

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

Minutes of the Regular Board Meeting
Wednesday, June 12, 2019
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 Bruce Higgins, Stacia Fetzer, Dawn McAuley and Mike Brown. Quorum established.

Closed Session – The Board adjourned to Closed Session at 5:31 p.m.

Reconvene to Regular Session – The Board reconvened to Regular Session at 5:45 p.m.

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 with the addition of Discussion and Action items;

Q. Personnel Order #1 2019/2020; Hiring of Certificated Elementary School Counselor (Reed)

R. Personnel Order #3 2019/2020; Hiring of Certificated Teacher Position (Renfrow)

S. Personnel Order #6 2019/2020; Opening Classified Instructional Aide Position

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

Action Items From Closed Session

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer in closed session the Board took action to approve Personnel Order #21 2018/2019; Dismissal/Release of Probationary Classified Employee #389 effective at the end of the 2018-19 school year.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

Public Hearing Session – No comments.

Announcements, Correspondence, & Reports

Education Outcomes For Foster Youth – Megan Grant presented the foster youth report prepared by Laura Barnes. Our district maintained two foster youth in the 2018/2019 school year. Both foster youth students were kindergarten. One of the students had 26 absences and struggled with reading and writing. She improved minimally on her STAR literacy scores. She had excellent citizenship and was placed into 1st grade. The second student had 14 absences and 1 tardy and was academically strong in ELA and math. He struggled with managing his emotions and had some challenging behaviors. He ended the school year with STAR literacy scores on grade level and was promoted to the 1st grade.

Education Outcomes For English Learners – Mike Brown reported we started the year with 21 ELL students. One 1st grade student was reclassified as RFEP in the 2018/2019 school year.

Priority 1; Basics (Teachers, Instructional Materials, Facilities) – Megan Grant reported the information that will be reported to the dashboard. Number/ percentage of misassignments of teachers of English learners, total teacher misassignments, and vacant teacher positions: 0

Number/percentage of students without access to their own copies of standards-aligned instructional materials for use at school and at home: 0

Number of identified instances where facilities do not meet the “good repair” standard (including deficiencies and extreme deficiencies): 0

Priority 2; Implementation of Academic Standards – Megan Grant reported the information that will be reported to the California School Dashboard. We have selected option 2 as the means for reporting this information to the Dashboard. Option 2 is a rubric style reflection tool that allows you to present your progress using a rating scale. The rating scale is as follows: 1- Exploration and Research Phase; 2- Beginning Development; 3-Initial Implementation; 4-Full Implementation; 5 -Full Implementation and Sustainability. The information is reported from staff surveys presented in April. Next generation science standards and social studies are areas that need improvement. Professional development opportunities for teachers will be addressed in these areas.

Priority 3; Parent Engagement – Megan Grant reported the information that will be reported to the California School Dashboard. Information for the dashboard was taken from surveys given to stakeholders. The scores are rated on a 1(lowest) -5 (highest) scale. The results of the community survey indicate families feel welcome and respected when they visit our site. There is ongoing staff professional development to better support them in meeting the needs of our diverse population. We can improve on how we communicate with our Spanish speaking population.

Priority 6; Local Climate Survey – Megan Grant reported the information that will be reported to the California School Dashboard. Information for the dashboard was taken from student healthy kid surveys given to 5th-7th grade students. The survey gauges a student’s resilience, risky behavior, protective factors, sense of safety, school safety and sense of connectedness. Overall most students feel connected to the school and feel they have created meaningful, respectful relationships with their peers and staff. School safety measures made a large increase from the previous year. A percentage of 94% of students feel safe and protected at school.

Graduation and End of School Year Report – Mike Brown reported on the end of year events. The end of the year had many activities for students including positive activities, softball game, field day, and assemblies. End of the year enrollment increased to 272 students. Graduation was a special evening and a nice event for the community and students.

LCOE Williams Quarterly Review – Mike Brown reported on the Williams review by the Lake County Office of Education. The review states we met all the requirements of instructional materials, school facilities, School Accountability Report Card, teacher misassignments and uniform complaints.

