

BOARD OF TRUSTEES

Jim Bowles
Sue Dodgin
Amanda Frank
Cy Silver
Jeff Stone



Kelly Miller
Superintendent

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**Regular Board Meeting Minutes
Norris School District
December 12, 2018
7:00 p.m.**

Board Members Present

Cy Silver, President
Amanda Frank, Clerk
Jim Bowles
Sue Dodgin
Jeff Stone

Staff Members Present

Kelly Miller, Superintendent
Darren Grisham, ADM, District Support Services
Chantel Mebane, ADM, Instructional Support Services
Russellyn Sullivan, ADM, Student Services
James Avery, Director of Technology
Brad Giggy, Director of Facilities
Lisa Limpas, Director, School Support Services
Jodi Mudryk, Director, Academic Support Services
Dan Weirather, Director of Finance
Michele Bryant, Principal
Ryan Carr, Principal
Erin Hudson, Principal
Brandy Rosander, Principal

Guests Present

Pam Angell, Leanne Mahan-Duey, Christy Nelson, Rynelle New, Dan Paquette, Casey Plater, Dallas Plater, Amy Sawaske, Cindy White

Flag Salute

James Avery, Director of Technology, lead the flag salute.

Organizational Meeting
Oath Of Office

Superintendent, Kelly Miller, administered the Oath of Office to re-elected Board Members, Cy Silver, Jeff Stone and Amanda Frank. Mr. Silver, Mr. Stone and Mrs. Frank will serve an additional four-year term.

Election of Board President

A motion was made by, Sue Dodgin, seconded by, Amanda Frank, to elect Cy Silver to serve as President on the Norris Board of Trustees beginning January 1, 2019.

Ayes: Jeff Stone, Cy Silver, Amanda Frank, Sue Dodgin & Jim Bowles
Nayes: None
Abstain: None

Election of Board Clerk

A motion was made by, Jeff Stone, seconded by, Sue Dodgin, to elect Amanda Frank to serve as Clerk on the Norris Board of Trustees beginning January 1, 2019.

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
Nayes: None
Abstain: None

Election of Trustee Representative to Vote

A motion was made by, Jeff Stone, seconded by, Amanda Frank, to elect Sue Dodgin to serve as Trustee Representative to Vote for the Norris Board of Trustees beginning January 1, 2019.

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
Nayes: None
Abstain: None

Designate Superintendent as Secretary/
Authorized Agent to the Board (Education Code
35250)

A motion was made by, Amanda Frank, seconded by, Jeff Stone, to designate Superintendent, Kelly Miller, as the Secretary/Authorized Agent to the Board of Trustees.

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
Nayes: None
Abstain: None

Set the Second Wednesday of Each Month as
Regular Board Meeting Date

Board President, Cy Silver, requested a motion to select the second Wednesday of every month as the date for regular board meetings. Mr. Silver also suggested moving the start time of the regular board meetings to 6:30 p.m. starting with the Wednesday, January 9, 2019 meeting. All Board members agree with the date and suggested time change. A motion was made by, Ms. Dodgin, seconded by, Mrs. Frank, to approve the second Wednesday of each month as the date for the regular Board meetings and the adjustment of starting time to 6:30 p.m.

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
Nayes: None
Abstain: None

Approval of Agenda

A motion was made by, Mr. Bowles, seconded by, Mr. Stone, to approve the agenda as presented.

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
Nayes: None
Abstain: None

COMMUNITY COMMENT

A District resident requested to address the Board regarding a family fraudulently using a family member's address to enroll their student. The Board will hear the residence concerns in Closed Session at the conclusion of the Regular Board Meeting.

CORRESPONDENCE

Thank You Letter from North of the River
Recreation and Park District

North of the River Recreation and Park District (NOR) thanked the Norris School District for the use of the Norris Middle School gym for the 2018 after school volleyball program. Mrs. Miller stated the District is happy to continue this partnership with NOR; it's a wonderful program.

