

**TEMPLE CITY UNIFIED SCHOOL DISTRICT
REGULAR MEETING OF THE BOARD OF EDUCATION
DISTRICT OFFICE BOARDROOM
9700 LAS TUNAS DRIVE, TEMPLE CITY, CALIFORNIA**

Unapproved Minutes of the Regular Board Meeting of June 14, 2017

Mr. Marston called the Regular Meeting to order at 6:15 p.m.	Call to Order
<u>Board Members Present</u> Larry Marston, President John Pomeroy, Vice President Vinson Bell, Clerk George Goold, Member Kenneth Knollenberg, Member Samuel Kim, Student Board Member	Roll Call
<u>Board Members Absent</u> None	
<u>Administrators Present</u> Kathy Perini, Superintendent Melissa Kistler, Assistant Superintendent, Educational Services Art Cunha, Assistant Superintendent, Personnel Services Marianne Sarrail, Chief Business Official	
<u>Administrators Absent</u> None	
There were no public comments.	Public Comments
On motion of Member Marston, seconded by Member Goold, and on a 5-0 vote, (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy) the Board adjourned to Closed Session at 6:16 p.m.	Adjourned to Closed Session
The Board held a Closed Session Meeting on the following topic(s): <ul style="list-style-type: none">Personnel Matters (Government Code 54957) Public Employee Discipline, Dismissal, Release	Closed Session
On motion of Member Marston, seconded by Member Goold, and on a 5-0 vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the Board reconvened to Open Session at 7:00 p.m.	Reconvened to Open Session
Mr. Marston announced that tonight's meeting is being digitally recorded.	Recording of Meeting
Mr. Bell led the flag salute.	Flag Salute
Mr. Marston announced that no action was taken in Closed Session.	Action Taken in Closed Session
Nancy Terry and Leanne Baroldi of the Temple City Sister City Association introduced Temple City High School Exchange Students Traveling to	Special Recognition and

Australia: Brianna Chen, Annika Chong, Elyse Cuevas, Ian Garcia, Robert Hernandez, Cody Tam

Introduction

Oak Principal, Lawton Gray, thanked the Board and Administration for their support in giving Oak a "facelift." Dr. Gray then read a letter aloud to the Board detailing Oak's gratitude for the Board's support on their facilities update.

Public Comments

TCHS PE Teacher, Linda Simons spoke to the Board regarding maintaining a three-year PE requirement for students and discussed courses that would meet this requirement.

Protesting against the Mercy Housing Project:

Eight members of the community made public comments regarding their opinions on the Mercy Housing Project. All eight members were against the project, acknowledging that while helping those in need is important, the children's safety was the top priority. They gave statements and examples of why they were concerned about the project. The main issue is the proximity of the project to the local schools. The following people made a public comment to the Board and in this order:

Lucy Liou, Lisa Ni, Lexi Wang, Alice Sze, Belinda Xu, Michael Peng, Nancy Kong, Jenny Lei

Marianne Sarrail
Bond Project Update

Business Services Update

TCHS Phase 1A – New 2 –Story Classroom Building

- Interior Final Clean is complete
- Punch List Items are being addressed
- Testing of systems is in process
- District has begun the move in process
- Furniture Delivery is scheduled for June 22, July 12, July 17

TCHS Phase 1B New Pool, Locker Building Modernization & Field Renovation

- The plans have been reviewed DSA and returned to the Architect for revisions/clarifications with an anticipated approval of July 2017
- TELACU is conducting a constructability review of the drawings
- TELCU is preparing a bid package for the removal of the Interim Housing portables. This project will begin in July

TCHS Building 500

- TELACU will begin the remodel of classrooms 510-513. Abatement will begin the week of 6/19/17
- The project consists of the interior demolition of 4 classrooms replaced with the construction of 3 classrooms

Longden Elementary School Modernization Project

- Demolition and abatement is complete in the first phase
- Interior wall framing is complete
- Drywall and insulation is in progress
- Plumbing and electrical rough in is complete

