

**GOVERNING BOARD
OF THE
LUCERNE ELEMENTARY SCHOOL DISTRICT**

Minutes of the Regular Board Meeting
Wednesday, December 13, 2017
5:30 p.m. Regular Session
Room C-8

Call to Order – Bruce Higgins called the meeting to order at 5:30 p.m. Those present included Bruce Higgins, Dawn McAuley, Stacia Fetzer and Mike Brown.

Closed Session - No closed session

Pledge of Allegiance – Keith Austin led the Pledge of Allegiance.

Introduction of Guests – Lisa Cockerton, Megan Grant, Keith Austin

Approval of Agenda

MOTION: Bruce Higgins motioned, seconded by Stacia Fetzer to approve the agenda as presented.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

Discussion & Action

Annual Organizational Meeting - The Board conducted its Annual Organizational Meeting.

MOTION: Stacia Fetzer motioned, seconded by Bruce Higgins to elect Dawn McAuley as Board President.

Ayes 3 Noes 0 Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to elect Stacia Fetzer as Board Clerk.

Ayes 3 Noes 0 Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to designate the Superintendent, Mike Brown, as Secretary to the Board.

Ayes 3 Noes 0 Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to designate *Lisa Cockerton, and alternate, Mike Brown*, as Board representatives to SIGNAL I (workers compensation consortium).

Ayes 3 Noes 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to designate *Mike Brown, and alternate, Megan Grant*, as Board representatives to SIGNAL II (property & liability consortium).

Ayes 3 Noes 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to designate Mike Brown, as Board representative to SELPA (Special Education Local Plan)

Ayes 3 Noes 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to appoint *Kristen Muenzer*, staff member, as Representative to Special Education Community Advisory Council Committee for the Lake County SELPA from January 1, 2018 through December 31, 2018.

Ayes 3 Noes 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to appoint *Beth Cramer*, parent, as Representative to Special Education Community Advisory Council for the Lake County SELPA.

Ayes 3 Noes 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to establish Board meeting dates on the second Wednesday of each month (except as specifically noted in date changes below by *) as the regular meeting date of the Board, at Lucerne Elementary School District Board Room C-8, 3351 Country Club Drive, at 5:30 p.m.

The scheduled calendar is as follows:

January 10, 2018	*June 6, 2018 (special)	October 10, 2018
February 14, 2018	June 13, 2018	November 14, 2018
March 14, 2018	July 11, 2018	December 12, 2018
April 11, 2018	August 8, 2018	
May 9, 2018	September 12, 2018	

Ayes 3 Noes 0 Absent 0 Approved
Stacia Fetzer
Bruce Higgins
Dawn McAuley

Public Hearing Session – No comments.

Announcements, Correspondence, & Reports

Williams Annual Report – Mike Brown reported on the Williams annual report by the Lake County Office of Education. The report states we met all the requirements of instructional materials, school facilities, SARC, teacher misassignments and the reporting of complaints.

Technology Update – Mike Brown reported a new set of Chromebooks were purchased to replace old and non-working laptops in the upper grade classrooms.

AVID Update – Megan Grant reported that we received a positive certification. She had the opportunity to teach a model lesson in a 4th grade classroom. Megan has been hosting an AVID hour each month and had a good turnout of teachers at the last meeting. Teachers will be conducting the next AVID assessments in January 2018.

2016/2017 Physical Education Testing Results – Mike Brown reported on the following fitness areas, aerobic capacity, body composition, abdominal strength, trunk extension strength and upper body strength. Physical education testing is completed annually schoolwide, although, only 5th and 7th grades are reported to the state. The total number of 5th graders tested was 25. The total number of 7th graders tested was 19.

Discussion & Action

2016/2017 First Interim Budget Transfers – The 2017/2018 first interim budget transfers reflect revisions from September 2017 through October 31, 2017.

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to approve the 2017/2018 first interim budget transfers.

Ayes 3 Noes 0 Absent 0 Approved
Stacia Fetzer
Bruce Higgins
Dawn McAuley

2017/2018 First Interim Budget Revision Report – Lisa Cockerton presented the first interim budget report. She reported revenue remained static. The district had projected enrollment numbers would be lower at the start of school but it held steady.

