

Board of Trustees  
Regular Meeting  
Felta Schoolhouse  
**Tuesday, December 11, 2018**  
5:30 p.m.  
MINUTES

**1. OPEN SESSION**

**5:40 p.m.**

**CALL TO ORDER, TRUSTEES PRESENT**

Patricia Bertapelle, President     Scott Nielsen     Carrie Kozubal  
 Ann Davis (arrived at 6:15 p.m.)     Kris Menlove, Superintendent/Principal

**2. PUBLIC AND EMPLOYEE REQUEST TO ADDRESS THE BOARD ON CLOSED SESSION ITEMS**

Members of the public who wish to speak are asked to raise their hand and be recognized by the Board President, and introduce themselves for the record before addressing the Board. There were no public comments

**3. CLOSED SESSION:** With respect of every item of business to be discussed in closed session pursuant to Government Code Section 54957. The Board convened to closed session at 6:00 p.m.

**4. RECONVENE TO PUBLIC MEETING/CALL TO ORDER**

**6:04 p.m.**

4.1 Pledge of Allegiance was led by President Bertapelle

**5. AGENDA APPROVAL**

The Agenda was approved on a motion by Nielsen, seconded by Kozubal, and carried with three ayes.

**6. PUBLIC COMMENT**

This is a time for members of the audience to address the Board. Please understand that the Board will not respond or take action regarding presentation under Public Comments and Messages. Presentations shall be limited to three minutes. There were no public comments.

**7. ANNOUNCEMENT OF CLOSED SESSION DECISIONS**

There were no closed session decisions.

**8. ANNUAL ORGANIZATIONAL MEETING**

In accordance with Board Bylaw 9100 and Education Code 35143, the trustees shall: Elect a Board President and Clerk of the Board, consider appointing a Trustee to the Sonoma County

Committee on School District Organization, may delegate a person to be Secretary to the Board and will select a time and place to conduct Regular Meetings.

8.1 The Board elected Patricia Bertapelle to serve as President of the West Side Union Elementary School District Board of Trustees.

8.2 The Board elected Ann Davis to serve as Clerk of the West Side Union Elementary School District Board of Trustees.

8.3 Trustee Scott Nielsen was selected as a representative to the Sonoma County Committee on School District Organization. Trustee Carrie Kozubal was selected as an alternate.

8.4 Superintendent/Principal Kris Menlove was selected as Secretary to the Board.

8.5 The Board elected to hold regular meetings on the third Thursday of the month with the exception of February 2019 which will be held on the third Tuesday. There will be two meetings in June; a special meeting on June 13 and the regular meeting on June 20. There will be no meeting in July.

## **9. CONSENT CALENDAR**

After a brief discussion, the Consent Item Agenda was adopted on a motion by Nielsen seconded by Davis, and carried with four ayes.

8.1 Minutes of November 8, 2018, Regular Board Meeting

8.2 Warrants dated November 1-30, 2018

8.3 Approval of Donations

## **10. REPORTS**

### 10.1 Board of Trustees

- Good of the Order: Bertapelle attended the last FEF meeting and was impressed by the parents' enthusiasm. Kozubal will attend the December meeting and Davis will attend in January. SCOE is offering several workshops for Board members. The bi-annual Trustee dinner is February 4.

### 10.2 Superintendent/Principal Report

- School activities: Congressman Jared Huffman visited West Side; Sonoma Beekeepers met with 5th and 6th grade; second grade wrote and performed two plays; parent-teacher conference were last month; November 30 was Tie Dye Day; Crazy Hat and Scarf Day is this Friday along with a Holiday Goodies and Wreath sale for the 6th grade field trip to Yosemite; See's Candies sale raised almost \$3000 for the Yosemite trip and the wreath sale last Saturday; School Site Council reviewed SBAC at their last meeting; The Winter Program is Tuesday, December 18.
- Attendance: Chronic absenteeism is less than last year. 8/22-11/24 last year 17 chronic absences/truancies, this year 7. ADA from 8/22 to 12/1 last year 95.22%, this year 96.35. First Trimester last year 95.52, this year 96.72.
- Professional Development: There is a PD day in January. ACES: Adverse childhood experiences (**ACEs**) are stressful or traumatic events, including abuse and neglect, will be introduced to tie in with the PBIS training; SCOE and SELPA

will work with the staff; staff will work on Title 1 requirements and procedures; Safety Committee met and discussed goals, next meeting is January 28.

