

LUCERNE ELEMENTARY SCHOOL DISTRICT

3351 Country Club Drive

Post Office Box 1083

Lucerne, California 95458-1083

Telephone (707) 274-5578 Fax (707) 274-9865

SUPERINTENDENT
Mike Brown

BUSINESS MANAGER
Lisa Cockerton


BOARD OF TRUSTEES

Stacla Fetzer
Bruce Higgins
Dawn McAuley

Agenda of the Regular Board Meeting
May 9, 2018
5:30 p.m. Regular Session
Room C-8

Notice is hereby given that a regular meeting of the Governing Board of the Lucerne Elementary School District will be held in Room C-8 of the Lucerne Elementary School, located at 3351 Country Club Drive in Lucerne, on Wednesday, May 9, 2018. Regular session is scheduled to begin at 5:30 p.m.

A file of the documents and background information concerning the agenda items is available to the public in the rear of the meeting room. Said file is not to be removed from the meeting room table.

 In compliance with the Americans with Disabilities Act, if you need special assistance to access the Board meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact Mike Brown, Principal/Superintendent, at (707) 274-5578. Notification at least 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to the Board meeting and to provide any required accommodations, auxiliary aids, or services.

I. Call to Order

II. Closed Session

Personnel
Student Matters
Negotiations

III. Reconvene To Regular Session

IV. Pledge of Allegiance

V. Introduction of Guests

VI. Approval of Agenda

The Board may reorganize the order in which items are considered. The Board may, by 2/3 vote or if less than 2/3 are present, by unanimous vote, add items to the agenda if it was determined the item needed immediate action and that need for the action came to the attention of the Board after the agenda was posted.

VII. Actions Items From Closed Session

VIII. Public Hearing Session

At this point on the agenda, opportunity is provided for an individual or representative of a group to make statements to the Board regarding an agenda item not listed on the agenda. A speaker shall be limited to 5 minutes. The Board will not take action on an item introduced during this portion of the agenda, as this would constitute an illegal act on the part of the Board. Any member of the public may address the Board on any item on this agenda during the consideration of that item.

IX. Announcements, Correspondence, & Reports

- A. 2017-2018 Second Interim Budget Approval Letter – Lisa Cockerton will report on the second interim budget approval letter from LCOE
- B. Science Camp – Ron Hale will report on the 6th grade trip to science camp.
- C. Facilities Project Update – Mike Brown will update the Board on the facilities project.
- D. Eagles' Academy Tutoring Report – Megan Grant will report on the Eagles' Academy tutoring results.
- E. Healthy Kids' Survey – Mike Brown will report on the Healthy Kids' Survey.
- F. AVID Update – Megan Grant will report on the AVID program.

X. Discussion & Action

- A. Setting of a Public Hearing on the 2018/2019 Budget and LCAP– The Board will discuss and consider setting a June 6, 2018 Special Board Meeting at 5:30p.m., in Room C-8 at Lucerne Elementary School, as the date, time and place for a Public Hearing on the 2018/2019 Budget and Local Control Accountability Plan.
- B. Summer School Calendar, Budget and Certificated Staff – The Board will discuss and consider approval of the Summer School calendar, budget and certificated staff assignment.
- C. Personnel Order #20 2017/2018; Resignation of Certificated Teacher (Sears)
- D. Personnel Order #1 2018/2019; Hiring of Certificated Resource Teacher (Muenzer)
- E. Personnel Order #6 2018/2019; Hiring of Certificated Reading Intervention Teacher (Kimsey)
- F. Personnel Order #7 2018/2019; Hiring of Certificated Teacher (Flores)

XI. Consent Agenda

- A. Approval of System Warrants for Payment of Bills
- B. Approval of Payroll
- C. Approval of Purchase Orders
- D. Approval of Interdistrict Agreements
- E. Approval of Minutes of the April 11, 2018 Regular Board Meeting

XII. Superintendent's Report

XIII. Board Member's Comments

XIV. Adjournment

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: **LESD BOARD OF TRUSTEES**

DATE: **5/9/18**

AGENDA ITEM NO: **II. Closed Session**
Personnel
Student Matters
Negotiations

Exhibit: NO

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: VI. Approval Of Agenda

The Board may reorganize the order in which items are considered. The Board may, by 2/3 vote or if less than 2/3 are present, by unanimous vote, add items to the agenda if it was determined the item needed immediate action and that need for the action came to the attention of the Board after the agenda was posted.

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: VIII. Public Hearing Session

At this point on the agenda, opportunity is provided for an individual or representative of a group to make statements to the Board regarding an agenda item not listed on the agenda. A speaker shall be limited to 5 minutes. The Board will not take action on an item introduced during this portion of the agenda, as this would constitute an illegal act on the part of the Board. Any member of the public may address the Board on any item on this agenda during the consideration of that item.

Exhibit: NO

TYPE OF BOARD CONSIDERATION:

Motion
Information X
Review
Respond

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: IX. Announcements, Correspondence & Reports

Subject A. 2017-2018 Second Interim Budget Approval Letter – Lisa Cockerton will report on the second interim budget approval letter from LCOE.

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion
Information X
Review
Respond



LAKE COUNTY OFFICE OF EDUCATION

TO TEACH. TO SERVE. TO LEARN.

April 23rd 2018

Mike Brown, District Superintendent
Dawn McAuley, Board President
Lucerne Elementary School District
3351 Country Club Drive
Lucerne CA 95458

Mr. Brown and Ms. McAuley:

In accordance with Education Code Section 42131, we have reviewed your district's Second Interim Report and the accompanying positive certification of fiscal solvency to determine whether it complies with the Criteria and Standards for fiscal stability adopted by the State Board of Education, allows your district to meet its financial obligations during the fiscal year, and is consistent with a financial plan that will enable your office to satisfy its multiyear financial commitments. We concur with your assessment that based on current projections, your district will be able to meet its financial obligations for the current and subsequent two fiscal years and that a positive certification is appropriate.

Thank you for your timely submission of the Second Interim Report and supplemental documents. If you have any questions or concerns, please contact our office at 707-262-4114.

Sincerely,


Michelle Buell

Senior Director, Fiscal Services
michelleb@lakecoe.org

cc: Lisa Cockerton, District CBO

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: IX. Announcements, Correspondence & Reports

Subject B. Science Camp – Ron Hale will report on the 6th grade trip to science camp.

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion
Information X
Review
Respond

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: IX. Announcements, Correspondence & Reports

Subject C. Facilities Project Update – Mike Brown will update the Board on the facilities project.

Exhibit: NO

TYPE OF BOARD CONSIDERATION:

Motion
Information X
Review
Respond

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: IX. Announcements, Correspondence & Reports

Subject D. Eagles' Academy Tutoring Report – Megan Grant will report on the Eagles' Academy tutoring results.