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to approve the 2017/2018 first interim budget revision report.

Ayes 3 Noes 0 Absent 0 Approved
Stacia Fetzer
Bruce Higgins
Dawn McAuley

2016/2017 Annual Financial Audit Report – Lisa Cockerton presented the audit findings to the Board. A significant finding in the audit was found in regard to teacher salaries. A waiver has been filed with the Lake County Office of Education.

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to approve the 2016/2017 annual financial audit report.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

RFQ/RFP for the Architect Selection for the Lucerne School Project

MOTION: Bruce Higgins motioned, seconded by Stacia Fetzer to approve the RFQ/RFP for the architect selection for the Lucerne School project.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Resolution #6 2017/2018; Board and District Goals

MOTION: Bruce Higgins motioned, seconded by Dawn McAuley to approve Resolution #6 2017/2018; board and district goals.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Resolution #7 2017/2018; Regarding Accounting of Development Fees

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to approve Resolution #7 2017/2018; regarding accounting of development fees.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Request for Allowance of Attendance Because of Emergency Conditions

MOTION: Bruce Higgins motioned, seconded by Stacia Fetzer to approve the request for allowance of attendance because of emergency conditions.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Certificated Employee Request for Extension of Personal Necessity Leave – Stella Winckler requested additional personal necessity leave to cover any future family medical needs or appointments.

MOTION: Stacia Fetzer motioned, seconded by Dawn McAuley to approve a certificated employee request for extension of personal necessity leave.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer

Bruce Higgins
Dawn McAuley

Personnel Order #7 2017/2018; Hiring of Speech Therapist Job Position (Leon)

MOTION: Stacia Fetzer motioned, seconded by Dawn McAuley to approve personnel order #7 2017/2018; hiring of speech therapist job position (Leon).

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

New Board Policy Updates

The Board held a first reading to discuss and consider approval of the following policies;

AR3311.2 Lease-Leaseback Contracts

AR3311.3 Design-Build Contracts

AR3311.4 Procurement of Technological Equipment

BP3513.4 Drug and Alcohol Free School

AR5113.11 Attendance Supervision

E(1)5125.2, E(2)5125.2, E(3)5125.2 Withholding Grades, Diplomas or Transcripts

Board Policy Revisions

MOTION: Stacia Fetzer motioned, seconded by Bruce Higgins to approve revisions to the following board policies;

BP0200 Goals for the School District

BP0400 Comprehensive Plans

BP0460 AR0460 Local Control and Accountability Plan

BP0500 Accountability

BP1113 AR1113 District and School Websites

AR3311 Bids

AR3515.6 Criminal Background Checks for Contractors

BP4140 Bargaining Units

BP5113.1 AR5113.1 Chronic Absence and Truancy

BP5117 AR5117 Interdistrict Attendance

AR5125.2 Withholding Grades, Diplomas or Transcripts

BP5131.6 Alcohol and Other Drugs

BP6153 School-Sponsored Trips

AR6173.1 Education for Foster Youth

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Consent Agenda

MOTION: Bruce Huggins motioned, seconded by Dawn McAuley to approve the consent agenda as presented.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Superintendent's Report

- Mike thanked the staff and board. He commented that Lucerne School is an excellent place to work. We have great kids, teachers, custodians and office staff.
- Gabe Beck will be coaching boys' basketball. We had a great turnout of 20 boys allowing us to have an A and B team this year.
- Mike is excited about the forward progress of the school construction project.
- Winter program will be held Thursday evening, December 14th at 5:30 p.m., and at 10:00 a.m., for the dress rehearsal.
- Mike wished everyone a safe and happy holiday.

Board Member's Comments

- Stacia Fetzer – Stacia wishes the board and staff a Merry Christmas and happy travels.
- Dawn McAuley – Dawn wished the staff, teachers and board a Merry Christmas. She enjoys the activity around the school this time of year. Dawn commented she loves Lucerne Elementary.
- Bruce Higgins – Bruce thanked the staff for another great year and to have a Merry Christmas and Happy New Year.

Adjournment – The meeting was adjourned at 6:15 p.m.

Mike Brown, Secretary of the Board

MB:lmc