

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

Minutes of the Regular Board Meeting  
Wednesday, September 12, 2018  
5:30 p.m. Regular Session  
Room C-8

**Call to Order** – Dawn McAuley called the meeting to order at 5:43 p.m. Those present included Bruce Higgins, Stacia Fetzer, Dawn McAuley and Mike Brown.

**Closed Session** – No closed session

**Pledge of Allegiance** – Dawn McAuley led the Pledge of Allegiance

**Introduction of Guests** – Lisa Cockerton, Megan Grant, Matthew McAuley

**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

**Public Hearing Session on the Sufficiency or Insufficiency of Instructional Materials** - No comments

**Announcements, Correspondence, & Reports**

**AVID Update** – Megan Grant reported the initial assessments are currently being given to students. AVID assessments are given three times a school year. She commented this is our 4<sup>th</sup> year with AVID implementation and she is seeing positive results from students on note taking and organization. Megan is receiving positive feedback from teachers. She commented that parents are more involved this school year in reading and signing of student agendas and communication with the teachers.

**LETA 2017/2018 Financial Report** – Mike presented the LETA 2017/2018 financial report which represents the LETA revenue and expenditures from July 1, 2017 through June 30, 2018.

**Discussion & Action**

**Resolution #5 2018/2019; Regarding the Sufficiency or Insufficiency of Instructional Materials** – Mike Brown reported that there are sufficient textbooks and instructional materials for all students.

**MOTION:** Bruce Higgins motioned, seconded by Stacia Fetzer to approve Resolution #5 2018/2019.

Ayes 3      Noes 0      Absent 0      Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

Resolution #6 2018/2019; GANN Limit

**MOTION:** Bruce Higgins motioned, seconded by Dawn McAuley to approve Resolution #6 2018/2019; GANN Limit.

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer  
Bruce Higgins  
Dawn McAuley

2017/2019 Unaudited Actual Financial Report – Lisa Cockerton reported the unaudited actual financial report shows the updated revenues and expenditures that occurred in the 2017/2018 school year. Lisa reported on the ending balances in unrestricted and other funds.

**MOTION:** Dawn McAuley motioned, seconded by Stacia Fetzer to approve 2017/2018 Unaudited Actual Financial Report.

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer  
Bruce Higgins  
Dawn McAuley

Application for Exemption from the Required Expenditures for Classroom Teachers' Salaries

**MOTION:** Stacia Fetzer motioned, seconded by Bruce Higgins to approve an application for exemption from the required expenditures for classroom teachers' salaries.

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer  
Bruce Higgins  
Dawn McAuley

Request for Allowance of Attendance Because of Emergency Conditions Form J-13A

**MOTION:** Stacia Fetzer motioned, seconded by Bruce Higgins to approve a request for allowance of attendance because of emergency conditions form J-13A.

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer  
Bruce Higgins  
Dawn McAuley

Agreement for Geotechnical Engineering Professional Services

**MOTION:** Dawn McAuley motioned, seconded by Stacia Fetzer to approve an agreement for geotechnical engineering professional services.

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer  
Bruce Higgins  
Dawn McAuley

Geotechnical Engineering Services Fee Proposal

**MOTION:** Dawn McAuley motioned, seconded by Bruce Higgins to approve the geotechnical engineering services fee proposal.

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer  
Bruce Higgins  
Dawn McAuley

Notice of Categorical Exemption

**MOTION:** Dawn McAuley motioned, seconded by Bruce Higgins to table this agenda item until the October 10, 2018 regular board meeting.

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

Emergency Preparedness Plan Update – Updates to the emergency preparedness plan included changes to the buddy list, school information, personnel contacts, flow chart, organizational chart and school maps.

**MOTION:** Stacia Fetzer motioned, seconded by Bruce Higgins to approve the emergency preparedness plan update.

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

Autism, Advocacy, and Intervention Services Agreement

**MOTION:** Bruce Higgins motioned, seconded by Dawn McAuley to approve the autism, advocacy, and intervention services agreement.

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

Schools of Hope Lake County Tutoring Program MOU – Meghan Kimsey, our reading intervention teacher has agreed to oversee the Schools of Hope Lake County Tutoring Program at our site.

**MOTION:** Stacia Fetzer motioned, seconded by Bruce Higgins to approve the memorandum of understanding between Lucerne Elementary School District and United Way of the Wine Country.

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

Memorandum of Understanding / Contract for Nursing Services – Elaine Fontana will be contracted for consulting services as needed for IEP's and medical plans.

**MOTION:** Dawn McAuley motioned, seconded by Stacia Fetzer to approve the memorandum of understanding/contract for nursing services between Upper Lake Unified School District and Lucerne Elementary School District.

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

Personnel Order #5 2018/2019; Hiring of Paraeducator/Tutor Aide Position (Gadbury)

**MOTION:** Dawn McAuley motioned, seconded by Stacia Fetzer to approve Personnel Order #5 2018/2019; hiring of Monette Gadbury, paraeducator/tutor aide position.

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

Personnel Order #10 2018/2019; Resignation of Cafeteria Assistant Position (Pulido)

**MOTION:** Dawn McAuley motioned, seconded by Stacia Fetzer to approve Personnel Order #10 2018/2019; resignation of Rosa Pulido, cafeteria assistant position.

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

Personnel Order #11 2018/2019; Temporary Reclassification of Custodian Position (Hutton)

**MOTION:** Dawn McAuley motioned, seconded by Stacia Fetzer to approve Personnel Order #11 2018/2019; temporary reclassification of custodian position.

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

Personnel Order #12 2018/2019; Resignation of Paraeducator/Tutor Aide Position (Gadbury)

**MOTION:** Stacia Fetzer motioned, seconded by Bruce Higgins to approve Personnel Order #12 2018/2019; resignation of Monette Gadbury, paraeducator/tutor aide position.

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

Personnel Order #13 2018/2019; Opening/Hiring of 6 Hour Instructional Aide Position (Gaylor)

**MOTION:** Stacia Fetzer motioned, seconded by Bruce Higgins to approve the opening/hiring of Amanda Gaylor, 6 hour instructional aide position.

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

Personnel Order #14 2018/2019; Opening of Cafeteria Assistant Position

**MOTION:** Stacia Fetzer motioned, seconded by Bruce Higgins to approve Personnel Order #14 2018/2019; opening of cafeteria assistant position.

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

Consent Agenda

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

Ayes 3                Noes 0                Absent 0                Approved

Stacia Fetzer

Bruce Higgins

Dawn McAuley

### **Superintendent's Report**

- 18 girls came out for the volleyball team this year. Jen Wangberg and Megan Grant will be coaching the girls' volleyball A and B teams.
- Gabe Beck is coaching golf and has 6-7 boys participating.
- Mike thanked the Booster Club for planning and hosting the Family Fun Day for parents and students.
- Mike and Lisa have been approving the designs of the new buildings and classrooms. Mike commented the designs of the new classrooms are very nice.
- Mike, Megan, Beth and Cindy attended an MTSS (Multi-Tiered System of Supports) conference in Eureka.

### **Board Member's Comments**

- Stacia Fetzer – Stacia thanked the guests for attending the board meeting. She thanked Lisa for her report.
- Dawn McAuley – Dawn thanked Mrs. Grant, Mrs. Wangberg and Mr. Beck for coaching a sport this year. She is looking forward to a wonderful school year. Dawn is excited that the preschoolers are now able to plant in the new garden planter box.
- Bruce Higgins – Bruce thanked Lisa for her report.

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



Mike Brown, Secretary of the Board

MB:lmc