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion
Information X
Review
Respond

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: IX. Announcements, Correspondence & Reports

Subject E. Healthy Kids' Survey – Mike Brown will report on the Healthy Kids' Survey.

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion
Information X
Review
Respond

CHKS SURVEY Results for Lucerne Elementary 2018

- Report prepared by Mike Brown, Principal

Student Survey – Elementary (5th – 6th grade)

In the category of School Environment,

Of the 6th grade student participants, 38% feel highly, 57% feel moderately, and 5% feel low about total school supports.

Of the 6th grade student participants, 59% feel highly, 27% feel moderately, and 14% feel low about caring adults at Lucerne Elementary.

In the category of School Connectedness and Academic Motivation,

Of the 6th grade student participants, 24% feel highly, 59% feel moderately, and 18% feel low about school connectedness.

Of the 6th grade student participants, 45% feel highly, 41% feel moderately, and 14% feel low about academic motivation.

In the category of School Engagement and Support,

Of the 6th grade student participants, 58% feel highly about Lucerne Elementary having high expectations.

Of the 6th grade student participants, 10% feel highly about having meaningful participation.

In the category of School Safety,

Of the 6th grade student participants, 59% feel safe at school.

Of the 6th grade student participants, 54% have had mean rumors spread about them.

In the category of Disciplinary Environment,

Of the 6th grade student participants, 72% feel that the school has clear expectations for behavior.

Of the 6th grade student participants, 62% feel that students at Lucerne Elementary are treated with respect.

Student Survey – Secondary (7th – 8th grade)

In the category of School Environment,

Of the 7th grade student participants, 45% feel highly, 25% feel moderately, and 30% feel low about total school supports.

Of the 8th grade student participants, 36% feel highly, 45% feel moderately, and 18% feel low about total school supports.

Of the 7th grade student participants, 35% feel highly, 35% feel moderately, and 30% feel low about caring adults at Lucerne Elementary.

Of the 8th grade student participants, 45% feel highly, 45% feel moderately, and 9% feel low about caring adults at Lucerne Elementary.

In the category of School Connectedness and Academic Motivation,

Of the 7th grade student participants, 40% feel highly, 35% feel moderately, and 25% feel low about school connectedness.

Of the 8th grade student participants, 64% feel highly, 27% feel moderately, 9% feel low about school connectedness.

Of the 7th grade student participants, 35% feel highly, 27% feel moderately, and 36% feel low about academic motivation.

Of the 8th grade student participants, 36% feel highly, 36% feel moderately, and 27% feel low about academic motivation.

In the category of School Engagement and Support,

Of the 7th grade student participants, 50% feel highly about Lucerne Elementary having high expectations.

Of the 8th grade student participants, 45% feel highly about Lucerne Elementary having high expectations.

Of the 7th grade student participants, 25% feel highly about having meaning participation.

Of the 8th grade student participants, 9% feel highly about having meaning participation.

In the category of School Safety,

Of the 7th grade student participants, 64% feel Lucerne Elementary is a very safe or safe school.

Of the 8th grade student participants, 63% feel Lucerne Elementary is a very safe or safe school.

Of the 7th grade student participants, 71% have had mean rumors spread about them.

Of the 8th grade student participants, 64% have had mean rumors or lies spread about them.

In the category of School Engagement and Supports,

Of the 7th grade student participants, 5% have been truant more than a few times.

Of the 8th grade student participants, 0% have been truant more than a few times.

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: IX. Announcements, Correspondence & Reports

Subject F. AVID Update – Megan Grant will report on the AVID program.

Exhibit: NO

TYPE OF BOARD CONSIDERATION:

Motion
Information X
Review
Respond

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: X. Discussion and Action

Subject A. Setting of a Public Hearing on the 2018/2019 Budget and LCAP– The Board will discuss and consider setting a June 6, 2018 Special Board Meeting at 5:30p.m., in Room C-8 at Lucerne Elementary School, as the date, time and place for a Public Hearing on the 2018/2019 Budget and Local Control Accountability Plan.

Exhibit: NO

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: **LESD BOARD OF TRUSTEES**

DATE: **5/9/18**

AGENDA ITEM NO: **X. Discussion and Action**

Subject B. Summer School Calendar, Budget and Certificated Staff – The Board will discuss and consider approval of the Summer School calendar, budget and certificated staff assignment.

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

SUMMER SCHOOL - 2018 PROPOSED BUDGET

Certificated Personnel

<u>Name</u>	<u>Position</u>	<u>Stipend</u>
Megan Grant	Administrator/Teacher*	\$0
Laura Barnes	Teacher	\$40/hour
Cindy Jacobson	Teacher	\$40/hour
Venus Kuintzle	Teacher	\$40/hour
Anne Brown	Teacher	\$40/hour
Gayle Prestigiacomio	Teacher	\$40/hour

Classified Personnel

TBD	Aide	\$12.52/hour
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Proposed Budget

Administrator/Teacher				\$	-
(Teacher Rate x hours[3.5 x 19])	\$ 40.00	X	66.5	=	\$ 2,660.00
(Teacher Rate x hours[3.5 x 19])	\$ 40.00	X	66.5	=	\$ 2,660.00
(Teacher Rate x hours[3.5 x 19])	\$ 40.00	X	66.5	=	\$ 2,660.00
(Teacher Rate x hours[3.5 x 19])	\$ 40.00	X	66.5	=	\$ 2,660.00
(Teacher Rate x hours[3.5 x 19])	\$ 40.00	X	66.5	=	\$ 2,660.00
(Aide Rate x hours [3.5 x 18])	\$12.52	X	63	=	\$ 788.76
					<u>\$ 14,089</u>
Mandatory Benefits				\$	2,570
				\$	16,659
Books & Supplies				\$	1,000
Breakfast Food/Milk				\$	500
					<u>\$ 18,159</u>

Accounting

Staffing & Supplies Fund 01 - Supplemental Concentration Grant
Resource 0100

*Administrator/Teacher duties to include program coordination and implementation, curriculum development, communication with parents and core teachers, attendance, breakfast program, and report cards.

LUCERNE ELEMENTARY SCHOOL DISTRICT

2018 SUMMER SCHOOL CALENDAR

MAY/ JUNE 2018

Sun.	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.
		29	30*	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22**	23
24	25	26	27	28	29	30

May 29 Staff prep day

May 30 * First Day of Summer School

June 22 **Last Day of Summer School

Summer School hours: 8:30 a.m. – 11:30 a.m.
Monday – Friday

SUMMER SCHOOL CURRICULUM SCHEDULE

Areas of focus: Language Arts/Reading and Math

- No bus transportation will be provided.
- Breakfast is available from 8:15-8:30 a.m.
- Parents are encouraged to send mid-morning snacks, as there will be a morning nutrition break.

