

CALAVERAS UNIFIED SCHOOL DISTRICT

P.O. Box 788

San Andreas, CA 95249

**MINUTES**

**BOARD OF TRUSTEES**

**September 20, 2011**

The meeting of the Calaveras Unified School District Board of Trustees was called to order at the District Administrative Offices at 4:30 p.m.

**MEMBERS PRESENT:** Zerrall McDaniel  
Karan Bowsher  
John Yerman  
Evan Garamendi  
Sherri Reusche

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Mark Campbell  
Mike Merrill  
Maria Ortner  
Kim Potter  
Randall Youngblood  
Terri Rae Henderson  
Renetta Hale  
Dawn England  
Ric Stitt  
Liz Stanko  
Titia Ashby  
Shirley Bell  
Dan Klement  
Nadine Ost  
Lorraine Angel  
Lisa McInturf  
Jan Kendall  
Amy Hasselwander

**OTHERS:** Members of the Community

**CALL TO ORDER**

The meeting was called to order at 4:30 p.m.

**ROLL CALL** - All were present

**APPROVAL OF AGENDA**

**MSC – 5-0 to approve the September 20, 2011 agenda with the addition of three addenda to the Consent Agenda:**

**n. [Approval of Overnight Event for the CHS Workability Club on September 22, 2011](#)**

Board approval is requested for the CHS Workability Club to host their quarterly Sleepover Activity in Mr. Outland's classroom at CHS. This activity is an opportunity for socialization for students with significant disabilities. The chaperones will be Mark Outland and Paraeducator Marcelle Papp.

**o. [Approval of Agreement for Special Contract Services with Marilyn Glinskas To Provide Special Education Health and Developmental Assessment](#)**

Board approval is requested to enter into an Agreement for Special Contract Services with Marilyn Glinskas to provide special education health and developmental assessment, including student observation, staff and parent interviews and a comprehensive report to present at a scheduled IEP meeting. The total cost is up to \$1,660, which is funded through Special Education.

**APPROVAL OF AGENDA - CONTINUED**

**p. Approval of Overnight Event for Calaveras High School Volleyball Team**

Board approval is requested for an overnight event in the CHS Brown Gym for the Volleyball Team on October 6, 2011. There will be ten team members attending and teacher CeCe Basement will be the chaperone.

**ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- a) Conference with Labor Negotiator: Mark Campbell in regard to negotiations with CSEA (Gov. Code 54957.6)
- b) Conference with Labor Negotiator: Mark Campbell in regard to negotiations with CUEA (Gov. Code 54957.6)
- c) Conference with Labor Negotiator: Mark Campbell in regard to negotiations with Management/Confidential/Supervisory (Gov. Code 54957.6)
- d) Conference with Labor Negotiator: Mark Campbell in regard to negotiations with Calaveras Area Substitute Teachers Association (Gov. Code 54957)
- e) To Consider the Appointment, Employment, Evaluation of Performance, Discipline, or Dismissal of a Public Employee (Gov. Code 54957)
- f) Student Discipline Matters (Gov. Code 54954.5)
- g) Liability Claim Pursuant to Government Code 54956.95: Claim No. LIA-01

**PUBLIC INPUT FOR THE GOOD OF THE DISTRICT** - None presented

**CLOSED SESSION**

**RECONVENE TO OPEN SESSION** - Open session was called to order at 6:05 p.m.

**PLEDGE OF ALLEGIANCE/ROLL CALL**

There was a salute to the flag. Roll call was taken. All were present.

**OPEN SESSION: REPORT OF ACTION TAKEN IN CLOSED SESSION**

Conference with Labor Negotiator: Mark Campbell in regard to negotiations with CSEA (Gov. Code 54957.6) No action taken

Conference with Labor Negotiator: Mark Campbell in regard to negotiations with CUEA (Gov. Code 54957.6) No action taken

Conference with Labor Negotiator: Mark Campbell in regard to negotiations with Management/Confidential/Supervisory (Gov. Code 54957.6) No action taken

Conference with Labor Negotiator: Mark Campbell in regard to negotiations with Calaveras Area Substitute Teachers Association (Gov. Code 54957.6). No action taken

