



# UNION SCHOOL DISTRICT

## Board of Trustees Minutes – Regular Meeting

Date: April 23, 2018

Place: District Administration Building  
5175 Union Avenue  
San Jose, California 95124

Time: 5:00 P.M. Closed Session  
6:00 P.M. Regular Session

Board Present: Sheila Billings, President  
Vickie Brown, Vice President  
Jennifer Petroff, Clerk  
Doug Evans  
Thomas E. Rossmeissl

Staff Present: Denise Clay, Superintendent  
Steve Burrell, Asst. Superintendent  
Andrew Schwab, Assoc. Superintendent  
Rita Sohal, Assistant Superintendent

### 1. CALL TO ORDER/CLOSED SESSION

Board President Sheila Billings called the meeting to order at 5:00 p.m. The Board of Trustees and Superintendent Denise Clay met in closed session regarding Public Employee Performance Evaluation (Govt. Code §4957). Title: Superintendent

5:00 – 6:00  
Call to order/  
Closed  
Session

### 2. RECONVENE/FLAG SALUTE/SCHOOL PRESENTATIONS

Board President Sheila Billings reconvened the meeting at 6:00 p.m. Following the flag salute, Principal Eric Scharer introduced Noddin teachers Mrs. Wright, Mr. Deaton and Mr. Bearrows and eight of their students shared excellent examples of target literacy protocols for English Language Arts. Third graders demonstrated the SWBST (Somebody Wanted But So Then) literacy approach to become summary masters and the 8 parts pictures to help students write a paragraph using at least one part of speech. Fourth and fifth grade students introduced The Frayer Model, with the Board of Trustee members participating in how the learner can define, apply and synthesize information.

6:00 – 6:24  
Reconvene/  
Flag Salute/  
Noddin  
Student  
Presentation

Recess

6:24 – 6:25  
Recess

### 3. APPROVAL OF AGENDA AND MINUTES

Board of Trustee Vickie Brown moved to approve the agenda and minutes, seconded by Board of Trustee Jennifer Petroff. The motion passed with a 5 – 0 vote.

6:25- 6:26  
Approved  
Agenda and  
Minutes

3.1 The agenda was adopted as presented.

3.2 The minutes of the regular meeting of March 12, 2018 and the special board meeting of April 16, 2018 were approved.

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
Noes: None  
Abstentions: None  
Absent: None

## 4. COMMUNITY COMMENTS /COMMUNICATIONS

There were no community comments.

6:26 – 6:26  
Community  
Comments

## 5. REPORTS FROM THE BOARD AND SUPERINTENDENT

There were no reports from the Board of Trustees or Superintendent.

6:26 – 6:26  
Reports from  
Board and  
Superintendent

## 6. APPROVAL OF CONSENT ITEMS

Board of Trustee Vickie Brown motioned for approval of the consent items. The motion was seconded by Board of Trustee Thomas Rossmeissl. The Board of Trustees unanimously approved the consent items below by the following roll call vote:

6:26 – 6:26  
Approved  
Consent Items

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
Noes: None  
Abstentions: None  
Absent: None

- 6.1 The Board of Trustees approved the personnel report.
- 6.2 The Board of Trustees approved the warrant list.
- 6.3 The Board of Trustees approved the budget transfers and revisions.
- 6.4 The Board of Trustees approved the declaration of surplus property for private sale or discard.
- 6.5 The Board of Trustees accepted a donation from Steve and Marcella Oster for Oster Elementary School.
- 6.6 The Board of Trustees approved and ratified professional services fees for the bond program.
- 6.7 The Board of Trustees approved and ratified change orders for the bond program.
- 6.8 The Board of Trustees approved the award of contract for Alta Vista, Carlton, Noddin and Oster Elementary, and Dartmouth Middle School asphalt repairs project.
- 6.9 The Board of Trustees approved the Memorandum of Understanding with California State University, East Bay.
- 6.10 The Board of Trustees approved the Sodexo America, LLC Food Service Management Contract Amendment #5.
- 6.11 The Board of Trustees approved and ratified a consultant services agreement with TBWB Strategies for public information services regarding a potential general obligation bond ballot measure.