## **11. DISCUSSION ITEMS**

### **Governance**

11.1 Consideration of Presentation for CSBA Recommended Policy Updates October 2018, First Reading. Bertapelle suggested that Board members review policy updates on Gamut in an effort to save paper and the Board concurred.

### **Facilities**

11.2 Consideration of Presentation regarding Prop 39: Completion of Projects. Remaining Prop 39 funds will be utilized to install additional lighting in the parking areas. The work will be potentially completed over winter break, dependent on contractor's schedules.

### **Fiscal by Jamie Hunt**

11.3 Consideration of Presentation Regarding Cash Balance

Cash balance as of today 12/11/2018 \$194,997.06, this includes \$ 112,388.74 in the General Fund. November revenue of \$31,112.90 includes property tax, Federal, and local revenue. Property taxes will be deposited in December.

11.4 Consideration of Presentation Regarding After Care program

Procare is being implemented.

11.5 Consideration of Presentation Regarding 2017-18 Annual Audit

Comparing year to year, significant changes have been in salary increase with the dramatic increase to the STRS and PERS rates. The one finding was for the transportation maintenance of effort, HUSD reduced our annual amount by five afternoon bus runs. We are required to spend at least the State allocated amount. No corrective action is needed.

11.6 Consideration of Presentation Regarding 2018-19 First Interim

A 2018-19 First Interim Budget Narrative was presented to the Board which include multi-year projections, LCFF Calculator, SACS forms and documents, form CI Criteria and Standards Review, and 2018-19 cash flow projection.

## **12. ACTION ITEMS**

12.1 Board Policy 5131.2 Bullying was approved on a motion by Nielsen, seconded by Kozubal, and carried with four ayes.

12.2 Board Policy 5117 Interdistrict Transfers was approved on a motion by Davis, seconded by Nielsen, and carried with four ayes with recommended changes to Exhibit(a) restating "All IDAPS received after January 31 will be considered on a case by case basis."

12.3 2018-19 First Interim Budget was approved on a motion by Nielsen, seconded by Kozubal, and carried with four ayes.

12.4 Capital Facilities Fund 25 Annual Report Resolution 51481 was approved on a motion by Nielsen, seconded by Davis, and carried with four ayes.

12.5 2017-18 Annual Audit Report was approved on a motion by Kozubal, seconded by Davis, and carried with four ayes.

12.6 2017-18 Audit Finding 2018 - 001 / 40000 TRANSPORTATION MAINTENANCE OF EFFORT was approved on a motion by Kozubal, seconded by Nielsen, and carried with four ayes.

### 13. FUTURE AGENDA ITEMS

<b>California Dashboard</b>	<b>Low Performing Student Block Grant</b>
<b>Williams Quarterly (Oct-Nov-Dec)</b>	<b>Rain Catchment Update</b>
<b>J-13 Waiver For Days Closed Due to Smoke</b>	<b>District Calendar</b>

### 14. FUTURE BOARD MEETING DATES

- January 10, 2019
- February 7, 2019
- March 14, 2019
- April 11, 2019
- May 9, 2019
- June 13, 2019 Special Meeting
- June 20, 2019

14. With no further business, the meeting was adjourned at 8:17 p.m. on a motion by Kozubal, seconded by Nielsen, and carried with four ayes.

\_\_\_\_\_  
Ann Davis, Clerk

\_\_\_\_\_  
Date

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Kris Menlove, Superintendent/Principal Date