

# Victor Elementary School District

## MINUTES

### REGULAR BOARD MEETING

WED, September 12, 2018, 6:00 pm

Location: District Office, 12219 2nd Ave., Victorville, CA

The regular board meeting of the Victor Elementary School District was held on Wednesday, September 12, 2018, at the district office, 12219 Second Ave., Victorville, California. The meeting began at 6:00 p.m.

#### **Members:**

PRESENT: Clayton Moore, President; Gary Elder and Allen Williams. Gabriel Stine arrived at 6:10 p.m.

ABSENT: Joyce Chamberlain, Clerk

#### **Administer Oath of Office**

Superintendent Jan Gonzales administered the oath of office at the beginning of the board meeting to new board member Allen Williams who was appointed to replace Karen Morgan.

#### **Public Verbal Comments (6:00 p.m.)**

1. Receive Public Verbal Comments Regarding Closed Session Items: None

#### **CLOSED SESSION**

2. PUBLIC EMPLOYMENT: Review superintendent evaluation
3. PUBLIC EMPLOYMENT/RELEASE/RESIGNATION: Act to Approve Personnel Reports #19-03 with Addendum(s) (Mrs. Mills)  
Upon a motion by Gary Elder, seconded by Allen Williams, and followed by a vote of 3-0 (Gabriel Stine was not present at the time of the vote), the board approved the Victor Elementary School District personnel reports with addendums as presented.
4. CONFERENCE WITH LABOR NEGOTIATORS  
District Representative: Maureen Mills  
Employee Organization: V.E.T.A.  
  
District Representative: Debbie Betts  
Employee Organization: C.S.E.A.
5. RECEIVE LIABILITY CLAIMS UPDATE (Mrs. Betts)
6. RECEIVE WORKERS COMPENSATION REPORT (Mrs. Betts)

7. REVIEW EDUCATIONAL SERVICES REPORT (Ms. Clark)

The board will review the educational services report regarding:

A. Readmit for student #9138362

B. Readmit for student #9135724

**REGULAR SESSION - Immediately following Closed Session but no earlier than 7:00 p.m.**

The board recessed from closed session at 6:55 p.m. and entered regular session at 7:02 p.m

8. Pledge of Allegiance

9. Administer Oath of Office (Mrs. Gonzales)

Superintendent Jan Gonzales administered the oath of office to new board member Allen Williams who was appointed to replace Karen Morgan.

10. Report Actions Taken in Closed Session

The action taken in closed session above was reported out to the public.

11. Review Board Protocol

Respect-Decorum Section #6:

Disagreements shall not be discussed outside the board room.

12. Review of Basic #3

VESD Basic #3:

As ambassadors of VESD, our conduct is held in high regard and reflected in all we do. Therefore, we act positively in our speech, work ethic, and social media conduct.

13. Recognition of Schools March of Dimes Fundraiser Participation (Mr. Camarena)

VESD schools held a fundraising campaign to benefit the March of Dimes in their mission to improve the health of mothers and babies by preventing birth defects, premature birth and infant mortality. Natalie Michny, representing the March of Dimes, presented plaques to the schools with the highest fundraising totals: Puesta del Sol raised \$2,400; Endeavour raised \$2,300, and Del Rey raised \$2,032. The total raised by all VESD schools was over \$11,000!

**Communication Session**

14. Public Verbal Comments: None

15. V.E.T.A. Report

Penny Edmiston, VETA President, introduced VETA officers in the audience and welcomed Allen Williams to the board. She thanked Clayton Moore for attending the rep council meeting. Ms. Edmiston extended an invitation to the board to attend the CTA Fall Leadership conference in November. She thanked the district and VETA negotiations for the sunshine list on tonight's agenda and using the Interest Based Bargaining process. Staff is receiving safety training by Don Lester and Eric Camarena. New teacher training is ongoing. The next community outreach project is Duffles of Love.

16. C.S.E.A. Report

Rhonda Heathcoat, CSEA Vice President, reported that everything is going well and appreciates the district's support.

17. Superintendent's Comments

Mrs. Gonzales congratulated the schools for their support of the March of Dimes and she is really proud of the first year's fundraising success. She thanked Eric Camarena for organizing our district's participation in the High Desert Fitness Challenge. We are in first place right now. She thanked maintenance, custodians, and educational services for helping prepare for the Williams visits. She closed by introducing our new SRO, Deputy Megan Forsberg.

