

THREE RIVERS UNION SCHOOL DISTRICT
BOARD OF TRUSTEES
SPECIAL BOARD MEETING
MAY 29, 2019
MINUTES

TIME: 6:00 p.m.
PLACE: 41932 Sierra Drive
Three Rivers, CA 93271

I. CALL TO ORDER

President Winters called the meeting to order at 6:06 p.m.

II. ESTABLISH QUORUM

BOARD MEMBERS

Present Sue Winters, President
Jason Hawes, Clerk (left the meeting during item IV.C.3)
Mark Frick, Trustee
Peter Mestaz, Trustee
Anne Pfaff, Trustee

STAFF Sue Sherwood, Superintendent
Lynda LeFave, Office Manager
Katie Rose Warner, Intervention Aide and Secretary to the Board
Linda Warner, Teacher

List filed with Minutes.

III. APPROVAL OF MINUTES

A. May 1, 2019 - Regular Board Meeting

Motion

A Motion was made by Trustee Hawes and seconded by Trustee Pfaff to approve the May 1, 2019, Regular Meeting Minutes, as presented. Motion passed unanimously.

AYES: Trustees Frick, Hawes, Mestaz, Pfaff, and Winters.

NAYS: None.

ABSTENTIONS: None.

- B. May 22, 2019 - Special Board Meeting
Tabled.

IV. OLD BUSINESS

- A. Board Policy Manual Maintenance Guidesheet / Distributed March 2018 for a
Second Reading / Motion to Approve

Listed is the Manual Maintenance Guidesheet from CSBA with a Description of
Board Policies or Administrative Regulations That Have Been Updated with
Revisions.

BP / AR 1312.3

AR 3230

AR 3514.2

BP / AR 3551

BP / AR 3553

BP 4111 / 4211 / 4311

BP / AR 4119.11 4219.11 / 4319.11

AR 4161.1 / 4261.1 / 4361.1

AR 4161.8 / 4261.8 / 4361.8

BP / AR 5022

BP / E 5145.6

BP 6162.5

BP / AR 6171

Uniform Complaint Procedures

Federal Grant Funds (AR Revised)

Integrated Pest Management (AR Revised)

Food Services Operations / Cafeteria Fund
(BP / AR Revised)

Free and Reduced Price Meals (BP / AR
Revised)

Recruitment and Selection (BP Revised)

Sexual Harassment (BP / AR Revised)

Personal Illness / Injury Leave (AR Revised)

Family Care and Medical Leave

Student and Family Privacy Rights (BP / AR
Revised)

Parental Notifications (BP / E Revised)

Student Assessment (BP Revised)

Title I Programs (BP Revised)

The following Board Policies, Administrative Reviews, and/or Exhibits were
discussed, edited, and/or removed:

BP 1312.3 - Uniform Complaint Procedures

Remove high school language. Identifying a compliance person was discussed.

BP 3551 - Food Services Operations / Cafeteria Fund

Utilize Option Two.

BP 5022 - Student and Family Privacy Rights
Utilize Option One.

All Administrative Regulations were removed.

Motion

A Motion was made by Trustee Mestaz and seconded by Trustee Pfaff to approve the Board Policy Manual Maintenance Guidesheet originally distributed in March 2018, with noted changes. Motion passed unanimously.

AYES: Trustees Frick, Hawes, Mestaz, Pfaff, and Winters.

NAYS: None.

ABSTENTIONS: None.

B. Discussion / Possible Motion Regarding a Stipend for Teachers Required to Pack and Store Their Rooms for Construction / Note: June 7, is a Paid Teacher Work Day Included in This Year's Calendar

Superintendent Sherwood reported packing boxes are being put together and a second dumpster is on site. June 7, 2019, is a paid teacher work day.

Kindergarten, first grade, second grade, seventh grade, eighth grade, and band will need to pack their classrooms for construction.

President Winters asked what a suggested stipend should be and Superintendent Sherwood suggested \$200.00 to cover moving out and moving back in once the rooms are available.

