San Pasqual Union School District

The Little School in the Valley

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BOARD OF EDUCATION REGULAR MEETING
Tuesday, November 10, 2026, at San Pasqual Union School
4:30 p.m. Regular Session

At 4:30 p.m., there will be an open session to allow for public comment on Closed Session agenda items, followed immediately by a closed session.

I. CALL TO ORDER/OPEN SESSION

Kami Goe, President	_____	Laurisa Murray, Trustee	_____
Christy Gourley, Vice President	_____	Amelia Redmond, Trustee	_____
John Merz, Trustee	_____	Mark Burroughs, Supt /Secretary	_____
		Jenny Grassy, Recording Secretary	_____

A. PUBLIC COMMENT regarding Closed Session items

B. ADJOURNMENT to Closed Session

II. CLOSED SESSION

C. PERSONNEL – appointments, transfers, resignations, and/or reassignments (GC §54957, 54954, 54957.6)

III. RECONVENE OPEN SESSION

D. WELCOME TO GUESTS AND PLEDGE OF ALLEGIANCE

E. REPORT OF ACTION TAKEN IN CLOSED SESSION

F. HEARING OF THE PUBLIC: Persons wishing to speak to an item on the agenda or another topic that lies within the Board's jurisdiction.

G. APPROVAL OF AGENDA AND MINUTES: Current agenda and minutes of the 10/13/2026 regular meeting. Any changes to the full agenda, minutes, or the consent agenda must be made at this time.
Supporting Documentation: *10/13/26 Minutes*

*Action*_____
*Motion By*_____*Seconded by*_____*Vote*_____
Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

H. SAN PASQUAL UNION SCHOOL DISTRICT ELEMENTARY TEACHERS' ASSOCIATION (SPETA) REPORT
Jolene Mallory, SPETA President

I. CALIFORNIA DASHBOARD REPORT
Mr. Burroughs, Superintendent/Principal

J. ASSISTANT PRINCIPAL REPORT
Mrs. Zdunich, Assistant Principal

K. SUPERINTENDENT REPORT
Mr. Burroughs, Superintendent/Principal

IV. ACTION/DISCUSSION ITEMS

L. **APPROVAL OF PROFESSIONAL SERVICES AGREEMENT WITH C FINANCIAL INVESTMENT, INC., D.B.A. KEYANALYTICS, TO PREPARE A DEVELOPER FEE JUSTIFICATION STUDY.** KeyAnalytics will prepare a Residential and Commercial/Industrial Developer Fee Justification Study to justify the District's statutory school facilities fees. The District last completed a justification study in 2020. Fixed fee of $6,500.00, inclusive of all ordinary expenses. The initial term is one year, with up to two optional two-year extensions by mutual consent.
Supporting Documentation:
KeyAnalytics Professional Services Agreement and Exhibit A, Statement of Work

Action_____
Motion By_____Seconded by_____Vote_____
Vote: Goe _____ Gourley _____ Merz _____ Murray _____ Redmond ____

M. **APPROVAL TO ISSUE A DISTRICT WELLS FARGO COMMERCIAL CREDIT CARD TO NICOLE ZDUNICH, ASSISTANT PRINCIPAL.** It is recommended that the Governing Board approve a $5,000 limit for this card, bringing the total credit line across all of the District's Wells Fargo Commercial Cards to $38,750.00.

*Action*_____
*Motion By*_____ *Seconded by*_____ *Vote*_____
Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

N. **APPROVE THE ONGOING PURCHASE AND RENEWAL OF GOOGLE WORKSPACE FOR EDUCATION STANDARD LICENSES.** It is recommended that the Governing Board approve the purchase of Google Workspace for Education Standard licenses from Google LLC, beginning with 660 licenses at $3.00 per user per year (estimated at $1,980.00). As a standing approval, the Superintendent or designee may renew and add licenses as needed without further Board action, within the adopted budget, until rescinded by the Board.
Supporting Documentation:
Google Education Standard (one page)
Google Advisor Pricing Estimate
Google Workspace for Education Standard Licensing Presentation