To Consider the Appointment, Employment, Evaluation of Performance, Discipline, or Dismissal of a Public Employee (Gov. Code 54957) No action taken

Student Discipline Matters (Gov. Code 54962) – No action taken

**OPEN SESSION: REPORT OF ACTION TAKEN IN CLOSED SESSION - CONTINUED**

**Liability Claim Pursuant to Government Code 54956.95: Claim No. LIA-01**

**MSC 5-0 to Deny Claim No. LIA-01**

**CELEBRATIONS, RECOGNITION AND ANNOUNCEMENTS** – No items presented

**SUPERINTENDENT’S COMMENTS**

Mr. Campbell said tonight’s agenda was a large one. He said we’ll be talking about budget and there will be two presentations. He wished to acknowledge the work of Mike Merrill and Titia Ashby and the Business Department for the preparation of the Unaudited Actuals, which gives us a snapshot of the end of year balances from last year and helps us determine where we’ll be three years from now. Because there is so much uncertainty, we need to continue to be cautious and fiscally conservative. Because of the phenomenal work of Mike and the Business Department, site administrators and site staff to maintain a fiscally conservative mindset, he was pleased to announce that we will be able to bring back five teachers effective in October. The process will be site administration working with staff and the goal is to reduce K-3 to 26:1. It is a risk and we need to keep the fiscally conservative mindset. This is not a bring back five teachers and lay them off in March. This is a bring back five teachers and we’re staying at 26:1. He recognized this has not been easy for staff and we know this is the right thing to do. As we reconfigure, we know it poses a level of hardship and he thanked people for their flexibility. He passed along kudos to the Business and Personnel Departments. There is a lot of work to be done but when the dust settles we will have smaller class sizes.

**PUBLIC COMMENTS**

Karen Wallace thanked the Board and Administration for bringing back five teachers and reducing class size.

Also a parent addressed the Board, stating she was going to talk about class size and was taken by surprise with the announcement and thanked the Board for the decision to reduce class size.

Mr. Gustafson asked questions pertaining to the demolition of the Toyon W-Wing. Mrs. Reusche asked Mr. Gustafson to contact the District Office to meet with Mr. Merrill and Mr. Campbell, where his concerns could be addressed and questions answered.

**CORRESPONDENCE** – No item presented.

**ACTON ON ITEMS REMOVED FROM THE CONSENT AGENDA**

**MSC 5-0 to remove items #10 and #12 from the Classified Routine Personnel Report**

**CONSENT AGENDA**

**MSC 5-0 to approve the Consent Agenda**

- A. Approval of Minutes**  
August 23, 2011  
September 6, 2011

**CONSENT AGENDA – CONTINUED**

**b. Routine Personnel Report (pp 21-23)**

**Classified Personnel Report**

1. Accept resignation of (1) Assistant Pre-K Teacher
2. Approve hire of (1) Substitute Yard Duty
3. Approve hire of (1) Yard Duty
4. Approve hire of (1) Substitute Food Service III
5. Approve hire of (1) Food Service III
6. Approve hire of (3) Substitute Pre-K Assistant Teachers
7. Approver hire of (1) Assistant Pre-K Teacher
8. Approve hire of (1) Substitute Child Development Instructor
9. Approve hire of (1) Substitute Food Transportation Driver
10. Approve hire of (1) Mail Carrier
11. Approve hire of (2) Substitute Custodian/Gardeners
12. Approve hire of (1) Custodian/Gardener
13. Approve hire of (1) Media Specialist
14. Approve hire of (1) Substitute Bus Driver
15. Approve hire of (1) Dispatcher
16. Approve hire of (1) Account Clerk
17. Approve hire of (2) Substitute Paraeducators
18. Approve hire of (3) Paraeducators

**Certificated Personnel Report**

1. Approve hire of (1) 50% Intervention Teacher (Short Term Assignment)
2. Approve hire of (1) Advisor (Timesheet)

**Management/Confidential/Supervisory Report** - No item presented

**c. Approval, Vendor Warrant Listing** (Michael Merrill, Assistant Superintendent of Business)

The vendor warrant listing from August 16 through September 12, 2011 is presented for approval. *(A copy of this listing is available at the District Office or linked to this agenda on our website at [www.calaveras.k12.ca.us](http://www.calaveras.k12.ca.us))*

**d. Approval of Donations**

Donations were presented for approval.