Trustee Hawes questioned whether the teacher's regular daily salary could be paid. Due to the difference in salaries, Superintendent Sherwood did not think that was a good idea. Trustee Hawes cautioned this could become a slippery slope to expect to be paid whenever extra work is required.

Motion

A Motion was made by Trustee Mestaz and seconded by Trustee Frick to approve a \$200.00 stipend for teachers required to pack, store, and unpack their rooms for construction, as presented. Motion passed unanimously.

AYES: Trustees Frick, Hawes, Mestaz, Pfaff, and Winters.

NAYS: None.

ABSTENTIONS: None.

C. Discussion Regarding Class Assignments for 2019 - 2020 / Motion to Approve

1. Enrollment

Superintendent Sherwood reported the predicted enrollment for the 2019 - 2020 school year is 128 students, with six transitional kindergarteners and eight kindergarteners enrolled. Superintendent Sherwood predicted enrollment changes over the summer.

2. Class Configurations and Teaching Assignments

Superintendent Sherwood suggested a third / fourth combination class with Linda Warner teaching the class (Laura Him would teach fifth grade). Other possible combinations and the difficulties with those combinations were discussed.

3. Assumptions for Budget Planning

Superintendent Sherwood reported receiving a one-time \$10,000.00 payment from Title IV money to be used for teacher support. Superintendent Sherwood will look into using this money for the technology stipend.

\$37,544.00 was also received from the Low Performing Student Block Grant. Superintendent Sherwood will look into utilizing this one-time payment for piloting a science program.

Superintendent Sherwood discussed the following assumptions for budget planning:

- Possibility of hiring one more aide and adding time to current aides Eme Price and Ofelia Willis.
- Creating a third / fourth combination class with Linda Warner teaching.
- Possibility of hiring Katie Warner for an additional 1.5 hours daily to teach math to the fourth / fifth combination class. This would

bump Katie Warner's weekly hours to 7.5 and would make insurance coverage available.

Trustee Frick discussed his preference for hiring a teacher for math and English. Linda Warner reported combining English is manageable. Trustee Frick state his opinion that manageable is "just getting by" and supported President Winters question of hiring Katie Warner as a half-day teacher. Linda Warner stated 1.5 hours is the minimum time necessary and would prefer hiring Katie Warner for a minimum of two hours daily. Trustee Frick stated his opinion that the students and their education should be the bottom line, not the budget.

Trustee Frick used this opportunity to remind the Board about the importance of looking into the charter homeschooling program.

- Considering a stipend for Edmund Pena from June to December 2019, due to his extra duties during construction.
- Changing Lynda LeFave's job classification to Business Manager and create a Business Manager salary schedule.

Trustee Mestaz asked why the classification didn't happen before. Superintendent Sherwood responded it was because Mrs. LeFave was hired as an Office Manager and the position has grown over the years.

Lynda LeFave used this opportunity to present a proposal to the Board regarding a raise for herself. The proposal compared the number of days and hours she is contracted to work with the days and hours of the teachers.

- Approve Certificated and Classified salary schedules with the regular 2% step increase as shown in the 2018 - 2019 salary schedule.

Superintendent Sherwood reported the bargaining consultant advised the school to move forward with this increase.

- Take necessary steps to increase classified salary as required by the minimum wage law currently being implemented to get to \$15.00 per hour by 2023. The hourly starting wage for classified employees will be at \$12.00 this year.

Superintendent Sherwood acknowledged that this new starting salary will be skewed because new employees will start their employment making \$15.00 while other employees who have been working for several years will not be making much more. Superintendent Sherwood suggested making adjustments along the way.

Sarah Campe questioned whether Superintendent Sherwood had been able to report feedback from School Site Council to the board regarding ideas for combination classes. Mrs. Campe wanted to know where the opportunity is for meaningful input from parents. Mrs. Campe reminded the Board that School Site Council is a formal school committee and parental feedback has been an agenda item on the Minutes from meetings.

Superintendent Sherwood reported some of the ideas discussed at School Site Council will be partially incorporated in the Local Control Accountability Plan and will be reported when the LCAP is presented.