*Action*_____
*Motion By*_____ *Seconded by*_____ *Vote*_____
Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

O. **APPROVE THE PURCHASE OF SOUND SYSTEM EQUIPMENT FROM CHECKMATE TECHNICAL SOLUTIONS, INC. USING PROP 28 FUNDS.** It is recommended that the Governing Board approve the purchase of sound system equipment from Checkmate Technical Solutions, Inc. to improve sound for student performances, including a portable sound system with installation (Quote QUO-1553) and replacement wireless microphones for the Barn (Quote QUO-1554), in an amount not to exceed $7,800.00
Supporting Documentation:
Checkmate Quote 1553
Checkmate Quote 1554

*Action*_____
*Motion By*_____ *Seconded by*_____ *Vote*_____
Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

P. **APPROVAL OF PREVENTIVE MAINTENANCE SERVICE AGREEMENT WITH ICONIC MECHANICAL.** It is recommended that the Governing Board approve the agreement for inspection and servicing of 52 HVAC units and 1 walk-in refrigerator twice per year, with a total annual cost not to exceed $5,000.
Supporting Documentation:
Iconic Mechanical HVAC Service Agreement
Current SPU HVAC Maintenance Schedule

*Action*_____
*Motion By*_____ *Seconded by*_____ *Vote*_____
Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

Q. **APPROVAL OF TRIP HAZARD PROPOSAL FROM PRECISION CONCRETE CUTTING.** It is recommended that the Governing Board approve the proposal for remediating 20 potential trip hazards, with a total cost not to exceed $6,000.
Supporting Documentation:
Proposal All Hazards: $5495.20
Campus: $3,575.20
Front of Campus: $904.80
Front Sidewalk (City): $1,015.20

*Action*_____
*Motion By*_____ *Seconded by*_____ *Vote*_____
Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

R. **APPROVAL OF 2026-27 RENEWAL SERVICE AGREEMENT WITH AR VERTEBRATE PEST CONTROL**, not to exceed $15,000.
Supporting Documentation: AR Vert Proposal FY 2026-27

*Action*_____
*Motion By*_____ *Seconded by*_____ *Vote*_____
Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

S. **APPROVAL OF INVOICE 186204 FOR WORK PERFORMED BY DOWNSTREAM SERVICES, INC.** Approve payment in the amount of $4,305.00 for work completed at prevailing wage rates to address a facilities need during the 2026 Summer break.
Supporting Documentation: Downstream Invoice #186204

*Action*_____
*Motion By*_____ *Seconded by*_____ *Vote*_____
Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

T. **APPROVAL OF RECLASSIFICATION, CBO/DIRECTOR OF HUMAN RESOURCES.** It is recommended that the Governing Board approve the reclassification of Kristin DiNofia from Chief Business Official to Chief Business Official/Director of Human Resources, Step III, effective July 1, 2026. This item completes the action begun on April 14, 2026, when the Board approved an interim salary adjustment (Item T) while the District evaluated a combined Business and Human Resources leadership position. The District has since developed the job description and salary placement for the combined position, and this reclassification replaces the interim adjustment. It applies solely to an unrepresented management position and does not modify or establish compensation for any represented bargaining unit position.

Supporting Documentation:

CBO/Director of Human Resources Job Description
CBO/Director of Human Resources Salary Scale

*Action*_____

*Motion By*_____ *Seconded by*_____ *Vote*_____

Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

U. **APPROVAL OF POSITION EXPANSION, ASSISTANT PRINCIPAL/ DIRECTOR OF EDUCATIONAL SERVICES.** It is recommended that the Governing Board approve expanding and reclassifying Nicole Zdunich's position from Assistant Principal (209 days) to Assistant Principal/Director of Educational Services (245 days), at Step V of the salary schedule, effective January 1, 2027. This change formalizes the additional educational services responsibilities she has been performing and incorporates 36 additional workdays into her regular annual assignment. This change applies only to an unrepresented certificated management position and does not affect compensation for any represented bargaining unit position.