Fourth Quarter and School Year Attendance Reports– Mike Brown reported the yearly average attendance was 93.94%. The fourth quarter average attendance was 94.18%. Our set goal for attendance is 94.00%. Incentives and programs will continue in the 2019/2020 school year to encourage attendance.

2018/2019 Student Absenteeism and Truancy Counts – Mike Brown reported the information on student absenteeism, truancy and SARB. Student absenteeism less than 5% for the 2018-2019 school year was 51.37%, 5-10% was 32.19%, 10-20% was 11.64% and students with equal or greater than 20% was 4.79%. A total of 63 SARB letters were mailed home to parents. 37 SARB one letters, 19 SARB two letters and 7 SARB three letters were issued. SARB 1 and 2 are handled at the school site, while SARB 3 referrals will continue to be referred to LCOE.

Discussion & Action

Fund 21 – Building Fund and Fund 35 – School Facilities Fund Designation Encumbrances – Ending balances from fund 21 and fund 35 will be assigned to Phase 1 project to encumber and designate that they will be used for pre construction costs.

MOTION: Stacia Fetzer motioned, seconded by Bruce Higgins to approve the 2018/2019 Fund 21 – Building Fund and Fund 35 – School Facilities Fund Designation Encumbrances.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

2019/2020 Local Control Accountability Plan – Mike Brown reported on the 2019/2020 local control and accountability plan. A parent summary overview is a new component to the LCAP this year. The County Office has preliminary approved the LCAP.

MOTION: Bruce Higgins motioned, seconded by Stacia Fetzer to approve the 2019/2020 local control accountability plan.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

2019/2020 Local Control and Accountability Plan Federal Addendum

MOTION: Stacia Fetzer motioned, seconded by Bruce Higgins to approve the 2019/2020 local control accountability plan Federal Addendum.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

2019/2020 School Year Budget – Lisa Cockerton reported on the 2019/2020 school year budget. She reported on the revenue sources of ADA, LCFF funding, and categorical programs. Lisa reported we are fully funded with no gap funding for the 2019/2020 school year. She reported on planned “targeted” expenditures and general expenditures. Lisa reported on the Governors budget plan to help alleviate the Districts cost to STRS and PERS. Lucerne Elementary will meet its financial obligations for the current year and subsequent two fiscal years, and we will declare a positive certification.

MOTION: Stacia Fetzer motioned, seconded by Bruce Higgins to approve the 2019/2020 school year budget.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Resolution #1 2019/2020; Education Protection Account Expenditure Plan

MOTION: Bruce Higgins motioned, seconded by Stacia Fetzer to approve Resolution #1 2019/2020; Education Protection Account Expenditure Plan.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Board Policy Revisions

MOTION: Stacia Fetzer motioned, seconded by Bruce Higgins to approve the following board policy revisions with the change regarding rollover days from 20 days to 21 days in AR4262 Vacation/Holidays.

BP1312.3 AR1312.3 Uniform Complaint Procedures
AR1312.4 E(1)1312.4 E(2)1312.4 Williams Uniform Complaint Procedures
AR1340 Access to District Records
BP3100 AR3100 Budget
BP3260 AR3260 Fees and Charges
BP3515.4 AR3515.4 Recovery for Property Loss or Damage
BP4030 AR4030 Nondiscrimination in Employment
AR4262 Vacation/Holidays
AR5125.2 Withholding Grades, Diplomas or Transcripts
BP5117 AR5117 Interdistrict Attendance
E(5145.6 Parental Notifications
BB9323.2 E(1)9323.2 E(2)9323.2 Actions by the Board

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Psychologist Services Agreement

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to approve an agreement for psychologist services between Upper Lake Unified School District and Lucerne Elementary School District. Lisa Bastoni will work at the Lucerne Elementary School site one day per week.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Bus Maintenance Agreement

MOTION: Bruce Higgins motioned, seconded by Stacia Fetzer to approve the bus maintenance agreement between Upper Lake Unified School District and Lucerne Elementary School District.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Center for Hearing Health Service Agreement