REPORTS FROM SUPERINTENDENT & STAFF

Enrollment

District enrollment is 4,174, which is a decrease of 3 students compared to last month's enrollment.

Report on California School Dash Board

Chantel Mebane, Administrator of Instructional Support Services, reported on the District's final California School Dash Board results. She provided a comparison of 2017 versus 2018 results.

Student Population ~

This increased from 4,098 students in 2017 to 4,198 in 2018. The District's socioeconomically disadvantaged student number increased from 21.6% to 26.1%, English learners increased from 3.2% to 3.6% and foster youth declined slightly from 0.8% to 0.7%.

Academic Performance ~

English language arts increased from 14.5 points above standard to 18.2, mathematics increased from 1.9 points below standards to 0.1. In measuring English learners progress during the 2017 school year, 70% were noted as making progress. Beginning with the 2018 school year, the state began tracking EL student progress through English Language Proficiency Assessments. These are reported through levels, Level 4 (well developed) equaled 31.3% of EL students, 40% of EL students fell under Level 3 (moderately developed), 19.3% were at Level 2 (somewhat developed) and 9.3% were at Level I (beginning stage).

Academic Engagement ~

This category was introduced this year and addresses Chronic Absenteeism. Students are categorized as having Chronic Absenteeism when they are absent from school for 10% of the school year, excused absences or not. Norris has 6% of students who are chronically absent.

Conditions and Climate ~

The District's suspension rates decreased to 2.4% for the 2018 school year from 3.1% during the 2017 school year.

Students with Disabilities ~

In 2017 test scores show this group scored at 93.7 points below standard in English language arts (ELA) (193 tested) and at 116.8 points below standard in mathematics (189 tested). Results from the 2018 school year show 93.7 points below standard in mathematics (213 tested) and 75.2 points below standard in ELA (211 tested), which is a huge improvement. Staff will continue to develop ways to help students achieve understanding of these topics.

English Learners ~

For the 2017 school year, English Learners (EL) were 16.7 points below standard in ELA (175 tested) and 39.6 points below standard in mathematics (174 tested). In 2018, EL students were 19.6 points below standard in ELA (170 tested) and 46.4 points below standard in mathematics (171 tested).

Report on District Technology

James Avery, Director of Technology Services, provided the annual report on the District's technology plan. Norris's mission for technology is to prepare students for the 21st Century, provide both teachers and students tools for instruction, research, collaboration and other educational needs. The District currently has five campuses, four elementary and one middle school, with nearly 3,000 devices to support technology goals of the District. All sites have access to a Technology Lab, which are equipped with 30 Macintosh computers connected through the District network. Beginning with the 2019 - 2020 school year, a position will be created, and filled, for an Educational Technology Teacher on Special Assignment. This person will be responsible for designing, implementing and supporting learning opportunities for teachers and administrators, plan and facilitate parent instructional technology courses, design and implement professional development for K-8th teachers regarding the use of instructional technology and strategies to support all students. All of the District's goals for technology and major technology expenditures are funded through the District's Local Control and Accountability Plan (LCAP). The Board thanked Mr. Avery and his team for an outstanding job of supporting the students and staff of the Norris School District.

NEW BUSINESS

Approve Resolution #18-08: Annual Accounting of Developer Fees for Fiscal Year 2017-2018, Fund 25

Dan Weirather, Director of Finance, reported annually districts are required to provide an accounting of how monies from Fund 25 are being utilized now and in the future. Norris's Fund 25 is being used to fund the Olive Drive Elementary modernization, and in the future for elementary #5. It was moved by, Mr. Bowles, seconded by, Mr. Stone, to approve Resolution #18-08.

- Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
- Nayes: None
- Abstain: None

Approval of First Interim Report

Director of Finance, Dan Weirather, reported on the District's First Interim Report. He reported a 3% increase to routine maintenance and a 3% increase to the certificated salary schedule based upon the 2018-2019 Collective Bargaining Agreement. Review of multi-year projections and stated the District will remain extremely conservative as in the past and will base the budget on 0% growth. It was moved by, Ms. Dodgin, seconded by, Mr. Stone, to approve the District's First Interim Report.

- Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
- Nayes: None
- Abstain: None

Approve Audit Report from Linger, Peterson, Shrum & Co. for the 2017-18 Fiscal Year

Trustees reviewed the audit report received from auditing firm, Linger, Peterson, Shrum & Company. Mr. Weirather reported there were no findings. He thanked Senior Accountant, Katy Cummins, for all her efforts to ensure a smooth audit. It was moved by, Mr. Bowles, seconded by, Mr. Stone to approve the 2017-2018 fiscal year audit.

- Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
- Nayes: None
- Abstain: None

Approve Resolution #18-07, Current and Future School Facility Program (SFP) for Bond Authority Funding

Administrator of District Support Services, Darren Grisham, stated that Fund 51, which is designated for state matching funds on new construction, is nearly depleted. The District must submit a Board approved resolution to accompany the application for additional funds for elementary #5. It was moved by, Mr. Stone, seconded by, Mr. Bowles, to approve Resolution #18-07.

- Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
- Nayes: None
- Abstain: None

Approve Proposed Revisions to Board Policy 0410, Nondiscrimination in District Programs and Activities

Staff is requesting Board approval of proposed revisions to Board Policy 0410, which were presented as a first reading at the November regular Board meeting. Revisions consist of language updates to bring policy current. It was moved by, Mrs. Frank, seconded by, Ms. Dodgin, to approve revisions to BP 0410.

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
Nayes: None
Abstain: None

Approve Proposed Revisions to Board Policy 5145.6, Parental Notifications and the Adoption of Corresponding Exhibits

Staff requested Board approval of revisions to Board Policy 5145.6 and adoption of its corresponding Exhibits. This policy outlines annual notifications sent to or available to parent and/or guardians. It was moved by, Mr. Stone, seconded by, Mrs. Frank, to approve revisions to BP 5145.6 and the adoption of the Exhibits.

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
Nayes: None
Abstain: None

Summer School Authorization

Staff requested Trustees approve staff proposal to offer 1) summer school for students currently in grades 2-7; 2) summer school (Summer Institute) for students in grades 2-8 who are identified as At Risk of Retention; and 3) extended year program (summer school) for Special Education students who choose to participate. It was moved by, Mr. Stone, seconded by, Mr. Bowles, to approve the District's summer school program for 2019.

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
Nayes: None
Abstain: None

First Reading of Proposed Revisions to Board Policy 5145.3, Nondiscrimination/Harassment and the Adoption of the Corresponding Administrative Regulations

Staff presented, as a first reading, proposed revisions to Board Policy 5145.3, Nondiscrimination/Harassment and permission to adopt the corresponding Administrative Regulations. Staff will seek Board approval at the January 2019 regular Board meeting.

UPDATES

Update on the New District Office

Superintendent, Kelly Miller, reviewed the new layout of the new District office building. As discussion during the November regular Board meeting, staff increased by two sections adding an additional 1,752 square feet to the building. This will increase the building by eight offices and two cubicles. There are currently 28 District office staff members and the additional office spaces will allow for growth for the next five years.

CONSENT AGENDA

Minutes

Review the Minutes from the November 14, 2018 Regular Board Meeting.