Supporting Documentation:

Assistant Principal/Director of Educational Services Job Description
Assistant Principal/Director of Educational Services Salary Scale

*Action*_____

*Motion By*_____ *Seconded by*_____ *Vote*_____

Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

V. **APPROVAL OF NEW CLASSIFIED POSITION, SCHOOL BUS DRIVER (PART-TIME)**
Supporting Documentation:
School Bus Driver Job Description, PT Hourly
Bus Driver Hourly Grade 40

*Action*_____

*Motion By*_____*Seconded by*_____*Vote*_____
Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

W. **APPROVAL OF CHANGE TO 2026/27 GOVERNING BOARD MEETING CALENDAR**. It is recommended that the Governing Board reschedule the date of the 2026 Organizational Meeting and the December 2026 Governing Board Meeting to comply with California Education Code § 35143, which requires school district governing boards to hold their 2026 annual organizational meeting between December 11–25, 2026. The 2026 Organizational Meeting is currently scheduled for December 8, 2026.

*Action*_____

*Motion By*_____*Seconded by*_____*Vote*_____
Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

X. **APPROVAL OF CHANGE TO 2026/27 DISTRICT CALENDAR**. It is recommended that the Governing Board reschedule the 8th-grade promotion from June 9, 2026, to June 8, 2026, to avoid a conflict with local high school graduation ceremonies.
Supporting Documentation:
Current 2026/27 District Calendar
Recommended 2026/27 District Calendar

*Action*_____
*Motion By*_____*Seconded by*_____*Vote*_____
Vote: Goe _____ *Gourley* _____ *Merz* _____ *Murray* _____ *Redmond* ____

V. CONSENT AGENDA

Y. **APPROVAL OF PURCHASE FROM CDW GOVERNMENT LLC FOR REPLACEMENT CHARGING CARTS** to replace aging carts, purchased through the CalSAVE Technology Contract. Total cost not to exceed $7,000.
Supporting documentation: CDW Chrome Carts

Z. **APPROVAL OF SCHOOL LIBRARY PURCHASES**
Supporting Documentation: November 2026 New Library Titles

AA. **APPROVAL OF THE 2025-26 ANNUAL AND FIVE-YEAR DEVELOPER FEE REPORT** under Government Code Sections 66006 and 66001, and adopt the five-year findings in the report.
Supporting Documentation: 2025-26 Annual and Five-Year Developer Fee Report

BB. **FINANCIAL REPORTS:** Collection advice, revolving cash, purchase orders, commercial warrants, donations, credit card expenditures, Williams UPC Q1
Supporting Documentation: Monthly Financial Reports

*Action*_____
*Motion By*_____*Seconded by*_____*Vote*_____
Vote: Goe _____ Gourley _____ Merz _____ Murray _____ Redmond ____

VI. BOARD RECOGNITION AND COMMENTS

CC. The San Pasqual Union School District will recognize and honor outgoing Trustees John Merz and Kristy Gourley for their dedicated service to the District.

DD. Comments by Trustees

VII. RETURN TO CLOSED SESSION (if needed)

VIII. RECONVENE OPEN SESSION (if needed)

EE.REPORT OF ACTION TAKEN IN CLOSED SESSION (if needed)

IX. ADJOURNMENT

Next Meeting: TBD
(*At 4:30 p.m., there will be an open session to allow for public comment on the closed session agenda items, followed immediately by a closed session.)*

Looking Ahead:

11/11 - Veterans' Day observed (No School)
11/12 - SOAR Assemblies
11/20 - End of First Trimester
11/23-11/27 - Thanksgiving Break

12/1/26 - School Site Council Meeting
12/2-12/4 - Holiday Boutique
12/4 - PTO Winter Event

Separate attachments available by request at the District office. San Pasqual Union provides appropriate disability accommodations. Any person who requires 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.