Western Placer Unified School District
Annual Organizational Meeting of the Board of Trustees
December 16, 2014, 7:00 P.M.
Lincoln High School – Performing Arts Building
790 J Street, Lincoln, CA 95648

MINUTES

2013-2014 Goals & Objectives (G & 0) for the Management Team: Component I: Quality Student Performance; **Component II:** Curriculum Themes; **Component III:** Special Student Services; **Component IV:** Staff & Community Relations; **Component V:** Facilities/Administration/Budget.

All Open Session Agenda related documents are available to the public for viewing at the Western Placer Unified School District Office located at 600 Sixth Street, Fourth Floor in Lincoln, CA 95648.

Board Members Present:
Brian Haley
Damian Armitage
Paul Carras
Kris Wyatt
Paul Long

Others Present:
Scott Leaman, Superintendent
Audrey Kilpatrick, Assistant Superintendent of Business & Operations
Ryan Davis, Assistant Superintendent of Personnel Services
Kerry Callahan, Assistant Superintendent of Educational Services
Mike Adell, Director of Facilities
Rosemary Knutson, Secretary to the Superintendent

6:30 P.M. START

1. **CALL TO ORDER** – Lincoln High School – Performing Arts Building

6:35 P.M.

2. **CLOSED SESSION** – Lincoln High School – Library

2.1 CONFERENCE WITH LABOR NEGOTIATOR
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Ryan Davis, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
~Kerry Callahan, Assistant Superintendent of Educational Services

2.2 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release

7:00 P.M.

3. **ADJOURN TO OPEN SESSION/PLEDGE OF ALLEGIANCE**–Lincoln High School, Performing Arts Building

The Board of Trustees will disclose any action taken in Closed Session regarding the following items:

3.1 CONFERENCE WITH LABOR NEGOTIATOR
Bargaining groups: WPTA & CSEA Negotiations
Agency Negotiators:
~Scott Leaman, Superintendent
~Ryan Davis, Assistant Superintendent of Personnel Services
~Audrey Kilpatrick, Assistant Superintendent of Business and Operations
~Kerry Callahan, Assistant Superintendent of Educational Services

No action was taken

3.2 PERSONNEL
Public Employee Employment/Discipline/Dismissal/Release

No action was taken

4. SPECIAL ORDER OF BUSINESS

Oath of Office

The Superintendent will administer the Oath of Office to Damian Armitage, Brian Haley and Kris Wyatt, as uncontested candidates of the Board of Trustees to serve until the end of their terms.

Mr. Leaman administered the Oath of Office to the following board members:

- Damian Armitage
- Brian Haley
- Kris Wyatt

5. REORGANIZATION OF THE BOARD OF TRUSTEES

As per Board Bylaw 9100 the Board shall hold an annual organization meeting within the time limits prescribed by law (Education Code 35143). At this meeting the Board shall:

5.1 Elect a President, Vice President, and Clerk from its Members

~As per Education code 35143 and Board Bylaw 9100 the Board of Trustees shall hold an annual organizational meeting to elect a President, Vice President and Clerk from its members.

Mr. Leaman presided over the board meeting to elect new officers for 2015.
President – Motion by Mr. Long, seconded by Mrs. Wyatt, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Haley, Long, Wyatt,* **No:** *None*) vote to elect Mr. Haley for President.
Vice President – Motion by Mr. Long, seconded by Mr. Carras, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Haley, Long, Wyatt,* **No:** *None*) vote to nominate Damian Armitage for Vice President.
Clerk – Motion by Mr. Carras, seconded by Mr. Armitage, and passed by a 5-0 (**Ayes**: *Haley, Carras, Haley, Long, Wyatt,* **No:** *None*) vote to nominate Kris Wyatt for Clerk.

At this time Mr. Haley took over the meeting as Board President

5.2 Appoint a Secretary to the Board

~According to Board Bylaw 9122, the Superintendent shall act as Secretary of the Governing Board.