**Students are not to arrive at school before 8:15 a.m.,
as there is no supervision until that time.**

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: **LESD BOARD OF TRUSTEES**

DATE: **5/9/18**

AGENDA ITEM NO: **X. Discussion and Action**

Subject C. Personnel Order #20 2017/2018; Resignation of Certificated Teacher (Sears)

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

PERSONNEL ORDER

Employee Name: Felicia Sears Effective Date: 5/26/18
Benefits Yes No Partial, explain _____
If temporary, long-term or hourly, give expected termination date: _____

FUNCTION:

- | | | |
|--|---|---|
| <input type="checkbox"/> INITIATE (complete II) | <input type="checkbox"/> CHANGE (complete I & II) | <input checked="" type="checkbox"/> CONCLUDE (complete I) |
| <input type="checkbox"/> Hire Regular position | <input type="checkbox"/> Funding/Program | <input type="checkbox"/> Leave of Absence |
| <input type="checkbox"/> Hire Temp/Limited-Term | <input type="checkbox"/> Salary Placement | <input type="checkbox"/> Layoff |
| <input type="checkbox"/> Hire Long-Term Sub | <input type="checkbox"/> Length of Work Year | <input type="checkbox"/> Suspension w/o Pay |
| <input type="checkbox"/> Hire Hourly | <input type="checkbox"/> Hours | <input type="checkbox"/> Discharge |
| <input type="checkbox"/> Replacement for _____ | <input type="checkbox"/> Days | <input checked="" type="checkbox"/> Resignation |
| <input type="checkbox"/> Rehire (use only if rehired within 39 months) | <input type="checkbox"/> Promotion | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Returning from Leave | <input type="checkbox"/> Demotion | <input type="checkbox"/> Other |
| <input type="checkbox"/> New Position | <input type="checkbox"/> Hourly Rate | |
| <input type="checkbox"/> Other (see comments) | <input type="checkbox"/> Y-Rate | |
| | <input type="checkbox"/> Reclassification | |
| | <input type="checkbox"/> Increment/Longevity | |
| | <input type="checkbox"/> Other | |

COMMENTS: _____

ENTER THE FOLLOWING INFORMATION:

FROM

<u>Position</u> <u>Teacher Primary</u> <u>Combs reduction</u>	<u>7.5</u> Hours per day <u>5</u> Days per week <u>185</u> Days per year Other	<u>Account Number</u> <u>1100</u>	<u>Salary Step</u> <u>2130</u>
<u>Location</u> Lucerne Elementary S.D.		<u>Funding Source</u>	<u>Salary Rate</u> <u>\$43,885</u>

I. TO

<u>Position</u>	_____ Hours per day _____ Days per week _____ Days per year _____ Other	<u>Account Number</u>	<u>Salary Step</u>
<u>Location</u> Lucerne Elementary S.D.		<u>Funding Source</u>	<u>Salary Rate</u>

SEQUENCE:

- Initiated by (name) Mike Brown Date 4/23/18
- Reviewed/Business Lisa Cockerton Date 4/23/18
- Funds Budgeted Not Budgeted
Action/Superintendent Mike B Date 4/23/18
 Approved Disapproved
- Board Approval Date _____ Personnel Order # 20 - 2017-18

Distribution - Personnel File, Budget Book

Felicia Sears

10819 Wheeler Drive
Kelseyville, CA 95451
(707)900-8605

April 20, 2018

Dear Mike,

Please accept this letter as notice of my resignation from my position as a second grade teacher. My last day of employment will be May 25th, 2018.

I received an offer of employment from Kelseyville School District and after careful consideration, I have decided to accept that position in order to work closer to home.

I have had a wonderful experience working at Lucerne Elementary. The immense support I felt from the very beginning has been unwavering. The highlight of my time at Lucerne has been collaborating with the staff to support my students in every facet of their development. This school really cares about their students and inspires me in many ways. I am proud to have taught two years of second grade and will never forget this amazing experience.

Sincerely,

Felicia Sears

10/20/2018

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: X. Discussion and Action

Subject D. Personnel Order #1 2018/2019; Hiring of Certificated Resource Teacher (Muenzer)

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

PERSONNEL ORDER

Employee Name: Kristen Muenzer Effective Date: 7/1/18
Benefits Yes No _____ Partial, explain _____
If temporary, long-term or hourly, give expected termination date: _____

FUNCTION:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> INITIATE (complete II) | <input type="checkbox"/> CHANGE (complete I & II) | <input type="checkbox"/> CONCLUDE (complete I) |
| <input type="checkbox"/> Hire Regular position | <input type="checkbox"/> Funding/Program | <input type="checkbox"/> Leave of Absence |
| <input type="checkbox"/> Hire Temp/Limited-Term | <input type="checkbox"/> Salary Placement | <input type="checkbox"/> Layoff |
| <input type="checkbox"/> Hire Long-Term Sub | <input type="checkbox"/> Length of Work Year | <input type="checkbox"/> Suspension w/o Pay |
| <input type="checkbox"/> Hire Hourly | <input type="checkbox"/> Hours | <input type="checkbox"/> Discharge |
| <input checked="" type="checkbox"/> Replacement for <u>K. Muenzer</u> | <input type="checkbox"/> Days | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Rehire (use only if rehired within 39 months) | <input type="checkbox"/> Promotion | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Returning from Leave | <input type="checkbox"/> Demotion | <input type="checkbox"/> Other |
| <input type="checkbox"/> New Position | <input type="checkbox"/> Hourly Rate | |
| <input type="checkbox"/> Other (see comments) | <input type="checkbox"/> Y-Rate | |
| | <input type="checkbox"/> Reclassification | |
| | <input type="checkbox"/> Increment/Longevity | |
| | <input type="checkbox"/> Other | |

COMMENTS: _____

ENTER THE FOLLOWING INFORMATION:

I. FROM

<u>Position</u> <u>Resource teacher</u>	<u>7.5</u> Hours per day <u>5</u> Days per week <u>185</u> Days per year Other _____	<u>Account Number</u> <u>6501100</u>	<u>Salary Step</u> <u>1-20</u>
<u>Location</u> Lucerne Elementary S.D.		<u>Funding Source</u> <u>6500</u>	<u>Salary Rate</u> <u>43,880 -</u> <u>68,764</u>

8/60
\$57,744

II. TO

<u>Position</u>	_____ Hours per day _____ Days per week _____ Days per year Other _____	<u>Account Number</u>	<u>Salary Step</u>
<u>Location</u> Lucerne Elementary S.D.		<u>Funding Source</u>	<u>Salary Rate</u>

SEQUENCE:

- Initiated by (name) Mike Brown Date 2/7/18
- Reviewed/Business Lisa Cockerton Date 2/7/18
- Action/Superintendent Funds Budgeted Not Budgeted
M. B. Date 2/7/18
 Approved Disapproved
- Board Approval Date 2.14.18 Personnel Order # 1 - 2018/19

Kristen Halverson-Muenzer
3940 Weimer Way
Lakeport, CA 95453
707-349-4764

April 22, 2018

Mike Brown
Lucerne Elementary School
P.O. Box 1083
Lucerne, CA 95458

Dear Mr. Brown,

I would like you to consider me for the open Resource Specialist position in your District. I originally put in a letter of resignation due to family needs, however; my family and I were able to solve those needs in other ways. I would like to keep my position at Lucerne Elementary because I enjoy the staff and students at Lucerne.