Following the approval of the consent items, Superintendent Denise Clay read the biographies for Kate Adams, the new Director of Special Education/Student Services who will begin in July,

and Christa Leamons, the new Assistant Principal at Dartmouth Middle School, who will begin at the end of June.

## 7. DISCUSSION/INFORMATION ITEMS

- 7.1 District safety consultant Gil Smith reviewed the safety procedures in place for Union School District. He assists with emergency response procedures utilizing our Comprehensive Safety Plan and instructs staff on the Incident Command System (ICS) that is required by the Standardized Emergency Management System model.
- 7.2 The Board received as information the Williams Uniform Complaint Quarterly Report. It was noted by Assistant Superintendent Steve Burrell that no complaints were filed with any school in the district during January 1 through March 31, 2018.
- 7.3 Rita Sohal, Assistant Superintendent Business Services, reviewed the 2018-19 General Fund Revenue/Expenditure assumptions with the Board. Assistant Superintendent Sohal stated she will attend the May Revision Workshop for additional updates and that we will hold a public hearing on the budget on June 4, 2018 and will bring the budget for adoption at the June 11, 2018 Board of Trustees meeting.

6:26 – 7:14  
Districtwide  
Safety  
Training  
Update

7:14 – 7:15  
Williams  
Quarterly  
Report

7:15 – 7:47  
2018-19  
General Fund  
Revenue/  
Expenditure  
Assumptions

## Recess

7:47 – 7:53  
Recess

- 7.4 Director of Special Education/Student Services Linda Haines and Program Specialist Kate Adams presented information about our student supports for social/emotional and behavior needs. USD has a range of available supports from school wide to the most intensive supports available to students.

7:53 – 8:15  
Social/  
Emotional and  
Behavioral  
Supports  
Overview

## 8. ACTION ITEMS

- 8.1 Assistant Superintendent Steve Burrell presented Resolution No. 17-18-14, Reduction or Elimination of Services (Classified). Steve Burrell stated that due to a lack of funds or a lack of work it is necessary to eliminate the equivalent of 1.1563 FTE for three classified positions. Board of Trustee Thomas Rossmeissl moved to adopt the resolution, seconded by Board of Trustee member Vickie Brown. Resolution No.17-18-14 was adopted by the following roll call vote:

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
Noes: None  
Abstain: None  
Absent: None

8:15 – 8:16  
Adopted  
Resolution  
No. 17-18-14,  
Reduction or  
Elimination of  
Services  
(Classified)

## 9. REPORTS OF ASSOCIATIONS

- 9.1 There was no CSEA report.
- 9.2 There was no UDEA report.

8:16 – 8:17  
No CSEA  
Report

No UDEA  
Report

10. REVIEW BOARD AGENDA CALENDAR/FUTURE AGENDA ITEMS

The Board reviewed the Board Agenda Calendar and there were no additions or changes.

8:17 – 8:17  
Reviewed  
Board agenda  
Calendar

11. RECONVENE CLOSED SESSION

The Board of Trustees met in closed session with labor negotiators Superintendent Denise Clay, Assistant Superintendent Steve Burrell, Associate Superintendent Andrew Schwab and Assistant Superintendent Rita Sohal, to discuss California School Employees Association (CSEA) and Union District Educators (UDEA) labor negotiations (Govt. Code § 54957.6).

8:17 – 8:58  
Reconvened  
Closed  
Session

The Board of Trustees met in closed session with Superintendent Denise Clay, Assistant Superintendent Steve Burrell, Associate Superintendent Andrew Schwab and Assistant Superintendent Rita Sohal to discuss Public Employee Discipline/Dismissal/Release (Govt. Code §54957).

12. REPORT OF ACTION TAKEN IN CLOSED SESSION

There was no action taken in closed session.

8:58 – 8:59  
Report of  
Action taken  
in Closed  
Session

13. ADJOURNMENT

Board of Trustee Jennifer Petroff moved to adjourn the meeting at 8:59 p.m. and Board of Trustee Vickie Brown seconded the motion and the Board voted unanimously to adjourn the meeting. The next regularly scheduled meeting is May 14, 2018.

8:59 p.m.  
Adjourned

Respectfully submitted,

*Denise Clay, Secretary*

Approved by Board Action:

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Clerk