Motion by Mr. Carras, seconded by Mr. Armitage, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Haley, Long, Wyatt,* **No:** *None*) vote to appoint Mr. Leaman as Board Secretary.

5.3 Authorization of Signatures

~As per Board Bylaw 9100, the board of Trustees will authorize district officials as those who are authorized to sign district documents.

Motion by Mrs. Wyatt, seconded by Mr. Long, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Haley, Long, Wyatt,* **No:** *None*) vote to approve the authorized signature listed.

5.4 Develop a Schedule of Regular Meetings for the Year

~The Board of Trustees must annually develop a schedule of regular meetings for the upcoming year.

Motion by Mr. Damian, seconded by Mr. Carras, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Haley, Long, Wyatt,* **No:** *None*) vote to approve the 2015 meeting schedule.

5.5 Appoint Committee Assignments

~The Board of Trustees will discuss committee assignments.

Education – Mr. Armitage and Mr. Haley
Farm Foundation – Mrs. Wyatt and Mr. Long
Wellness – Mrs. Wyatt
Policy – Mr. Long
School Committee – Mr. Carras and Mr. Haley

6. CONSENT AGENDA

6.1 Classified Personnel Report

Motion by Mr. Carras, seconded by Mrs. Wyatt, and passed by a 5-0 (**Ayes**: *Wyatt, Long, Armitage, Carras, Haley* **No:** *None*) vote to approve consent agenda as presented.

7. COMMUNICATION FROM THE PUBLIC

No communication from the public

8. REPORTS & COMMUNICATION

8.1 Lincoln High School Student Advisory – Jillian Loya reported the following:

- having a sober grad fundraiser at Red Robin, receiving 10% of the proceeds
- Ugly sweater today, and tomorrow Christmas sock day
- Financial Aide meeting
- Girls Basketball team beat Pioneer
- Pascual Marques received a full ride scholarship to MIT
- The drama class put on a great play

8.2 Western Placer Teacher's Association – Tara McCroskey gave a shout out to the teachers, regarding the storm situation, with many students absent, and finals going on. Schoology has been a great resource, and it's been frustrating with network problems due to the storm, especially during finals. There really needs to be some problem solving.

8.3 Western Placer Classified Employee Association, Mike Kimbrough had no report

8.4 Superintendent - Scott Leaman reported the following:

- We will not have a board meeting on the January 5, 2015.
- DO office hours will change during the holidays
- We are having Technology issues, with slow connections. They are working on the problem tonight.
- Storm didn't hit as bad, but we were down 20% on enrollment on Thursday

9. ♦ACTION ♦DISCUSSION ♦INFORMATION

9.1 Action **<u>2014-15 FIRST INTERIM REPORT</u> - Kilpatrick** *(13-14 G & O Component V, IV)*

•The district's Board of Trustees shall certify in writing whether or not the district is able to meet its financial obligations for the remainder of the fiscal year and, based on current forecasts, for the two subsequent fiscal years. The certification shall be classified as positive, qualified, or negative, pursuant to standards and criteria adopted by the State Board of Education (EC §33127).

Audrey presented a power point presentation on the 2014-15 First Interim. She reviewed areas of expenditures and revenues and discussed declining enrollment adjustments. This was due to the County by December 15th, the board will need to approve that the district will meet its financial obligations for the remainder of the fiscal year and based on current forecasts, for the two subsequent fiscal years. After some discussion and questions there was a motion. Mr. Carras suggested WPUSD needs to market our programs, and it also needs to be included in our goals. Motion by Mr. Carras, seconded by Mr. Long, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Long, Wyatt, Haley,* **No:** *None*) vote to approve the 2014-15 First Interim Report.

9.2 Action **<u>DISTRICT VOTING REPRESENTATIVE</u> - Leaman** *(13-14 G & O Component V, IV)*

•Placer County Office of Education requires a voting representative from each district to vote on the Placer County Committee. The district Board of Trustees is required to select one voting representative from the current Board of Trustees.