I am excited by the teaching your staff is doing at Lucerne. I enjoy watching the AVID techniques in the classroom and supporting them in the Learning Center. I feel better trained as a Special Education teacher with the AVID, PBIS and CAASPP trainings that I have received. I am looking forward to continuing to support our students as they encounter new information in the upcoming grades.

It is my hope that you have found me to be easy to work with, willing to take on new challenges and able to learn new strategies. I hope you have found me supportive to students, staff, and the families we serve. I hope that you have found me to be an asset to your teaching team.

Thank you for your time and consideration.

Sincerely,

Kristen Halverson-Muenzer

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: X. Discussion and Action

Subject E. Personnel Order #6 2018/2019; Hiring of Certificated Reading Intervention Teacher (Kimsey)

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

PERSONNEL ORDER

Employee Name: Meaghan Kimsen Effective Date: 7/1/18
 Benefits Yes No Partial, explain _____
 If temporary, long-term or hourly, give expected termination date: _____

FUNCTION:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> INITIATE(complete II) | <input type="checkbox"/> CHANGE(complete I & II) | <input type="checkbox"/> CONCLUDE(complete I) |
| <input type="checkbox"/> Hire Regular position | <input type="checkbox"/> Funding/Program | <input type="checkbox"/> Leave of Absence |
| <input type="checkbox"/> Hire Temp/Limited-Term | <input type="checkbox"/> Salary Placement | <input type="checkbox"/> Layoff |
| <input type="checkbox"/> Hire Long-Term Sub | <input type="checkbox"/> Length of Work Year | <input type="checkbox"/> Suspension w/o Pay |
| <input type="checkbox"/> Hire Hourly | <input type="checkbox"/> Hours | <input type="checkbox"/> Discharge |
| <input checked="" type="checkbox"/> Replacement for <u>Wangberg</u> | <input type="checkbox"/> Days | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Rehire(use only if rehired within 39 months) | <input type="checkbox"/> Promotion | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Returning from Leave | <input type="checkbox"/> Demotion | <input type="checkbox"/> Other |
| <input type="checkbox"/> New Position | <input type="checkbox"/> Hourly Rate | |
| <input type="checkbox"/> Other(see comments) | <input type="checkbox"/> Y-Rate | |
| | <input type="checkbox"/> Reclassification | |
| | <input type="checkbox"/> Increment/Longevity | |
| | <input type="checkbox"/> Other | |

COMMENTS: _____

ENTER THE FOLLOWING INFORMATION:

FROM

Position <u>Reading Intervention teacher</u>	<u>7.5</u> Hours per day	Account Number	Salary Step
	<u>5</u> Days per week	<u>1100</u>	<u>TBD</u>
Location Lucerne Elementary S.D.	<u>185</u> Days per year	Funding Source	Salary Rate
	Other	<u>0100</u> <u>S&C</u>	<u>43,880-</u> <u>68,764</u> <u>DOE</u>

I. TO

Position	_____ Hours per day	Account Number	Salary Step
	_____ Days per week		
Location Lucerne Elementary S.D.	_____ Days per year	Funding Source	Salary Rate
	_____ Other		

SEQUENCE:

- Initiated by (name) Mike Brown Date 3/30/18
- Reviewed/Business Lisa Cockerton Date 3/30/18
- Action/Superintendent Mick B Date 4/23/18
 Funds Budgeted Not Budgeted
 Approved Disapproved
- Board Approval Date 4/11/18 Personnel Order # 6-2018/19

Distribution - Personnel File, Budget Book

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: **LESD BOARD OF TRUSTEES**

DATE: **5/9/18**

AGENDA ITEM NO: **X. Discussion and Action**

Subject F. Personnel Order #7 2018/2019; Hiring of Certificated Teacher (Flores)

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

LUCERNE ELEMENTARY SCHOOL DISTRICT

18/19 School Year
 Certified
 Classified

PERSONNEL ORDER

Employee Name: April Flores Effective Date: 7/1/18
 Benefits Yes No Partial, explain _____
 If temporary, long-term or hourly, give expected termination date: _____

FUNCTION:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> INITIATE (complete I) | <input type="checkbox"/> CHANGE (complete I & II) | <input type="checkbox"/> CONCLUDE (complete I) |
| <input type="checkbox"/> Hire Regular position | <input type="checkbox"/> Funding/Program | <input type="checkbox"/> Leave of Absence |
| <input type="checkbox"/> Hire Temp/Limited-Term | <input type="checkbox"/> Salary Placement | <input type="checkbox"/> Layoff |
| <input type="checkbox"/> Hire Long-Term Sub | <input type="checkbox"/> Length of Work Year | <input type="checkbox"/> Suspension w/o Pay |
| <input type="checkbox"/> Hire Hourly | <input type="checkbox"/> Hours | <input type="checkbox"/> Discharge |
| <input checked="" type="checkbox"/> Replacement for <u>Sears</u> | <input type="checkbox"/> Days | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Rehire (use only if rehired within 39 months) | <input type="checkbox"/> Promotion | <input type="checkbox"/> Retirement |
| <input type="checkbox"/> Returning from Leave | <input type="checkbox"/> Demotion | <input type="checkbox"/> Other |
| <input type="checkbox"/> New Position | <input type="checkbox"/> Hourly Rate | |
| <input type="checkbox"/> Other (see comments) | <input type="checkbox"/> Y-Rate | |
| | <input type="checkbox"/> Reclassification | |
| | <input type="checkbox"/> Increment/Longevity | |
| | <input type="checkbox"/> Other | |

COMMENTS: _____

ENTER THE FOLLOWING INFORMATION:

FROM

<u>Position</u> <u>Teacher</u> <u>Combo Reduction</u> <u>Primary</u>	<u>7.5</u> Hours per day <u>5</u> Days per week <u>185</u> Days per year Other _____	<u>Account Number</u> <u>1100</u>	<u>Salary Step</u> <u>3/30</u>
<u>Location</u> Lucerne Elementary S.D.		<u>Funding Source</u> <u>0100</u> <u>SEC</u>	<u>Salary Rate</u> <u>43,890</u>

I. TO

<u>Position</u>	_____ Hours per day _____ Days per week _____ Days per year _____ Other	<u>Account Number</u>	<u>Salary Step</u>
<u>Location</u> Lucerne Elementary S.D.		<u>Funding Source</u>	<u>Salary Rate</u>

SEQUENCE:

- Initiated by (name) Mike Brown Date 4/23/18
- Reviewed/Business Lisa Cockerton Date 4/23/18
- Action/Superintendent Mike B Date 4/23/18
 Funds Budgeted Not Budgeted
 Approved Disapproved
- Board Approval Date _____ Personnel Order # 7 - 2018/19

Distribution - Personnel File, Budget Book

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: XI. Consent Agenda

Subject A. Approval of System Warrants for Payment of Bills

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

Checks Dated 04/01/2018 through 05/04/2018

Board Meeting Date May 9, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
634436	04/10/2018	Laura E. Barnes	01-4300	Attend Incentive Supp	48.23	
				Attendance Week Supplies	10.88	59.11
634437	04/10/2018	ABC Sewer & Drain	01-5600	ER Sewer Drain Svc		125.00
634438	04/10/2018	Clover Lake County Inc.	13-4700	MILK SUPPLIES		960.07
634439	04/10/2018	Don Lasbury dba Nor-Cal Tree Service	01-5600	Emerg Tree Service		600.00
634440	04/10/2018	Fossa's Backhoe Svc, Inc.	01-5600	ER Septic Tank pumping		500.00
634441	04/10/2018	General Produce	13-4700	General Produce Food Supplies		935.70
634442	04/10/2018	Infinity Communications & Consulting, Inc.	01-5800	ERATE Consulting Services		900.00
634443	04/10/2018	Kelseyville Lumber	01-4300	Kville Lumber Maint. Supp		686.47
634444	04/10/2018	Lake Co Office Of Education	01-5800	2017-18 Counselor Svc Revised	18,968.39	
			01-5900	2017/18 Fiber Optic	351.63	19,320.02
634445	04/10/2018	NORCAL UKIAH GROUP	01-5800	4/8/18 Paper Renewal		164.42
634446	04/10/2018	Lake County Waste Solutions	01-5500	Lake Co Waste Service		969.24
634447	04/10/2018	Lucerne Elem Sch Dist Rev	01-5900	Pitney Bowes Postage Refill/Misc		500.00
634448	04/10/2018	Office Depot	01-4300	Off Dep School/Office Supp		108.28
634449	04/10/2018	Pacific Gas And Electric	01-5500	PGE 2017/18		4,616.36
634450	04/10/2018	Pestmaster Services of Lake	01-5500	Pestmaster Pest Mgmt Svc		150.00
634451	04/10/2018	Xerox Corporation	01-5600	Xerox Lease - Office	297.66	
				Xerox Lease -Teachers	472.56	770.22
634898	04/19/2018	Laura E. Barnes	01-5200	BTSA Mileage Reimb		140.12
634899	04/19/2018	AT&T	01-5900	AT&T		240.11
634900	04/19/2018	Cardmember Service	01-4300	Acad Incentives	91.54	
				Amz Clths Closet	26.80	
				Or Trd Acad Incentives	106.61	
				Psych Keyboard	34.29	
				Science Camp UL Gas	39.20	
				Sentry Job Fair	15.07	
				Sfwy Behavior Incentives	31.00	
				Trophy Dep Acad Inc	122.01	
				Van Fuel	74.38	
				Wlmrt Attend Incent	31.45	
				Wlmrt Cloth Closet	261.96	
				Wlmrt Office Supp	21.97	
			01-4400	Amz Tech Instr	58.54	
				Elective Guitar	75.06	
			01-5200	chico Job Fair Supp (min) credit	26.03	
				PBIS Conf Reg Vegas	1,520.00	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Page 1 of 2

Checks Dated 04/01/2018 through 05/04/2018

Board Meeting Date May 9, 2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
634900	04/19/2018	Cardmember Service	01-5200	PBIS Hotel Dep 1	168.94	
				PBIS Hotel Dep 2	168.94	
				PBIS Hotel Dep 3	202.95	
				SPED Conf Reg	375.00	
			13-4400	Butcher Block Cafe Table	3,029.84	
				JES Milk Cooler	3,965.47	
				JES Milk Cooler Tax and Liftgate	337.49	
				Unpaid Sales Tax	29.56-	10,754.98
634901	04/19/2018	Clover Lake County Inc.	13-4700	MILK SUPPLIES		1,189.03
634902	04/19/2018	SLK Home Svcs, Inc. DBA Benjamin Franklin Plumbing	13-5600	Cafe Sewer Line		340.00
634903	04/19/2018	General Produce	13-4700	General Produce Food Supplies		749.45
634904	04/19/2018	Hubert Co.	13-4400	Cafe supplies		1,465.92
634905	04/19/2018	Self Insured Schools Of Calif	76-9526	April 2018 Supp Life Pymt		249.80
634906	04/19/2018	Lake Co Office Of Education	01-5900	2017/18 Fiber Optic		1,176.66
634907	04/19/2018	Mendo Mill & Lumber Co.	01-4300	Mendo Mill Maint Supp		48.23
634908	04/19/2018	SISC Finance	76-9525	April 2018 H&W Prem Pymt		44,384.70
634909	04/19/2018	Sysco Fd Svcs Of San Francisco	13-4300	Sysco Food/Supplies	552.59	
			13-4700	Sysco Food/Supplies	3,573.81	4,126.40
635318	04/26/2018	TCG Administrators	76-9565	TSA April 2018		1,350.00
Total Number of Checks					29	97,580.29

Fund Summary

Fund	Description	Check Count	Expensed Amount
01	General Fund	19	34,525.98
13	Cafeteria	8	17,099.37
76	Warrant/Pass Thru Fund	3	45,984.50
Total Number of Checks		29	97,609.85
Less Unpaid Sales Tax Liability			29.56
Net (Check Amount)			97,580.29

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: XI. Consent Agenda

Subject B. Approval of Payroll

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

Pay Date 04/13/2018

EARNINGS by Earnings Code	Income	Adjustments
Reg	10,473.65	
TOTAL	10,473.65	

EARNINGS by Group	Income	Adjustments
Base	124.75	
Sub Pay	5,480.00	
Stipends	4,868.90	
TOTAL	10,473.65	

EARNINGS	Person Type	Female Employees
Cert	10	9
Class	2	1
TOTAL	12	10

TAXES	Employee	Employer	Total	Subject Grosses
Fed W/H	600.09		600.09	9,592.11
State W/H	259.50		259.50	9,592.11
OASDI	72.21	72.21	144.42	1,164.75
Medicare	151.87	151.87	303.74	10,473.65
SDI	1.25		1.25	124.75
Unemp Ins		5.23	5.23	10,473.65
Workers Comp		347.84	347.84	10,473.65
SUBTOTAL	1,084.92	577.15	1,662.07	

REDUCTIONS	Employee	Employer	Total	Subject Grosses
STRS	520.70	733.04	1,253.74	5,080.00
STRS	360.84	565.66	926.50	3,920.00
SUBTOTAL	881.54	1,298.70	2,180.24	