- Demolition and abatement in for the second phase will begin the week of 6/19/17

Cloverly Elementary School Modernization Phase 2

- The Architect has begun the Design Development Phase of the project and TELACU continues to monitor the progress and review cost estimates as they are available

La Rosa Elementary School Modernization Phase 2

- The Architect has begun the Design Development Phase of the project and TELACU continues to monitor the progress and review cost estimates as they are available

Melissa Kistler

- Summer professional development just started
- We are utilizing Google Docs more and more
- Summers school started this week and ELL and Math courses are being offered

Educational Services Update

Art Cunha

TCUSD continues to be a desirable place to work, many teachers apply to work for TCUSD – not affected by teacher shortage

Personnel Services Update

Deb Maurey, TCEA: Nothing

Bargaining Unit Comments

Samuel Kim

- Finished school on June 8th
- Promotions, graduations for various school TCHS Grad was on June 9th
- Summer school started at TCHS on Monday, and summer school for other sites started today

Student Board Member Comments

Mr. Goold

- Had a great time at all the promotions and graduations last week
- Welcomed Samuel to the Board, looking forward to working with him for the year
- Congratulated and condolences to Dr. Gray for his new position but sad to see him go

Board Member Comments

Mr. Knollenberg

- Echoed comments about Dr. Gray and student Board member
- Attended the Red Cross Blood Drive
- Attended all Promotions and Graduations—reflected that students are prepared for the future
- Wished everyone a Happy Father's Day
- Wished everyone a Happy Ramadan
- Longden Relay for Life had students participate in a walk around the school

Mr. Bell

- Excited for the students going to Australia
- Was able to attend all the promotions and graduations-brought back sweet memories
- Congratulated everyone who has moved on from TCUSD
- Thanked all the speakers tonight, they are inspiring, commended their organization, and perseverance

Mr. Pomeroy

- Welcomed Sam to the Board
- Graduations were enjoyable, very impressed with student speakers
- Appreciated all the speakers from the Public Comment section, thanked Mr. Gray and Ms. Simons for coming out to speak
- Thanked Mercy Housing protestors
- Good luck to all graduates

Mr. Marston

- Really appreciated all the promotion/graduation events
- Many accomplishments in the last year
- The Board is not allowed to take a side regarding the Mercy Housing project, however the District has attended all meetings regarding the project
- Was recently burglarized and understands this is a priority for the community

Kathy Perini

- Wanted to publicly thank Ms. Chien for coordinating the Red Cross Blood Drive
- The District has been monitoring the Mercy Housing Proejct and have done everything in our jurisdiction to maintain the situation, we hear you, we understand your concerns, voiced our concerns regarding safety for our students
- We are limited in our ability to make statemetns, we will continue to do what we can. Will be attending the public hearing and voice concerns for safety

Superintendent's Comments

There were no written communications this meeting.

Written Communications

On motion of Member Marston, seconded by Member Goold, and on a 5-0 vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the Board approved opening the Local Control Accountability Plan public hearing.

Approved Opening Public Hearing (LCAP)

Conducted Public Hearing from 7:57 p.m. to 8:40 p.m.

Conducted Public Hearing (LCAP)

As part of the Local Control Funding Formula (LCFF), school districts are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP) using an approved template from the California State Board of Education (SBE). The LCAP is required to identify goals and measure progress for student subgroups across eight State priority areas. Districts must include a Plan Summary, Annual Updates of Goals, Actions, and Services, Stakeholder Engagement, Current Goals, Actions, and a Demonstration of Increased or Improved Services for Unduplicated Pupils in their LCAP.

In addition to reporting the details defined in the template including consultations with various stakeholders, the LCAP and District Budget must be presented at the same hearings. These hearings are scheduled for:

The LCAP and District Budget Public Hearing: June 14, 2017.

The LCAP and District Budget Anticipated Adoption: June 28, 2017.

Although the LCAP is presented at the same time as the budget, it does not reflect all budget items for the District. It is limited to addressing the goals and priorities as outlined by the State of California. The LCAP will be filed with the Los Angeles County Superintendent of Schools five days after final Board approval.

