

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

Minutes of the Regular Board Meeting
Wednesday, December 14, 2016
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

Reconvene to Regular Session

Pledge of Allegiance – Bruce Higgins led the Pledge of Allegiance.

Introduction of Guests – Lisa Cockerton, Megan Grant

Approval of Agenda

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

Ayes 3 Noes 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

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

Ayes 3 Noes 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

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

Ayes 3 Noes 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

MOTION: Bruce Higgins motioned, seconded by Dawn McAuley 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: Bruce Higgins 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: Bruce Higgins 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: Bruce Higgins motioned, seconded by Dawn McAuley to appoint *Kristen Muenzer*, staff member, as Representative to Special Education Community Advisory Council Committee for the Lake County SELPA from January 1, 2016 through December 31, 2016.

Ayes 3 Noes 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

MOTION: Bruce Higgins motioned, seconded by Stacia Fetzer to appoint *Marcy Sertich*, 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: Bruce Higgins motioned, seconded by Dawn McAuley 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 11, 2017 | June 7, 2017 (special) | October 11, 2017 |
| February 8, 2017 | June 14, 2017 | November 8, 2017 |
| March 8, 2017 | July 12, 2017 | December 13, 2017 |
| April 12, 2017 | August 9, 2017 | |
| May 10, 2017 | September 13, 2017 | |

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

Public Hearing Session – No comments.

Announcements, Correspondence, & Reports

Technology Update – The new ShoreTel VOIP phone system has been installed. The sound quality and features of the new digital system is significantly better.

AVID Update – Megan Grant reported AVID assessments and classroom walk through will be conducted after break. Assessments are completed three times per year. Students are working on presentations and Cornell note taking. On January 10th a program manager will conduct a site visit. We are planning on sending staff to the AVID Summer Institute on July 10-12, 2017. A local AVID workshop is available in February at Kelseyville.

Discussion & Action

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

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to approve the 2016/2017 first interim budget transfers.

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

2016/2017 First Interim Budget Revision Report – Lisa Cockerton presented the first interim budget report. She reported the significant changes in revenues and expenditures from the original budget adoption. Significant changes in revenues were a gain of ADA from 264 to 267. The district will meet its financial obligations for the current year and subsequent two fiscal years.

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to approve the 2016/2017 first interim budget revision report

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

2015/2016 Annual Financial Audit Report – Lisa Cockerton presented the audit findings to the Board. A significant finding in the audit was a deficiency to state awards.

MOTION: Bruce Higgins motioned, seconded by Dawn McAuley to approve the 2015/2016 annual financial audit report.

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

Personnel Order #19 2016/2017; Opening of Instructional Aide Job Position

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to approve personnel order #19 2016/2017; opening of instructional aide job position.

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

Substitute Teacher Daily Rate Increase

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to approve a substitute teacher daily rate increase to \$130.00 and \$140.00 for STRS retired teachers, effective January 1, 2017.

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

Obsolete Board Policies

MOTION: Bruce Higgins motioned, seconded by Dawn McAuley to approve deleting the following obsolete board policies;

- E3554 Other Food Sales*
- BP4117.11 Preretirement Part-Time Employment (incorporated into AR4117.11)*
- BP4117.12 AR4117.12 Retirement Consultancy Contracts (policy moved to AR4117.14)*
- AR4117.3 Personnel Reduction (incorporated into BP4117.3)*
- BP4119.3 Duties of Personnel*
- AR4131 Staff Development*
- BP4131.5 AR4131.5 Professional Growth*
- BP4131.6 AR4131.6 Professional Development Program*
- BP4137 Tutoring*

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;

- AR4117.7 Employment Status Reports*

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

New Board Policy Updates

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to approve the following new board policy updates, and to approve BP3515.7 firearms on school grounds and E3515.7 firearms on school grounds, using option 2 of the board policy.

- BP3110 Transfer of Funds*
- BP3230 AR3230 Federal Grant Funds*
- AR3514.2 Integrated Pest Management*
- BP3515.7 Firearms on School Grounds*
- E3515.7 Firearms on School Grounds*
- BP3516.5 Emergency Schedules*
- BP3517 Facilities Inspection*
- AR3550 Food Service/Child Nutrition Program*

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

Board Policy Revisions

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

- BP3312 Contracts*
- AR3554 Other Food Sales*
- AR4113 Assignment*
- BP4113.4 Temporary Modified/Light-Duty Assignment*
- BP4114 Transfers*
- AR4117.11 Preretirement Part-Time Employment*
- AR4117.14 Postretirement Employment*
- BP4117.2 Resignation*
- AR4117.6 Decision Not To Rehire*
- BP4119.1 Civil and Legal Rights*
- BP4119.21 E4119.21 Professional Standards*
- BP4119.22 Dress and Grooming*
- BP4119.23 Unauthorized Release of Confidential/Privileged Information*
- BP4119.25 Political Activities of Employees*
- BP4119.41 Employees with Infectious Diseases*
- AR4121 Temporary/Substitute Personnel*
- BP4127 AR4127 Temporary Athletic Team Coaches*
- BP4132 Publication or Creation of Materials*
- BP4135 Soliciting and Selling*
- BP4136 Nonschool Employment*
- BP4140 Bargaining Units*
- BP4141 Collective Bargaining Agreement*
- BP4141.6 Concerted Action / Work Stoppage*
- BP5145.7 Sexual Harassment*

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

Project Alert Substance Abuse Prevention - Project Alert will present 14 drug awareness lessons to our seventh grade students once a week.

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to approve the Project Alert substance abuse prevention program.

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

- Congratulations to Megan Grant on receiving a 3D printer through the Donors Choose program.
- Winter program will be held Thursday, December 15th at 5:30 p.m.
- Mike wishes everyone a safe and happy holiday.
- The new marquee will be installed on Friday or Saturday. It should be a nice addition to the school and informative for the community and parents.

Board Member's Comments

- Stacia Fetzer – Stacia congratulated Dawn on her appointment to Board President, She wished everyone safe travels and a happy holiday.
- Dawn McAuley – Dawn thanked Lisa and Megan for their reports.
- Bruce Higgins – Bruce congratulated Dawn and Stacia on their new Board appointments. He wished everyone a Merry Christmas.

Adjournment – The meeting was adjourned at 6:30 p.m.

Mike Brown, Secretary of the Board
MB:lmc