Motion by Mrs. Wyatt, seconded by Mr. Long, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Long, Wyatt, Haley* **No:** *None*) vote to nominate Paul Carras to serve as a voting representative for the Placer County Committee.

9.3 Discussion/ Action **CONSIDER APPROVING NEW JOB DESCRIPTION FOR MIDDLE SCHOOL FOOD SERVICE LEAD - Davis** *(13-14 G & O Component V, IV)*

•As a part of the ongoing review of job descriptions and needs of the District by both the District and CSEA there exists a need to approve a new job description for the Middle School Food Service Lead position to accommodate some of the essential job duties and requirements that are unique to the middle school setting and needed by the Food Services Department.

Ryan Davis reported on the new job description for middle school food service lead position. Motion by Mrs. Wyatt, seconded by Mr. Armitage and passed by a 5-0 (**Ayes**: *Armitage, Carras, Long, Wyatt, Haley* **No:** *None*) vote to approve the new job description for Middle School Food Service Lead.

9.4 Action **ADOPTION OF REVISED/NEW POLICIES, REGULATIONS AND EXHIBITS – Leaman** *(14-15 G & O Component I, II, III, IV, V)*

•The District Policy Committee and Management Team have reviewed the following new and revised policies/regulations/exhibits as per CSBA. They are now being presented for adoption by the Board of Trustees.

- BP 1250 – Visitors/Outsiders
- BP 4111 – Recruitment and Selection
- AR 4112.6 – Personnel Files
- BP/AR/E 4112.9 – Employee Notifications
- BP 4119.1 – Civil and Legal Rights
- BP/AR 5022 – Student and Family Privacy Rights
- BP/AR 6112 – School Day
- BP 6163.1 - Library Media Centers
- BP/AR 6163.2 - Animals At School
- BP/AR 6164.6 - Identification and Education Under Section 504

Motion by Mr. Carras, seconded by Mr. Long, and passed by a 5-0 (**Ayes**: *Armitage, Carras, Long, Wyatt, Haley* **No:** *None*) vote to approve new and revised policies/regulations/exhibits.

10. BOARD OF TRUSTEES

10.1 FUTURE AGENDA ITEMS

The following are a number of agenda items that the Board of Trustees has been monitoring. They are NOT action items for tonight's meeting, but are noted here for continuing purposes and to ensure that when there are changes or new information they will be called up as Action/Discussion/Information.

- Twelve Bridges High School
- Lincoln Crossing Elementary South/Facilities Update
- Foreign Exchange Students Criteria

Kerry Callahan gave an update on foreign exchange academics. CSBA also recommended a new policy. Students must be certificated by homeland security. An MOU will be presented for board approval.

- Community Information Breakfast (*Springtime*)

10.2 BOARD MEMBER REPORTS/COMMENTS

Mr. Wyatt attended the Farm Foundation meeting last week, also attended City Economic Development Committee. Also attended the WASC meeting at LHS, shared that LHS needs to sell themselves as a great school.
Mr. Long we need to discuss going paperless, bring back information.
Mr. Armitage attending the Education Foundation meeting, approved grants, many pertaining to our schools.
Mr. Carras also mentioned going paperless
Mr. Haley thanked Audrey for the presentation.

11. ESTABLISHMENT OF NEXT MEETING(S)

The President will establish the following meeting(s):

➢**January 20, 2015** 7:00 P.M., Regular Meeting of the Board of Trustees – Glen Edwards School – Multi-Purpose Room

12. ADJOURNMENT

There being no further business the meeting was adjourned at 8:33 p.m.

Brian Haley, President

Kris Wyatt, Clerk

Scott Leaman, Superintendent

Rosemary Knutson, Secretary to the Superintendent

Adopted: January 20, 2015

Ayes: Long, Wyatt, Carras, Armitage, Haley

Noes:

Absent:

BOARD BYLAW 9320: Individuals requiring disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting should contact the Superintendent or designee in writing at least two days prior to meeting date. (American Disabilities Act) Government Code 54954.1