At Superintendent Sherwood's request, Mrs. Campe reported that some of the discussion items at School Site Council meetings were splitting the middle school into subject matter classes and hiring a full time Superintendent.

President Winters suggested adding School Site Council on Board Meeting agendas, either monthly or quarterly. Trustee Mestaz reported that one of the Board Policies that was passed requires the Board to take input from School Site Council.

President Winters asked about the status of the parent survey. Superintendent Sherwood reported the survey is posted on the website and has asked Ms. Harrelson to make the survey more obvious on the homepage. Superintendent Sherwood reported she missed the opportunity to send a paper notice home to parents regarding the survey.

Mrs. Campe asked for some form of alert to let parents know there is important information on the school website. Superintendent Sherwood will ask Mrs. Mehrten to send another email reminding parents about the survey.

Trustee Pfaff stated she had hoped the mass email reminding parents about the Board meeting would have incentivized parents to attend the meeting. Sam Mason reported School Site Council also discussed the idea of a live-feed of the meetings for parents who cannot attend the meeting in person. President Winters reported Woodlake has recently started using a similar live-feed program and will look into the cost of the program.

Trustee Pfaff asked for copies of the School Site Council Minutes to be distributed at Board meetings. Superintendent Sherwood will also send a summation of her comments from Site Council to the Board. Trustee Mestaz suggested making a standing agenda item for School Site Council.

Trustee Mestaz suggested posting the proposed budget with the agenda for the next LCAP and Budget meeting.

There was a consensus to use the provided assumptions, with the modification of changing Katie Warner's time as math teacher to a minimum of two hours, for budget planning purposes.

D. Discussion Regarding June Meetings with Motion for Changes

1. June 12, 2019 - Motion to Change Meeting Time to 7:00 p.m.
Motion

A Motion was made by Trustee Mestaz and seconded by Trustee Pfaff to approve the change in the June 12, 2019, meeting time to 7:00 p.m., as presented. Motion passed unanimously.

AYES: Trustees Frick, Mestaz, Pfaff, and Winters.

NAYS: None.

ABSTENTIONS: None.

2. LCAP and Budget Adoption Hearing - Change Date from June 25, 2019, to June 24, 2019

President Winters will post notice of the meeting in San Francisco because she will be remotely participating.

Motion

A Motion was made by Trustee Pfaff and seconded by Trustee Frick to approve the change in the LCAP and Budget Adoption Hearing date to June 24, 2019, as presented. Motion passed unanimously.

AYES: Trustees Frick, Mestaz, Pfaff, and Winters.

NAYS: None.

ABSTENTIONS: None.

E. Miscellaneous Dates

1. May 30 - Rube Goldberg Project Competition for Grades 6 - 8 / Judging at 9:00 a.m. in the Gym / This Year's Task: Tear a Piece of Paper in Two
2. May 30 - Spring Band Recital / Gym / 6:30 p.m.
3. June 5 - 8th Grade Graduation / 7:00 p.m. in the Gym / Dance to Follow Until 11:30 p.m.
4. June 6 - Last Day of School at TRUS / Release at 1:00 p.m. / Enjoy the Summer!
5. June 7 - Teacher Work Day
6. June 10 - Modernization Project Begins at TRUS

V. PUBLIC COMMENTS

Members of the public may address the board on any item, or other item of interest within the subject matter jurisdiction of the board during the public comment period. The public may also address agenda items at the time they are taken up by the board. The board is not able to discuss or take action on any item not appearing on the agenda. A reasonable time limit can be imposed on public input for individuals / issues as deemed necessary.

Sarah Campe spoke of Luke Campe's new position as Science Coordinator and STEM teacher for Woodlake School District and encouraged the school and the Board to connect for trainings. Superintendent Sherwood reported Mr. Campe recently presented to the eighth grade class.

VI. ADJOURNMENT / The Regularly Scheduled Budget Meeting and LCAP Hearing is June 12, 2019, 7:00 p.m. in the TRUS Library ** Please note the time change for this meeting.

President Winters adjourned the meeting at 7:25 p.m.

Susan P. Sherwood, Superintendent

Jason Hawes, Clerk

krw:sps