast Central Credit Union

By: Prairie Moore

Seconded: Suzanne Langford

Approved: Unanimously

X g. Approval: General Obligation Bond Contract Re: Pierson Company Construction Services

Discussion on this topic included the following:

- Superintendent Beisecker reported that Pierson Company has been working all summer on the Sunny Brae remodel. The project changed as they addressed the moisture issue, and some extra cost came up to remedy the leaky gutter situation.
- The cost increase also included the removal of an asbestos pipe from the attic.
- "I think it's going well. The target date is August 24th."
- "I have not gone through the punch list yet; I will review that with the architect."
- After some discussion about the punch list, Board member Moore asked Superintendent Biesecker, "Pierson can finish by Friday 8/24, and you can go through later to review the punch list - if they missed anything they can come back and fix in a timely fashion?" Superintendent Biesecker responded, "Yes. They build in the punch list to keep them on target, but they can come back and finish. For now, we can start school. I'll look at the change orders, but won't sign anything without careful review."

Motion 8: Motion made to approve the General Obligation Bond Contract Re: Pierson Company Construction Services

By: Carrie Kelly

Seconded: Prairie Moore

Approved: Unanimously

X h. Approval: General Obligation Bond Contract Re: Richard Fenton Inspection Services

The discussion of this topic included the following:

- Board member Moore noticed that the contract included labor and administration, but there is no Not To Exceed cap. She stated, "Caps can be renegotiated, but it's a way to make sure we don't go over budget."
- Board member Moore also stated, "The term 'professional services' is pretty vague."
- Superintendent Biesecker replied that the wheels were already set in motion when he started working for the District in July. School & College Legal Services did review the document and seemed satisfied with it. For future contracts, he will ask to include a cap.
- Superintendent Biesecker stated, "There is not a lot of competition regarding contractors in this area, so I'm not sure how much leverage we have. The logistics of working with a school

ADOPTED

(extra requirements) often keep contractors from submitting bids. The geographical location also impacts contractor bidding.

Motion 9: Motion made to approve the General Obligation Bond Contract Re: Richard Fenton Inspection Services
By: Susan Langford
Seconded: Carrie Kelly
Approved: Unanimously

X i. Approval: General Obligation Bond Contract Re: Zindar Brunelle Asbestos Removal Services Contract

Superintendent Biesecker stated, "We're looking at him also doing a building survey for Phase II. Hopefully there won't be more asbestos to remove."

Motion 10: Motion made to approve the General Obligation Bond Contract Re: Zindar Brunelle Asbestos Removal Services Contract
By: Carrie Kelly
Seconded: Suzanne Langford
Approved: Unanimously

XI. BOARD COMMUNICATIONS

XI a. Public Input Opportunity - Agenda Section Topic Specific

There was no public input on this topic.

XI b. Discussion: Agenda Structure and Board Meeting Protocols

Superintendent Biesecker passed out a sample agenda he created as a way to organize things for the future. Topics were divided into *Information/Discussion* versus *Items for Report, Discussion, and Possible Action*. It also included *Deferred Consent Items* for any items under the *Consent Calendar* that a Board member wants pulled for more discussion.

Further discussion of this item included the following:

- Video recording of Board meetings was discussed. Principal Parker reminded everyone that the entire recording would have to be transcribed to comply with accessibility requirements.
- The public will be able to comment on non-agenda and agenda items as a matter of procedure.
- Board consideration protocol: A member of the public presents to the Board, and the Board then considers and responds appropriately.
- Public Comment on Non-Agenda Items (item 7.0): This item allows 3 minutes per speaker, with no more than 20 minutes for all speakers per item unless the Board President adjusts.
- Student Recognition: This item could be early on in the agenda, after *Deferred Consent* and before *Team Reports* (between items 9.0 and 10.0).
- Student/Staff/Community Member Recognitions:
 - School districts vary widely in terms of including this item on their agendas, though it is not uncommon.

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- Board members expressed a desire that outstanding students be recognized for their achievements, as well as concern for how much time recognitions can take during a Board meeting.
- AES has a monthly assembly (first Friday), during which students could be recognized. The Board is welcome to attend.
- Another idea was to have a Student of the Trimester award for both schools.
- The Board could also recognize staff members that are doing something above and beyond their duties. Recognizing commitment to the District could be in the form of a plaque for those who have been here five years, 10 years, etc.
- Businesses have photos of teams they support, with Thank You's framed; the Board could do something similar for community recognitions.
- Board member Langford summarized by stating, "Relationships are important; thanking people publicly at Board meetings or otherwise making an effort to show them they're appreciated honors those relationships."
- Board members Moore, Langford, and Schwartz expressed their approval of the sample agenda format for future meetings.

XI c. Discussion: Robert's Rules of Order

Superintendent Biesecker stated, "I feel like we satisfied this topic when we discussed item XI b. It's a good tool, I like the structure and voting, but it felt like agendizing public input got in the way of public discourse. We want formal without impeding natural flow."

XII. BOARD DEVELOPMENT

XII a. Public Input Opportunity – Agenda Section Topic Specific

There was no public input on this topic.

XII b. Discussion: Goal Setting and Vision

Superintendent Biesecker stated, "There is Board policy related to goal setting and vision; we can look at those when CSBA returns our policies. I created a condensed version of the LCAP I'd like to share (*the document was handed to each Board and audience member*). The eight priorities of the State were merged into four goals for the LCAP. Sometimes goals look pretty generic - where the heart and soul comes in is the identification of our needs and the actions we choose to meet those needs. I want to offer a structure for the Board to discuss these more in-depth.

Board member Langford stated, "I like this format, it's easy and helpful".

Board member Kelly stated, "We started this discussion when Deb from CSBA came last November and met with us. I'll look for that document. The District goal and vision are where we want to go - and we adjust our policies to fit as needed."

Board member Langford mentioned that some districts have their policies online, and Board members could look at those for ideas.

ADOPTED

It was decided that the District Office would contact CSBA to see if CSBA could deliver the first draft of the Board policies sooner than the projected December/January timeframe.

XIII. FUTURE AGENDA ITEMS

XV a. Public Input Opportunity - Agenda Section Topic Specific

Future agenda items included the following:

- Review of the document created at the CSBA Board workshop last November
- Mission and Vision Statement
- Goal setting and Vision
- Board protocols
- Governance calendar
- Recognitions on future agendas (What is the best way to include on agenda? Or not include, and recognize students, staff, and community members in some other way?). Superintendent will solicit input from school staff.
- Consolidation of services with other districts (food, transportation, business, Special Ed, purchasing, etc.)

XIV. ADJOURNMENT

Motion 11: **Motion made to adjourn the meeting at 8:19 pm**
By: Prairie Moore
Seconded: Carrie Kelly
Approved: Unanimously



Clerk of the Arcata School District Board of Trustees

9/10/18

Date