Member Bell and Pomeroy thanked the staff for a thorough presentation. Member Pomeroy clarified that Budget numbers will be aligned with LCAP information.

Member Marston thanked Dr. Kistler and staff for a very detailed presentation.

On motion of Member Marston, seconded by Member Knollenberg, and on a 5-0 vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the Board approved closing the Local Control Accountability Plan public hearing.

Approved
Closing the Local
Control
Accountability
Plan Public
Hearing

On motion of Member Marston, seconded by Member Knollenberg, and on a 5-0 vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the Board approved opening the 2017-2020 District Budget public hearing.

Approved
Opening Public
Hearing (2017-
2020 District
Budget)

Conducted Public Hearing from 8:44 p.m. to 9:15 p.m.

Conducted Public
Hearing ((2017-
2020 District
Budget)

Ms. Sarrail presented the proposed budget for the Temple City Unified School District for the 2017-2018, 2018-2019, 2019-2020 school years. This budget is based upon the latest information available.

COLAs are expected to be 1.56% for 2017-2018, 2.15% for 2018-2019, and 2.35% for 2019-2020.

Revenue

Source	Amount	Percent of Total
Local Control Funding Formula	\$48,220,173	85.57%
Federal	2,236,946	3.98%
Other State	1,985,235	3.52%
Other	3,899,653	6.93%
Total	\$56,342,007	100.0%

This revenue is \$1,780,963 lower than 2016-2017 primarily due to an increase in LCFF funding related to a COLA of 1.56% or \$1,188,552; a decrease in One-Time funding to \$0, compared to (\$1,238,291) in 2016-2017; a decrease in Career Technical Education, College Readiness block Grant, e-rate, Prop 39 Energy funds, and local revenue of (\$1,731,224).

Class sizes are projected to be:

Grades TK-3 24:1 (full implementation required by 2021)	Grades 4-6 32:1 (per contract)
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ADA is projected to be 5,750.93 based on the 2016-17 P2 ADA.

Expenditures

The District expects expenditures to be \$57,325,740 in 2016-2017; 84.5% of these expenditures will be spent on salaries and benefits for District staff, 15.5% on books, supplies and other operating expenditures.

Special Education continues to be underfunded by the Federal Government. When the legislation was passed, the Federal Government promised to fund about 40% of the cost. Since that time, the Federal Government has never funded more than 17% of the cost, leaving the District to take money from unrestricted funds provided by the State for General Education students and use them for the Special Education program costs. The program is expected to be under funded by \$5,939,867 in the 2017-2018 school year.

Net Change in Fund Balance

The Net Change in fund balance is like net income of a company. Net income for a company reflects the difference between total revenue and total expenses. The difference is that a school district's perfect budget would be a net change of \$0, using every dollar provided for the students for which they were provided. For the Temple City Unified School District, the Net Change in Fund Balance will be (\$1,233,733) in 2017-2018, (\$289,665) in 2018-2019 and \$694,052 in 2019-2020.

By way of review, the budget was prepared based on information presented during the Governor's May Budget Revision Meeting on May 18 and conservative enrollment projections. Both School Services of California and Los Angeles Office of Education recommend that districts not budget One-time funds for 2017-18 as it will not be available until May 2019.

FISCAL IMPACT/ FUNDING SOURCE:

The fiscal budget affects all District funds and will be able to maintain the State required 3% reserve \$1,727,272 as well as the 2% Board required reserve of \$1,151,515 with \$3,403,925 remaining in unallocated reserve.

On motion of Member Marston, seconded by Member Knollenberg, and on a 5-0 vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the Board approved closing the 2017-2020 District Budget public hearing. The Board thanked Marianne and her team for a great presentation. Appreciates all the hard work.

Approved
Closing Public
Hearing (2017-
2020 District
Budget)

On motion of Member Marston, seconded by Member Knollenberg, and on a 5-0 vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the Board Approve Classified Personnel Revised Job Descriptions.