DEDUCTIONS	Employee	Employer	Total	Subject Grosses
SUBTOTAL			.00	
TOTALS	1,966.46	1,875.85	3,842.31	

Vendor Summary for Pay Date 04/13/2018

Vendor Checks
Vendor Liabilities

Cancel/Reissue for Process Date 04/13/2018

Reissued
Cancel Checks
Void ACH

BALANCING DATA

		8,507.19	Net Pay
Gross Earnings	10,473.65	1,966.46	Deductions
District Liability	1,875.85	1,875.85	Contributions
	12,349.50	12,349.50	

NET

Direct Deposits	3,586.79	8
Checks	4,920.40	4
Partial Net ACH		
Negative Net		
Check Holds		
Zero Net		
TOTAL	8,507.19	12

CHECK REQUEST
[Signature]
District Representative/Date

County Representative/Date

Reference Number

#	CLASSIFIED		CYCLE	HOURLY	UNITS	SUBTOTAL	STIPEND	OTHER	TOTAL	COMMENT
1	Austin	Angela	11	21.82		0.00			0.00	
2	Belveal	Molly	10	12.52		0.00			0.00	
3	Burry	Betty	10	19.69		0.00			0.00	
4	Cockerton	Lisa	12			0.00			0.00	
5	Cramer	Bethesda	11	25.31		0.00			0.00	
6	Dale	Amy	10	13.53		0.00			0.00	
7	Duvall	Johnna	10	16.50	1.50	24.75			24.75	Addl Cafe Duty
8	Hodges	Tabbitha	11	14.84		0.00			0.00	
9	Hopkins	Jasmine	10	12.06		0.00			0.00	
10	Hutton	Terrie	10	20.85		0.00			0.00	
11	Jay-Moran	Diana	10	12.76		0.00			0.00	
12	Krohn	Lonnie	12			0.00			0.00	
13	Petty	Constance	10	12.52		0.00			0.00	
14	Phillips	Maheanani	10	13.53		0.00			0.00	
15	Pulido	Rosa	10	16.06		0.00			0.00	
16	Scott	Cathy	10	24.07		0.00			0.00	
17	Smith	Andrea	10	19.11		0.00			0.00	
18	Stewart	Antoinette	10	12.06		0.00			0.00	
19	Terrell	Jeffrey	12	16.55		0.00			0.00	
20	Toman	Heather	10	12.06		0.00			0.00	
21	Van Etten	Lanoe	10	12.06		0.00			0.00	
22	Wade	Newton R	12	18.63		0.00	100.00		100.00	3/11 Clinic Custodian
23	Cazares	Daniella	sup						0.00	
2	Classified								124.75	

*STRS Retiree Sub rate = \$140; Regular Sub rate = \$130; Long-Term Sub rate = \$160 \$17.33/hour

#	CERTIFICATED SUB PAY		CYCLE	STIPEND	UNITS	RATE *	SUBTOTAL	OTHER	TOTAL	COMMENT
1	Austin	Jordan	SUP		8.00	130.00	1,040.00		1,040.00	3/1,5, 12,16,19,20,26,27
2	Flores	April	SUP		6.00	130.00	780.00		780.00	3/2,8,22,23,26,30
3	Glenn	Lisa	SUP		22.00	160.00	3,520.00		3,520.00	3/1-3/30/18 LTS
4	McElroy	Eric	SUP		0.00	130.00	0.00		-	
5	Mune	Paula	SUP		0.00	140.00	0.00		-	
6	Travis	Doreen	SUP		1.00	140.00	140.00		140.00	3/5
7			SUP		0.00	160.00	0.00		-	
6	Certificated Sub Pay				37.00				5,480.00	

Pay Date 04/30/2018

EARNINGS by Earnings Code	Income	Adjustments
Reg	151,799.60	3.00
TOTAL	151,799.60	3.00

TAXES	Employee	Employer	Total	Subject Grosses
Fed W/H	9,893.10		9,893.10	131,736.20
State W/H	2,999.43		2,999.43	131,736.20
OASDI	3,039.06	3,039.06	6,078.12	49,017.14
Medicare	2,111.97	2,111.97	4,223.94	145,653.80
SDI	476.26		476.26	47,628.00
Unemp Ins		75.73	75.73	151,439.60
Workers Comp		4,825.19	4,825.19	145,293.80
SUBTOTAL	18,519.82	10,051.95	28,571.77	

EARNINGS by Group	Income	Adjustments
Docks	3,543.35	
Base	153,174.07	
Long	1,200.54	
Misc		3.00
Stipends	968.34	
TOTAL	151,799.60	3.00

REDUCTIONS	Employee	Employer	Total	Subject Grosses
PERS	2,267.79	5,031.60	7,299.39	32,397.13
PERS	705.42	1,685.53	2,390.95	10,852.64
STRS	7,951.25	11,193.81	19,145.06	77,573.19
STRS	1,643.14	2,575.82	4,218.96	17,850.47
Tax Sheltered Annuit	1,350.00		1,350.00	
Health & Welfare	6,145.80	39,419.19	45,564.99	
SUBTOTAL	20,063.40	59,905.95	79,969.35	

EARNINGS	Person Type	Female Employees
Cert	18	13
Class	24	21
Board	3	2
TOTAL	45	36

DEDUCTIONS	Employee	Employer	Total	Subject Grosses
Dues Memberships	1,419.00		1,419.00	
Health & Welfare		2,826.00	2,826.00	
Employee Paid Disabi	155.84		155.84	
EE Paid Insurance	301.04		301.04	
Miscellaneous	446.62		446.62	
Summer Pay	7,964.78		7,964.78	50,186.39
SUBTOTAL	10,287.28	2,826.00	13,113.28	
TOTALS	48,870.50	72,783.90	121,654.40	

Vendor Summary for Pay Date 04/30/2018

Cancel/Reissue for Process Date 04/30/2018

Vendor Checks
Vendor Liabilities

Reissued
Cancel Checks
Void ACH

Pay Date 04/30/2018

BALANCING DATA

		102,929.10	Net Pay
Gross Earnings	151,799.60	48,870.50	Deductions
District Liability	<u>72,783.90</u>	<u>72,783.90</u>	Contributions
	224,583.50	224,583.50	

NET

Direct Deposits	98,586.09	40
Checks	4,343.01	5
Partial Net ACH		
Negative Net		
Check Holds		
Zero Net		
TOTAL	102,929.10	45

CHECK REQUEST
Aileen Chan 4/23/18

 District Representative/Date

 County Representative/Date


 Reference Number

LUCERNE ELEMENTARY SCHOOL DISTRICT
2017/2018 EOM Payroll Worksheet

End of Month March
 Period Ending 3/30/2018
 Pay Date 3/30/2018

Certificated 103,811.61
 Classified 47,627.96
 Board Members 360.00
 Grand Total 151,799.57

Employee Count
18
24
3
45

Reviewed and Approved:

 Date

Deductions
 Contributions
 Grand Total 0.00

#	CERTIFICATED		CYCLE	ANNUAL	MONTHLY	STIPEND	IN-LIEU	OTHER	TOTAL	COMMENT
	Last	First		BASE						
1	Barnes	Laura	10	66222.10	6,622.21	0.00	153.26		6,775.47	
2	Beck	Gabriel	10	43890.00	4389.00	100.00	153.26		4,642.26	
3	Brown	Anne	10	61326.10	6132.61	0.00	0.00		6,132.61	
4	Cronin	Dennis	10	39824.10	3982.41	0.00	0.00		3,982.41	
5	Glover	Karen	10	39824.10	3982.41	0.00	153.26		4,135.67	
6	Hale	Ronald	10	71304.00	7130.40	0.00	153.26		7,283.66	
7	Halverson-Muenzel	Kristin	10	55523.00	5552.30	0.00	0.00		5,552.30	
8	Hefflefinger	Kenneth	10	68764.10	6876.41	100.00	0.00	-2,080.00	4,896.41	Sub Dock 16D x \$130
9	Jacobson	Cindy	10	47461.00	4746.10	0.00	153.26		4,899.36	
10	Kuintzle	Venus	10	73846.10	7384.61	100.00	0.00		7,484.61	
11	Leon	Laurie	10	16665.40	3332.72	0.00	0.00		3,332.72	
12	Prestigiacomo	Gayle	10	43885.00	4388.50	0.00	0.00		4,388.50	
13	Sears	Felicia	10	43885.00	4388.50	0.00	153.26	-161.63	4,380.13	Sub Dock 3/23; pn dock
14	Todd	Danielle	10	47461.00	4746.10	0.00	0.00		4,746.10	
15	Wangberg	Jennifer	10	63727.10	6372.71	100.00	0.00		6,472.71	
16	Winckler	Stella	10	72574.10	7257.41	0.00	153.26		7,410.67	
17	Brown	Michael	12	129847.06	10820.59	125.00	0.00		10,945.59	
18	Grant	Megan	12	75204.98	6267.09	83.34	0.00		6,350.43	

18 Certificated

103,811.61

#	CLASSIFIED		CYCLE	ANNUAL	MONTHLY	VACATION	IN-LIEU	OTHER	TOTAL	COMMENT
	Last	First		BASE						
1	Austin	Angela	11	41719.84	3792.71	0.00	0.00	0.00	3,792.71	
2	Belveal	Molly	10	8281.98	828.20	37.92	0.00	0.00	866.12	
3	Bourne	Angela	10	3944.97	768.66	36.76	0.00	0.00	805.42	
4	Burry	Betty	10	13024.93	1302.49	59.64	0.00	0.00	1,362.13	
5	Cockerton	Lisa	12	91069.00	7589.08	0.00	0.00	0.00	7,589.08	
6	Cramer	Bethesda	11	48,392.72	4399.34	0.00	0.00	0.00	4,399.34	
7	Dale	Amy	10	8950.09	895.01	40.98	0.00	0.00	935.99	
8	Duvall	Johnna	10	14033.25	1403.33	49.98	0.00	0.00	1,453.31	
9	Hodges	Tabbitha	11	23744.00	2158.55	98.59	0.00	-174.37	2,082.77	No PN/LWOP
10	Hopkins	Jasmine	10	7977.69	797.77	36.53	0.00	-105.53	728.77	No PN/LWOP/50% SL Diff
11	Hutton	Terrie	10	29355.72	2935.57	144.75	0.00	0.00	3,080.32	
12	Jay-Moran	Diana	10	8440.74	844.07	38.65	0.00	0.00	882.72	
13	Krohn	Lonnie	12	41257.00	3438.08	0.00	127.72	0.00	3,565.80	
14	Neils	Noelle	10	7260.13	797.77	36.75	0.00	-36.18	798.34	No PN/LWOP
15	Petty	Constance	10	8281.98	828.20	37.92	0.00	-43.82	822.30	50% sl diff
16	Phillips	Maheanani	10	20457.36	2045.74	93.67	0.00	-865.92	1,273.49	50% sl diff
17	Pulido	Rosa	10	10623.69	1062.37	48.64	0.00	0.00	1,111.01	
18	Scott	Cathy	10	36778.96	3677.90	168.49	0.00	0.00	3,846.39	
19	Smith	Andrea	10	12641.27	1264.13	57.88	0.00	0.00	1,322.01	
20	Terrell	Jeffrey	12	34424.00	2868.67	0.00	0.00	0.00	2,868.67	
21	Toman	Heather	10	7977.69	797.77	36.53	0.00	-57.29	777.01	50%SL Diff
22	Van Etten	Lanoe	10	7977.69	797.77	36.53	0.00	0.00	834.30	
23	Wade	Newton R	12	19375.20	1614.60	62.10	0.00	-18.63	1,658.07	50%SL Diff
24	Ylonen	Una	10	6411.53	738.89	33.00	0.00	0.00	771.89	
24	Classified								47,627.96	

#	BOARD MEMBERS		CYCLE	ANNUAL	MONTHLY	OTHER	TOTAL	COMMENT
	Last	First		BASE				
1	Higgins	Bruce	11	1320.00	120.00	0.00	120.00	
2	McAuley	Dawn	11	1320.00	120.00	0.00	120.00	
3	Fetzer	Stacia	11	1320.00	120.00	0.00	120.00	

3 Board Members

360.00

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: XI. Consent Agenda

Subject C. Approval of Purchase Orders

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

Includes Purchase Orders dated 04/01/2018 - 05/04/2018

Board Meeting Date May 9, 2018

PO Changes

	<u>New PO Amount</u>	<u>Fund/ Object</u>	<u>Description</u>	<u>Change Amount</u>
B18-00010	20,000.00	13-4700	Cafeteria/Food	2,500.00
B18-00034	4,725.00	01-5200	General Fund/Trav/Con	2,160.08
B18-00035	14,000.00	01-4200	General Fund/Oth Book	.50
		01-4300	General Fund/Suppmats	21.59
		01-5200	General Fund/Trav/Con	2.41
			Total for B18-00035	19.68
			Total PO Changes	4,679.76

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

Page 1 of 1

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: XI. Consent Agenda

Subject D. Approval of Interdistrict Agreements

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	A YES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: XI. Consent Agenda

Subject E. Approval of Minutes of the April 11, 2018 Regular Board Meeting

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

Motion X
Information
Review
Respond

MEMBER	AYES	NOES	ABSENT	ABSTAIN
Stacia Fetzer				
Bruce Higgins				
Dawn McAuley				

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

Minutes of the Regular Board Meeting
Wednesday, April 11, 2018
5:30 p.m. Regular Session
Room C-8

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

Closed Session – No closed session.

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

Introduction of Guests – Lisa Cockerton, Megan Grant

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

Public Hearing Session – No comments.