Financial/Warrants

<u>Batch #39</u>	
Special Reserve~Cap Outlay	\$ 186,950.04
Total:	\$ 186,950.04

<u>Batch #40</u>	
General Fund	\$ 269,637.87
Other Enterprise Funds	\$ 40.23
Total:	\$ 269,678.10

<u>Batch #41</u>	
General Fund	\$ 28,321.25
Cafeteria	3,293.11
Other Enterprise Funds	\$ 96.84
Total:	\$ 31,711.20

<u>Batch #42</u>	
General Fund	\$ 85,026.91
Other Enterprise Funds	\$ 77.50
Total:	\$ 85,104.41

<u>Batch #43</u>	
General Fund	\$ 5,941.41
Cafeteria	47.96
Capital Project Fund~Blended	\$ <u>2,622.96</u>
Total:	\$ 8,612.33

<u>Batch #44</u>	
Cafeteria	\$ 40,088.76
Other Enterprise Funds	\$ <u>4,461.28</u>
Total:	\$ 44,550.04

<u>Batch #45</u>	
General Fund	\$ 5,880.00
Special Reserve~Cap Outlay	45,078.57
Capital Project Fund~Blended	\$ <u>73.00</u>
Total:	\$ 51,031.57

<u>Batch #46</u>	
General Fund	\$ <u>29,122.75</u>
Total:	\$ 29,122.75

<u>Batch #47</u>	
General Fund	\$ 31,256.94
Cafeteria	4,381.91
Other Enterprise Funds	\$ <u>320.40</u>
Total:	\$ 35,959.25
Total: \$ 742,719.69	

Personnel

Resignation

Stephanie Worcester, Instructional Assistant, Norris Middle School
Effective 12/21/18

Coursework

Review of approved coursework requested by certificated employees.

SISC Investment Pool Statement

Each quarter Trustees review earnings from their investment in the SISC Investment Pool. For the quarter ending September 30, 2018, the rate of return on the pools quarterly return on investment was 0.28%, annualized was 1.09% and yield to maturity was 2.98%.

Agreement for Administration of School Crossing Guard Program

Three-year agreement with Gordon Special Services, Incorporated to provide crossing guard services to the schools within the Norris School District. This agreement will remain in effect until July 31, 2021.

A motion was made by, Mr. Bowles, seconded by, Ms. Dodgin, to approve the Consent Agenda with the exception of agenda item 7.4, Inter-district Transfer Requests.

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
Nayes: None
Abstain: None

BOARD MEMBER ITEMS

Congratulations to Re-elected Board Members

Board Member, Sue Dodgin, congratulated the re-elected Board members, Cy Silver, Jeff Stone and Amanda Frank. Mr. Stone stated this past year, as Board President, was a real pleasure.

CLOSED SESSION

Community Comment Regarding Shared Residence Families Fraudulently Using Family Members Homes to Enroll Students

At 8:10 p.m. a motion was made by, Mrs. Frank, seconded by, Mr. Stone, to adjourn into Closed Session to hear comments from a Norris homeowner regarding non-residence using family members home addresses to enroll their students.

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
Nayes: None
Abstain: None

At 8:23 p.m. a motion was made by, Mr. Bowles, seconded by, Mr. Stone, to return to Open Session.

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
Nayes: None
Abstain: None

OPEN SESSION

Community Comment Regarding Shared Residence Families Fraudulently Using Family Members Homes to Enroll Students

At the conclusion of the Closed Session Board President, Cy Silver, reported the Board heard from a community member, and property owner, regarding the irritation of having families who do not reside within the Norris School District boundaries fraudulently enrolling their students using the addresses of family members. Mr. Silver informed the resident that the Norris School District hired a Resource Officer last year to verify all Shared Residence families. The District will continue to be diligent in verifying these families actually reside within the Norris School District boundaries.

Interdistrict Transfer Requests

2018-2019 School Year Inter-district Requests:

- * 03 In" Request
- * 05 "Out" Request
- * 00 "Denied" Request

Ayes: Cy Silver, Amanda Frank, Sue Dodgin, Jim Bowles & Jeff Stone
 Nays: None
 Abstain: None

ADJOURNMENT

The meeting was adjourned at 8:25 p.m.

Respectfully submitted:

Kelly Miller
 Superintendent

Approved:

President

Clerk