- Site Lead Secretary
- Clerk II

Approved
Classified
Personnel
Revised Job
Descriptions

The Rules and Regulations of the Temple City Unified School District (TCUSD) Personnel Commission (Commission) requires that a comprehensive study of all classified positions and salaries be performed every three years. The Commission recognizes the importance of maintaining accurate duties within specific job classifications as well as the desire of the District to offer classified salaries that are comparable to similar classifications in surrounding districts. The study compares entry-level salaries, as an indicator of the District's ability to attract qualified candidates, and maximum salaries, as an indicator of the District's ability to retain qualified employees. The Commission approved the study at its May 16, 2017 meeting.

The analysis of the Classification and Salary Study revealed that the following job descriptions were missing some components of the actual work performed under these classifications. Although the changes required necessitate adding duties within the classification, these changes do not warrant a salary adjustment. The duties being added are replacing duties that are not relevant to the work place setting of some members within this classification.

Secretarial/Clerical Classification

It is recommended that the Clerk II job description job classification be updated to meet the current duties assigned to this classification. Attendance is an essential duty of the Clerk II at our elementary sites. Within the current job description for this classification, it is possible to assume that attendance is a function of accounting, but it is not clear. For this reason

and in fairness to our employees, we have clearly defined the role of attendance tracking within the job classification. This position is currently +5.93% above the average of our surrounding districts at the minimum grade and +4.39% above the average at the maximum grade.

Within the Site Secretary classification, it was necessary to add the duty of assisting with registration. This is a task that our secretaries currently assist with, however it is necessary that this duty is clearly defined, as our secretaries are often the only clerical staff present at sites during summer office hours. This position is currently +2.65% above the average at the minimum grade and +1.89% above the average at the maximum grade.

On motion of Member Marston, seconded by Member Knollenberg, and on a 5-0 vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the Board Approved Classified Personnel Revised Job Descriptions and Salary Changes.

Approved
Classified
Personnel
Revised Job
Descriptions and
Salary Changes

The Rules and Regulations of the Temple City Unified School District (TCUSD) Personnel Commission (Commission) requires that a comprehensive study of all classified positions and salaries be performed every three years. The Commission recognizes the importance of maintaining accurate duties within specific job classifications as well as the desire of the District to offer classified salaries that are comparable to similar classifications in surrounding districts. The study compares entry-level salaries, as an indicator of the District's ability to attract qualified candidates, and maximum salaries, as an indicator of the District's ability to retain qualified employees. The Commission approved the study at its May 16, 2017 meeting.

Maintenance and Operations

The analysis of the Classification and Salary Study revealed that the current job classification for Project Facilitator I does not accurately compare in salary and title to similar classifications in surrounding districts. Many of these districts consider this classification to be Irrigation Specialist. It is not required to add or change any of the current duties of this position, as these duties are similar to those of surrounding districts. This position will continue to report to the Director of Maintenance and receive instruction from both the Director and the Maintenance Supervisor.

It is recommended and approved by the Personnel Commission that TCUSD approve the change in Title for this classification from Project Facilitator I to Irrigation Specialist. The Personnel Commission further recommends that the current salary range for this position be adjusted to meet the expectation that classified positions be no less than 5.0% of the average of the comparison districts. This position is currently -4.32% below the average at the minimum grade and -5.73% below the average at the maximum grade.

Classified Management

The analysis of the Classification and Salary Study revealed that the current job classification for Director of Fiscal Services does not meet the expectation that classified positions be no less than 5.0% of the average of the comparison districts. Currently, this classification is 5.78% below the average at the minimum grade and 5.00% below the average at the maximum grade.

FISCAL IMPACT/FUNDING SOURCE:

If approved, the range for the Irrigation Specialist classification would move from Range 23 to Range 25. This would create an annual additional expense to general fund of approximately \$2471.

If approved the range for the Director of Fiscal Services would move from range 55 to range 57. This would create an annual additional expense to the general fund of approximately \$5,556.

On motion of Member Marston, seconded by Member Goold, and on a 5-0 vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the Board Approved Classified Personnel New Job Description.

