

# McSwain Union Elementary School District



## Board of Trustees Regular Meeting September 12, 2017 MINUTES

### **CALL TO ORDER**

Trustee Lara called the meeting to order at 6:00 p.m. in the McSwain Board Room.

### **ROLL CALL**

Members Present: Trustees Lara, Halpin, and Scoto.

Members Absent: Trustees Hoffar and Machado

### **FLAG SALUTE**

Trustee Halpin led the flag salute.

### **APPROVAL/ADDITIONS TO AGENDA**

Motion was made by Trustee Halpin and seconded by Trustee Scoto to approve the agenda as presented. Motion passed 3-0.

### **LOYALTY OATH**

President Lara administered the Loyalty Oath to new staff members: Steve Rosa, Donna Lawry, Paige Ulrich, David Daniels, Misty Gutierrez and Laurie Soares.

### **SHOWCASE**

Mrs. Lanum, Program Coordinator gave a presentation on Leader in Me. She went over the 7 Habits and how McSwain is implementing The Leader in Me schoolwide.

### **PUBLIC REMARKS & CONCERNS**

Mrs. Douglas and Mrs. Macias stated that McSwain Teachers Association members will start attending board meeting each month. Mrs. Halpin-Ramsey stated that it has been a smooth transition with new Superintendent, Steve Rosa.

### **CONSENT AGENDA**

The Consent Agenda was presented for approval. The following reports were accepted: Food Service Report, Monthly Enrollment Reports, Monthly ASB Reports, Financial Summary Reports. The following action items were approved: Minutes of Regular Meeting on August 8, 2017; Warrant Batches 04, 06, and 07; Personnel Report as follows: Resignation of the following, Lizette Esquivel, Bilingual Office Clerk, effective August 3, 2017, Connie Borba, Cook, effective August 8, 2017, Yeng Xiong, Library Technician, effective August 31, 2017, Kelly Souza, Noon Duty Supervisor, effective August 21, 2017. Employment of the following: Olivia Tiscareno, Cook's Aide, effective August 28, 2017, Ann Gonzales, Bus Driver/Custodian, effective September 11, 2017 and Richard Webb, Bus Driver/Custodian, effective September 11, 2017; Resolution 2018-03, Adopting the "Gann" Limit and Calvin Crest Contract. Motion was made by Trustee Halpin and seconded by Trustee Scoto to approve the Consent Agenda as presented. Motion passed 3-0.

### **DISCUSSION / INFORMATION**

#### **Principal's Report**

Mrs. Havel reported that the school year is off to a great start! The year started with annual trainings for staff on blood borne pathogens, heat exhaustion, back safety, mandated reporting, and sexual harassment training. Third through eighth grade teachers also received training on our new Language Arts and Math assessment

system. Back to School Night on both campuses were well attended. Parents were able to visit their child's classroom and get help with our Free and Reduced Lunch application as well as our AERIES Parent Portal.

### **Local Control Accountability Plan**

Meetings are being planned for the new school year.

### **Long-term Facilities Plan**

Superintendent Rosa reported that he is working with the architect firm to develop a plan that is based on our long term facility needs as well as our potential modernization projects.

### **PUBLIC HEARING**

The public was invited to review and comment on the Sufficiency of Instructional Materials. No comments were made.

### **ACTION**

#### **Approve Resolution 2018-01, Adequate Textbook & Instructional Materials**

Motion was made by Trustee Halpin and seconded by Trustee Scotto to approve Resolution 2018-01, Adequate Textbook & Instructional Materials. Motion passed 3-0.

#### **Approve Unaudited Actuals – Due September 15, 2017**

Motion was made by Trustee Scotto and seconded by Trustee Halpin to approve the Unaudited Actuals as presented. Motion passed 3-0.

#### **Approve Provisional Internship Permit**

Motion was made by Trustee Scotto and seconded by Trustee Halpin to approve Laurie Soares to serve as a 4<sup>th</sup> grade teacher on a Provisional Internship Permit. Motion passed 3-0.

#### **Approve Provisional Internship Permit**

Motion was made by Trustee Halpin and seconded by Trustee Scotto to approve David Daniels to serve as a 6<sup>th</sup> grade teacher on a Provisional Internship Permit. Motion passed 3-0.

#### **Approve Eliminating Two (2) 3.5 hour/190 day Library Technician Positions**

Motion was made by Trustee Scotto and seconded by Trustee Halpin to eliminating two (2) 3.5 hour/190 day Library Technician Positions. Motion passed 3-0.

#### **Approve Creating One (1) 6 hour/190 day Library Technician Position**

Motion was made by Trustee Halpin and seconded by Trustee Scotto to approve creating one (1) 6 hour/190 day Library Technician Position. Motion passed 3-0.

#### **Award Bid to Remove Wooden Storage Room**

Motion was made by Trustee Scotto and seconded by Trustee Halpin to award the bid for the removal of the wooden storage room to Taylor Backhoe Service, Inc. in the amount of \$23,500. Motion passed 3-0.

#### **Approve Resolution 2018-02, Designate Representative to the Merced County School Insurance Group**

Motion was made by Trustee Halpin and seconded by Trustee Scotto to approve Resolution 2018-02, Designate Representative to the Merced County School Insurance Group. Motion passed 3-0.

#### **Authorize Superintendent to Contract with Sugimura Finney Architects to Work on Modernization Plan**

Motion was made by Trustee Scotto and seconded by Trustee Halpin to authorize the Superintendent to contract with Sugimura Finney Architects to work on the modernization plan. Motion passed 3-0.

**Amend Resolution 2017-08, Bank Resolution for Internal Accounts**

Motion was made by Trustee Halpin and seconded by Trustee Scoto to amend Resolution 2017-08, Bank Resolution for Internal Accounts. The amendment is to replace the word “jointly” with “individually “and update tor read Steve Rosa, Superintendent. Motion passed 3-0.

**SUPERINTENDENT’S REPORT**

- Superintendent Rosa reported that enrollment is at 833 today.
- Superintendent Rosa reported on the 2018-2019 calendar planning meeting held with the high school district.
- The Annual McSwain Education Foundation fundraiser will be held on September 23, 2017 at the Merced Elk’s Park.
- The next Regular Board Meeting will be held on Tuesday, October 10, 2017 at 6:00 p.m.

**COMMUNICATIONS**

- Trustee Scoto commented on how nice the campus is looking. He also expressed his appreciation to the staff for all they do.
- Trustee Halpin commented on his attendance at back to school night.
- Trustee Lara thanked the staff members present and extended the Board’s support. He also attended back to school night and felt it was the best one to date. Introduction of each staff member was great!

**CLOSED SESSION**

After identifying Closed Session agenda items, the meeting convened to Closed Session at 7:58 p.m.

- a. Public Employee: Discipline/Dismissal/Release
- b. Administrator’s Contracts

**OPEN SESSION**

The meeting reconvened to Open Session at 8:55 p.m. The following action was taken:

Motion was made by Trustee Halpin and seconded by Trustee Scoto to give a \$50.00 monthly cell phone allowance to the Director of Fiscal Services. Motion passed 3-0.

**ADJOURNMENT**

The meeting adjourned at 8:58 p.m.

Respectfully submitted,

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Steve Rosa, Secretary

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Luis Lara, President