**e. Approval of Bond Disbursements**

The bond disbursements are presented for approval.

**f. Approval of Overnight Field Trip for Jenny Lind Elementary Science Camp**

Approval is requested for an overnight field trip for Jenny Lind Elementary 6<sup>th</sup> Grade Science Camp on November 28 through December 2, 2011 at Mission Springs Science Camp in Scotts Valley, CA. Chaperones will be Dobbi Fletcher, Sara Cobb and Lauren Funk. They will be transported by district buses and funding is through parents and fundraisers.

**CONSENT AGENDA - CONTINUED**

**g. Approval of Overnight Event for Calaveras High School Seniors**

Approval is requested for an overnight event at Calaveras High School for 12<sup>th</sup> Graders on September 22-23, 2011. The students will spend the night at CHS the night before Homecoming and participate in the Annual Drumbeat. This event is pending confirmation of chaperones. The CHS administration will provide the names of chaperones at the September 20 board meeting, if the event proceeds.

**h. Approval of Overnight Field Trip for San Andreas Elementary Science Camp**

Approval is requested for an overnight field trip for San Andreas Elementary 6<sup>th</sup> Grade Science Camp on January 10-13, 2012 at Walker Creek Ranch in Marin County. The chaperone is Shari Pargett. Transportation will be provided by CUSD Transportation Department. This is personally funded.

**i. Approval of Agreement for Special Contract Services with Tim Roberson – JLE**

Approval is requested to enter into an Agreement for Special Contract Services with Tim Roberson to approve general music instruction at Jenny Lind Elementary School through June 5, 2012. The total cost is \$310, funded through the JLE Donation Account.

**j. Approval of Agreement for Special Contract Services with Tim Roberson – RRF**

Approval is requested to enter into an Agreement for Special Contract Services with Tim Roberson to approve general music instruction at Rail Road Flat Elementary School through May 31, 2012. The total cost is \$467, funded through EIA.

**k. Approval of Agreement for Special Contract Services with Shira Harris**

Approval is requested to enter into an Agreement for Special Contract Services with Shira Harris to provide Transition Tribe students a “7 Habits of Highly Effective Teens” ongoing workshop for the 2011-12 school year. The total cost is \$2,100, funded through Title I.

**l. Approval of Agreement for Special Contract Services with Neifi “Heidi” Ramos**

Approval is requested to enter into an Agreement for Special Contract Services with Heidi Ramos to serve Valley Springs Elementary School as a Community Liaison for the 2011-12 school year. The total cost is \$2,350 funded through Title I, EIA and EIA-LEP.

**l. Authorization to Continue American Fidelity Section 125 Flexible Benefit Plan**

Authorization is requested to continue our agreement with American Fidelity to administer our Section 125 Flexible Benefit Plan for the 2011/12 school year.

**m. Approval of Agreement through the San Joaquin County Office of Education (SJCCE) for an Electronic System for Medi-Cal Billing with Accelify LLC**

Board approval is requested to enter an agreement to assign our LEA Medi-Cal billing to a new, electronic system through the SJCCE with Accelify LLC. SJCCE currently has an agreement with CUSD, through May 31, 2012, to do our Medi-Cal billing. They are asking for our consent to assign our services to Accelify LLC.

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15. **PERSONNEL** (Mark Campbell, Superintendent)

a. **Certificated Report** (Lorraine Angel)

Ms. Angel gave a big thank you to the Board. She said it was really nice to be at the Board Study Session two weeks ago and for their support of teachers and reducing class size – CUEA is very thankful. They will be having a site rep meeting tomorrow, a Round Table Thursday and a Round-up on Friday. They have a busy week ahead as well as it being Homecoming Week.

b. **Classified Report** (Terri Rae Henderson)

Ms. Henderson reported that CSEA was able to successfully ratify their contract. They met on September 8. They have a Round Table scheduled next Thursday. They are very proud that the Food Service Department finished in the black for a second year in a row – a major accomplishment. This helps the district in a lot of different ways. She would like to see a little bit of time put back at Jenny Lind. It is the largest school and there is a lot of revenue potential there. She also wanted to thank the district for putting on the Health Fair. It's a good thing and it was very well done. It was very beneficial and they appreciate it.

c. **All Personnel**

a. **Classified Personnel**

1. **2011/2012 Classified Salary (pg 36)**

The 2011/2012 Classified Salary Schedule is presented for Board approval.