Announcements, Correspondence, & Reports

Attendance Report – Mike Brown reported the third quarter attendance average was 91.84%.

Williams Uniform Complaints Quarterly Report – Mike Brown reported no complaints were received in the third quarter, January 1 through March 31, 2018.

Parent Stakeholder Input Surveys – Megan Grant reported 71 surveys were returned. Homework passes were given to students of families when surveys were returned. Megan was pleased with the volume of responses received. Questions presented to parents included a survey of computer and internet access at home, academic standards at Lucerne Elementary School, attendance, school climate and parent involvement. Megan was excited by the overwhelming positive responses of parents regarding school climate, academic standards, and parent involvement.

AVID Update – Megan Grant reported program manager Tracey Grove completed her site visit with Jamie Gill who will become our new AVID program manager. They toured and observed in the classrooms. Some of the comments on observations included organizational skills were good in all the grade spans and good higher levels of thinking skills were observed. Students need to continue improving their note taking skills.

Discussion & Action

Resolution #10 2017/2018; Day of the Teacher

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to approve resolution #10 2017/2018; Day of the Teacher on May 9, 2018. A luncheon for staff will be provided to honor the teachers.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Sacramento Consortium Teacher Induction Program MOU

MOTION: Stacia Fetzer motioned, seconded by Bruce Higgins to approve a memorandum of understanding between SCOE (Sacramento County Office of Education) and LESD (Lucerne Elementary School District) for teacher induction program services.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Classified Salary Schedule Revisions (Exhibit A) Due to Mandated Minimum Wage Increase

MOTION: Bruce Higgins motioned, seconded by Stacia Fetzer to approve a classified salary schedule revisions (exhibit A) due to mandated minimum wage increase.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Santa Rosa Out of County Field Trip

MOTION: Stacia Fetzer motioned, seconded by Dawn McAuley to approve and out of county field trip for Mrs. Sears' class to Sonoma County Children's Museum in Santa Rosa.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Luther Burbank Center Out of County Field Trip

MOTION: Bruce Higgins motioned, seconded by Dawn McAuley to approve an out of county field trip to the Luther Burbank Center in Santa Rosa for the 3rd - 5th grade SOAR store reward.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Luther Burbank Center Out of County Field Trip

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to approve an out of county field trip to the Luther Burbank Center in Santa Rosa for the Eagles Academy reward.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Board Policy Revisions

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

- BP1312.3 AR1312.3 Uniform Complaint Procedures*
- AR3230 Federal Grant Funds*
- AR3514.2 Integrated Pest Management*
- BP3551 AR3551 Food Service Operations/Cafeteria Fund*
- BP3553 AR3553 Free and Reduced Price Meals*
- BP4111 BP4211 BP4311 Recruitment and Selection*
- BP4119.11 BP4219.11 BP4319.11 Sexual Harassment*
- AR4119.11 AR4219.11 AR4319.11 Sexual Harassment*
- AR4161.1 AR4361.1 Personal Illness/Injury Leave*
- AR4161.8 AR4261.8 AR4361.8 Family Care and Medical Leave*
- AR4261.1 Personal Illness/Injury Leave*

BP5022 AR5022 Student and Family Privacy Rights

BP5145.6 E5145.6 Parental Notifications

BP6162.5 Student Assessment

BP6171 AR6171 Title I Programs

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Personnel Order #4 2018/2019; Hiring of Certificated Teacher Position (Wangberg)

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to approve personnel order #4 2018/2019; hiring of Jen Wangberg, certificated teacher position.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Personnel Order #6 2018/2019; Opening of Certificated Teacher Position

MOTION: Stacia Fetzer motioned, seconded by Bruce Higgins to approve personnel order #6 2018/2019; opening of certificated teacher position.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Consent Agenda

MOTION: Bruce Higgins motioned, seconded by Dawn McAuley to approve the Consent Agenda.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Superintendent's Report

- Mike met with the architect and project manager. Draft plans should be available in a month.
- Daniella Cazarez is coaching basketball camp for 4th and 5th grade students. Approximately 20 students are participating in the camp.
- Teachers have completed interim assessments and CAASPP summative assessments will begin April 17th.
- New garden boxes are in progress and will be portable for easy transport to multiple locations.
- Summer school is in the planning stage and parent letters will be sent home in May. Summer school will be open to all Lucerne students.

Board Member's Comments

- Stacia Fetzer – Stacia welcomed the staff back from spring break.
- Bruce Higgins – Bruce thanked Megan Grant and Lisa Cockerton for their reports and hard work.
- Dawn McAuley – Dawn thanked Jen Wangberg for filling the vacant 7th grade position. She thanked Daniella for coaching basketball camp. Dawn wishes students good luck on state testing.

Adjournment – The meeting was adjourned at 6:20 p.m.



Mike Brown, Secretary of the Board
MB: lmc

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: XII. Superintendent's Report

Exhibit: YES

TYPE OF BOARD CONSIDERATION:

- Motion
- Information X
- Review
- Respond

Lucerne Elementary School

3351 Country Club Drive
Lucerne, CA 95458
(707) 274-5578

Combo Class Gender Counts

Teacher	Course	Section	Period	Count	Boys	Girls	Els	% Els
Beck, Gabriel	Grade 8	8 A	0H	18	11	7	0	0.00
Brown, Anne	Grade 1	1 A	0H	21	12	9	1	4.76
Cronin, Dennis	Grade 5	5-B	0H	16	12	4	0	0.00
Glover, Karen	Grade Kindergarten	00 KN A	0H	18	11	7	2	11.11
	Transitional Kindergarten	00 GradeTK	0H	4	2	2	1	25.00
Hale, Ronald	Grade 6	6 A	0H	27	13	14	2	7.40
Hefflefinger, Kenneth	Grade 7	7 A	0H	29	18	11	4	13.79
Jacobson, Cindy	Grade 3	3B	0H	21	14	7	1	4.76
Kuintzle, Venus	Grade 5	5 A	0H	15	11	4	0	0.00
Prestigiacomo, Gayle	Grade 1	1 B	0H	9	4	5	0	0.00
	Grade Kindergarten	00 KN B	0H	12	6	6	1	8.33
Sears, Felicia	Grade 2	2 A	0H	19	3	16	3	15.78
Todd, Danielle	Grade 4	4 A	0H	26	13	13	2	7.69
Winckler, Stella	Grade 2	2 B	0H	13	8	5	0	0.00
	Grade 3	3A	0H	6	4	2	1	16.66
Totals: 0				254	142	112	18	

LUCERNE ELEMENTARY SCHOOL DISTRICT BOARD ITEM

Coversheet

PRESENTED TO: LESD BOARD OF TRUSTEES

DATE: 5/9/18

AGENDA ITEM NO: XIII. Board Member Comments

Exhibit: NO

TYPE OF BOARD CONSIDERATION:

Motion
Information X
Review
Respond