MOTION: Bruce Higgins motioned, seconded by Dawn McAuley to approve the Center for Hearing Health service agreement.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Retainer Agreement for Legal Services

MOTION: Bruce Higgins motioned, seconded by Dawn McAuley to approve the retainer agreement for legal services between School and College Legal Services and Lucerne Elementary School District.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Resolution #19 2018/2019; Authorization of Superintendent to Sign on Behalf of the Governing Board

MOTION: Bruce Higgins motioned, seconded by Stacia Fetzer to approve Resolution #19 2018/2019; Authorization of Superintendent to Sign on Behalf of the Governing Board.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Resolution #20 2018/2019; Authorization of Business Manager to Sign as Superintendent's Designee on Behalf of the Board

MOTION: Stacia Fetzer motioned, seconded by Bruce Higgins to approve Resolution #20 2018/2019; Authorization of Business Manager to Sign as Superintendent's Designee on Behalf of the Board.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Resolution #21 2018/2019; Authorization of LCOE to Make Budget Adjustments for Year-End Closing

MOTION: Bruce Higgins motioned, seconded by Dawn McAuley to approve Resolution #21 2018/2019; Authorization of LCOE to Make Budget Adjustments for Year-End Closing.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Infinity Communications & Consulting Agreement for Professional Services

MOTION: Stacia Fetzer motioned, seconded by Dawn McAuley to approve the Infinity Communications & Consulting Agreement for Professional Services.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

July Board Meeting

MOTION: Bruce Higgins motioned, seconded by Stacia Fetzer to approve the cancellation of the July 2019 Regular Board Meeting.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Personnel Order #7 2019/2020; Change in Funding/Reclassification of Bus / Custodian / Instructional Aide Position

MOTION: Dawn McAuley motioned, seconded by Stacia Fetzer to approve Personnel Order #7 2019/2020; Change in Funding/Reclassification of Bus / Custodian / Instructional Aide Position.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Personnel Order #1 2019/2020; Hiring of Elementary School Counselor (Reed)

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to approve Personnel Order #1 2019/2020; Hiring of Elementary School Counselor (Reed).

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Personnel Order #3 2019/2020; Hiring of Certificated Teacher Position (Renfrow)

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to approve Personnel Order #3 2019/2020; Hiring of Certificated Teacher Position (Renfrow).

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Personnel Order #6 2019/2020; Opening of Classified Instructional Aide Position

MOTION: Dawn McAuley motioned, seconded by Bruce Higgins to approve Personnel Order #6 2019/2020; Opening of classified instructional aide position.

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Consent Agenda

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

Ayes 3 Noes 0 Absent 0 Approved

Stacia Fetzer
Bruce Higgins
Dawn McAuley

Superintendent's Report

- Mike welcomes Anna Renfrow and Stacy Reed to the staff of Lucerne Elementary School.
- Mike thanked Lisa and Megan for helping write the LCAP.
- Several staff members have been participating in a three day “Fierce Conversations” training at the school.
- Mike reported that LCOE reviewed and approved the 2018/2019 second interim budget and concurs with a positive certification
- Mike thanked the staff for another great school year and commented that Lucerne Elementary is a great place to work.

Board Member's Comments

- Stacia Fetzer – Stacia welcomed the new staff members to Lucerne Elementary. She thanked the staff for their hard work and wishes them a safe and happy summer.
- Bruce Higgins – Bruce thanked the staff for their hard work this year. He welcomed the new staff members to Lucerne Elementary and wishes everyone a great summer.
- Dawn McAuley – Dawn welcomed the new staff members to Lucerne Elementary. She thanked the Booster Club for their generous donation of Scholastic books to the school library. Dawn thanked Laura Barnes for her work helping the students put on a fantastic talent show. She thanked Lisa Cockerton and Megan Grant for their help with the LCAP.

Adjournment – The meeting was adjourned at 6:40 p.m.

Mike Brown, Secretary of the Board

MB:lmc