**MSC 5-0 to approve the 2011/2012 Classified Salary Schedule.**

2. **2011/2012 Paraprofessional Salary Schedule (pg 37)**

The 2011/2012 Paraprofessional Salary Schedule for 2011/2012 is presented for approval.

**MSC 5-0 to approve the 2011/2012 Paraprofessional Salary Schedule.**

3. **Ratification of Tentative Agreements between Calaveras Unified School District and the California School Employees Association (PP 38-41)**

The negotiation process between CUSD and CSEA has concluded and teams entered into Tentative Agreements for the 2011-12 school for the Effects of Layoff and vacation language. CSEA ratified the agreements on September 8, 2011 and they are being presented to the Board for approval.

**MSC 5-0 to approve the ratification of Tentative Agreements between CUSD and CSEA for the 2011-12 school year regarding the Effects of Layoff and vacation language.**

**PERSONNEL – CONTINUED**

**d. Certificated Personnel**

**1. Approval, Annual Certification of Teaching Assignments for 2011/2012**

The Annual Certification of Teaching Assignments is presented for approval. This report certifies to the County Office of Education that all employees in positions requiring certification are legally assigned for work in the 2011/12 school year.

**MSC 5-0 to approve the Annual Certification of Teaching Assignments for the 2011/12 school year.**

e. **ROP** – No item presented

f. **Management/Confidential/Supervisory** - No item presented

**16. CURRICULUM AND INSTRUCTION**

**a. API and AYP Report**

Mr. Campbell gave a presentation of the district's API and AYP Report.

**b. Title I Schoolwide Applications (pp 56-58)**

Title I Schoolwide applications from Toyon Middle School, Valley Springs Elementary and Jenny Lind Elementary are presented for Board approval. TMS, VSE and JLE are now eligible to change their Title I status from targeted to schoolwide (based on Free/Reduced lunch numbers).

**MSC 5-0 to approve the Title I Schoolwide Application for Toyon Middle School, Valley Springs Elementary School and Jenny Lind Elementary School**

**17. BUSINESS** (Michael Merrill, Assistant Superintendent/Business) – No item presented

**a. Memorandum of Understanding (MOU) Between Calaveras Unified School District and The Resource Connection Early Childhood Program (pp 59-61)**

The 2011-12 MOU between CUSD and the Resource Connection Early Childhood Program is presented for Board approval. This MOU will facilitate a joint State Preschool and Head Start program in West Point.

**MSC 5-0 to approve the MOU between CUSD and the Resource Connection Early Childhood Program.**

**b. Recommend Award of Bid for Toyon Middle School Demolition of W-Wing**

It is recommended the Board award the bid for the Toyon Middle School demolition of the W-Wing to Delta Oil Field Services, Inc., in the amount of \$27,990. The work will take place during the Fall break.

**MSC 5-0 to approve the recommendation to award the bid for Toyon Middle School Demolition of W-Wing.**

**BUSINESS – CONTINUED**

**b. Adoption, Resolution No. 2011/12-04 (pg 62)**

The resolution for adopting the Gann Limit is presented for adoption.

**MSC 5-0 to adopt Resolution No. 2011/12-04 on the Gann Limit.**

**c. Approval, 2010-2011 Unaudited Actuals for Calaveras Unified School District**

The 2010/2011 unaudited actuals for Calaveras Unified School District are presented for approval. *(The Unaudited Actuals Financial Report will be available at the Board meeting.)*

Mr. Merrill gave a Powerpoint presentation on CUSD’s Unaudited Actuals. This presentation will be posted to our website.