Approved
Classified
Personnel New
Job Description

The Rules and Regulations of the Temple City Unified School District (TCUSD) Personnel Commission (Commission) requires that a comprehensive study of all classified positions and salaries be performed every three years. The Commission recognizes the importance of maintaining accurate duties within specific job classifications as well as the desire of the District to offer classified salaries that are comparable to similar classifications in surrounding districts. The study compares entry-level salaries, as an indicator of the District's ability to attract qualified candidates, and maximum salaries, as an indicator of the District's ability to retain qualified employees. The Commission approved the study at its May 16, 2017 meeting.

The analysis of the Classification and Salary Study revealed that the current job description for School Health Assistant did not adequately provide for the duties the classification entails, as well as the certification requirements of the position. In comparing this classification to the surrounding districts in the study, more than half of the districts had the classification as Licensed Vocational Nurse (LVN). The remaining districts classified the position as School Health Assistant. Currently, all School Health Assistants in TCUSD have an LVN certification. It is the desire of the district, in order to provide for the specialized needs of our students, to continue to seek certified LVNs to staff our Health Offices. Therefore, a new job description has been developed encompassing the duties of an LVN, with input from our current LVNs and District Nurse.

One of the responsibilities of the Personnel Commission is to establish a salary for new positions. As part of the Classification and Salary Study it was

presented to the commission that the average salary of the surrounding districts, that employ LVNs, is \$3631 on the minimum grade and \$3706 on the maximum grade. We currently employ School Health Assistants, who would need to be reclassified as LVNs if this action is approved. Under current terms, our School Health Assistants are -16.21% below average on the minimum grade for LVN and -16.65% below average on the maximum grade for LVN.

It is recommended that in order to stay competitive and comparable with surrounding districts that TCUSD reclassify the current School Health Assistants to LVNs using this new job description with the proposed salary range.

If approved, and at present staffing levels of seven (7) School Health Assistants, the fiscal impact would be an annual cost of approximately \$42,515 to the general fund.

Member Pomeroy requested that the wording for the LVN position state "and/or" LVN/Health Assistant.

On motion of Member Marston, seconded by Member Knollenberg, and on a 5-0 vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the Board received Board Policies for Second Reading and Approval.

Received Board Policies for Second Reading and Approval

- BP 6142.7 Physical Education and Activity

On motion of Member Marston, seconded by Member Knollenberg, and on a 5-0 vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the Board Received Board Policies for First Reading.

Received Board Policies for First Reading

- BP 1312.3 Uniform Complaint Procedures

On motion of Member Marston, seconded by Member Goold, and on a 5-0 vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the Board approved the following Consent Agenda items:

Approved Consent Agenda

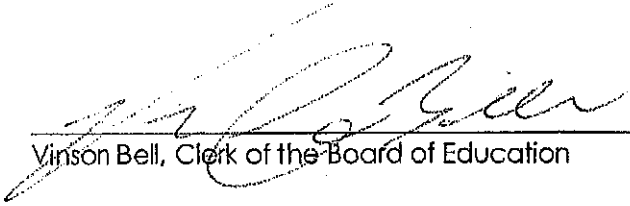
- Minutes of the Regular Meeting of the Board of Education of May 24, 2017
- Payroll Documents, Warrants, Contracts, and Purchase Orders
- Disposal of Obsolete Equipment
- Certificated Personnel Order 1617-17
- Classified Personnel Order 1617-17

Member Knollenberg stated that City isn't seeing as many permits, may affect our Developer Fees. Senior population growing; is there something we can do as a District to support the Senior population
Member Marston thanked our digital recorder Sasha Allen.

Board Member Comments

On motion of Member Marston, seconded by Member Goold, and on a 5-0
vote (Aye: Bell, Goold, Knollenberg, Marston, Pomeroy), the meeting was
adjourned at 10:01 p.m.

Adjournment



Vinson Bell, Clerk of the Board of Education

Future Board of Education Meetings

Future Board
Meetings

June 28, 2017