**MSC 5-0 to approve the 2010-2011 Unaudited Actuals.**

**18. Policies and Regulations**

**Policy Overview** - No item presented

a. **First Reading – Board Policies & Bylaws** – No Item Presented

b. **Administrative Regulations/Exhibits** – No Item Presented

c. **Second Readings/Adoptions**

- BP 4020                      **Drug and Alcohol-Free Workplace (pp 63-65)**
- BP 4030                      **Nondiscrimination in Employment (pp 66-68)**
- BP 6151                      **Class Size (pp 69-71)**

Mr. Campbell explained that from now on we will present Board Policy with Administrative Regulations for First and Second Readings/adoptions. In other words, Administrative Regulations will not go through without a second reading/adoption.

Mrs. Bowsher requested BP 4020 be pulled to provide better descriptions of how to determine if someone is under the influence of drugs or alcohol.

**MSC 5-0 to adopt BP 4030 and BP 6151 and to remove BP 4020 from tonight’s adoptions.**



**19. Calendar of Events**

DATE	EVENT
September 20, 2011	CUSD Employee Wellness Fair, Toyon Middle School, 2:30-5:30 p.m.
October 1-16	CUSD Fall Break – No School
October 26-28	TMS Parent/Teacher Conferences
October 31	CORE Development Day – No School



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**CALENDAR OF EVENTS – CONTINUED**

Mrs. McInturf reported that Toyon's Parent Conferences were going to occur on October 27 from 1:30 to 4:30 and from 5:30 to 7:30 and the other two days, October 26 and 28, would be shorter days for the staff, due to the longer workday on October 27. Toyon's Parent Conferences are not scheduled individually with parents, as they are at the elementary schools. Rather, it is a drop-in with all the staff in the MPR and Library.

Also Jenny Lind will have their Trunk or Treat on October 29. San Andreas will have their Halloween Carnival on the 29<sup>th</sup> at the Town Hall.

This Saturday the Band Boosters have a fundraiser at the Mokelumne Hill Town Hall.

**20. Future Agenda Items** – None presented

**21. Comments from Board Members**

Karan Bowsher went to a Cross Country event in Tahoe. Some of our kids were walking the course and took a wrong turn. They ran into another student from another school who had also taken a wrong turn and she was having a diabetic emergency, had fallen and suffered a severe concussion. Some of the students went back for help and others stayed with her. One of them was a CHS student who had first aide training. They were able to help her from preventing further injury until the first responders arrived. When the first responders arrived they were very pleased in the way the students handled the emergency and told them they did an admirable job. Mrs. Bowsher commended the track team.

Evan Garamendi said perhaps we need to recognize those students individually. She attended Rail Road Flat's Tiger Fest last Saturday. It was a really nice event. It's always nice to see all the parents from Rail Road Flat. The school's campus looked really nice. It looked like a lot of people pitched in. She thanked everyone for coming tonight and know it's from the heart. The Board appreciates it and the kids appreciate it.

John Yerman thanked Mark Campbell and staff for all they have done to get us here. He thanked everybody in the district for all they have done. He encouraged everybody to go out and spread the news.

Zerrall McDaniel said "ditto." She is pleased that both bargaining units participate in Round Table. They are really productive. She also said she thoroughly enjoyed the Study Session. It is really fun because it is a time that is not so structured and we can talk about things we're passionate about and work with administration as a team and do it out loud in front of everybody.

Sherri Reusche got to spend the last couple of days at Valley Springs and Jenny Lind. It was amazing. She was able to work with Kindergartners and First Graders. She helped a little boy who was frustrated with his math, who in the end was laughing and pleased with the lesson he received. She said Mrs. Hasselwander was explaining the multiplication patterns to a little girl and it was wonderful to see the little girl's face light up when she "got it!" She thanked the administrators and teachers for the opportunity to spend time in their classrooms and is looking forward to going to San Andreas next week.

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**22. Next Meeting/Adjournment**

The next regular meeting of the CUSD Board is scheduled for Tuesday, October 18, 2011. Closed Session begins at 4:30 p.m. Open Session begins at 6:00 p.m.

**23. Adjournment**

The meeting adjourned at 7:40 p.m.

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Mark Campbell, Superintendent  
By Shirley Bell, Administrative Assistant