18. Board Members Comments

(1) Dr. Elder congratulated the schools on raising the money for March of Dimes. He also congratulated Allen Williams, it will be nice working with him again. He thanked all the teachers as the school year gets underway and he had his students give a round of applause to their custodian when he walked in the classroom and let his students know what an impact classified has in support of students. (2) Dr. Stine also congratulated the schools for their fundraising efforts. He welcomed Allen Williams to the board. He congratulated Dr. Elder and Mr. Williams for running unopposed at the upcoming election. (3) Allen Williams is glad to be back (on the board) and introduced his wife, Carol, who has taught at Park View school for 25 years. He is looking forward to visiting the schools and seeing the students in the classroom. (4) Clayton Moore went to the State of the County address. He recently visited our Family Resource Center, there are a lot of good resources there and invited everyone to check it out.

**Recess**

The board recessed at 7:25 p.m. and returned to regular session at 7:37 p.m.

**PUBLIC HEARING**

19. Public Hearing for Instructional Materials for 2018-2019 (Ms. Clark)

In accordance with AB 2600, the district is required to hold a public hearing to ensure that each pupil in the Victor Elementary School District has sufficient textbooks and instructional materials.

Time hearing opened: 7:37 p.m. Time hearing closed: 7:38 p.m. There were no comments from the public.

**Information Items**

20. RECEIVE MONTHLY CONFERENCE REPORT (Ms. Clark)

The board received the monthly conference report for August, 2018.

21. Joint Presentation Of Collective Bargaining Agreement Sunshine List With VETA (Mrs. Mills)

Using the Interest Based Bargaining Approach, VETA and District Negotiators met on August 23, 2018, to identify those areas of the contract which we want to review for possible changes. These include:

- New Appendix Glossary
- Article V - Working Time
- Article VI - Assignment

- Article VII - Transfers
- Article VIII - Class Size
- Article IX - Inclusion
- Article X - Safety Conditions of Employment/Medical Procedures
- Article XI - Leaves
- Article XII - Benefits
- Article XIII - Compensation
- Article XIV - Payroll Deductions
- Article XVI - Evaluation
- Article XXIII - Savings
- Article XXIV - Agency Service Fee
- Appendix C Salary Schedule
- Appendix Evaluation Forms
- Appendix D School Nurse Evaluation Form
- Appendix E MOU's
- Appendix F Job Descriptions
- Appendix H Teacher Work Calendar
- Table of Contents Update

22. TABLED ITEM: Receive Joint Presentation of Collective Bargaining Agreement Reopeners with CSEA (Mrs. Betts)

Using the Interest Based Bargaining Approach, CSEA and District Negotiators met to identify those areas of the contract which we want to review for possible changes. These include:

- Article 6 Transfer and Promotion
- Article 7 Pay and Allowances
- Article 9 Leaves
- Article 10 Health and Welfare Benefits
- Article 16 Organizational Security

These reopeners are presented for the Board's information and for the public. Some team members may be present to answer questions.

Upon a motion by Gabriel Stine, seconded by Gary Elder, and followed by a vote of 4-0 vote, this item has been tabled until the next board meeting.

23. RECEIVE REPORT ON 2017-18 ACTION PLANS (Mrs. Gonzales)

Superintendent Gonzales gave a summary report of the closed action plans for 2017-18.

24. SECOND READING OF NEW AND REVISED BOARD POLICIES (Mrs. Gonzales)

The following board policies were presented for the second reading and input. The final reading and approval is scheduled for October 24, 2018.

New and Revised Policies:

- BP 0410 Nondiscrimination in District Programs (Revised)
- BP 3514 Environmental Safety (Revised)
- BP 3514.1 Hazardous Substances (Revised)
- BP 3516 Emergencies and Disaster Preparedness Plan (Revised)
- BP 3551 Food Service Operations-Cafeteria Fund (Revised)
- BP 3553 Free And Reduced Price Meals (Revised)

BP 4158, 4258, 4358 Employee Protection (Revised)  
BP 5022 Student and Family Privacy Rights (New)  
BP 5111 Admission (Revised)  
BP 5111.1 District Residency (Revised)  
BP 5125 Student Records (Revised)  
BP 5131.1 Bus Conduct (Revised)  
BP 5131.2 Bullying (Revised)  
BP 5145.3 Nondiscrimination-Harassment (Revised)  
BP 5145.6 Parental Notifications (Revised)  
BP 5145.13 Response To Immigration Enforcement (New)

**Consent Items (Items 25-33)**

Upon a motion by Dr. Gary Elder, seconded by Allen Williams, and followed by 4-0 vote, the board approved all consent items listed below (items 25-33).

25. Approve Minutes of the August 8, 2018, Regular Board Meeting  
(click on Minutes in the left column, then select date)
26. Approve District Warrants Report
27. Approve Contract List
28. Approve Donation from Mojave Environmental Education Consortium for \$831.8 to Challenger School of Sports and Fitness for field trip transportation.
29. Approve Donations of \$5,319.19 and \$252.15 from Galileo PTO for Galileo Academy field trip transportation expenses
30. Approve Resolution #18-26, Excusing Absence for Dr. Gabriel Stine at July 11, 2018, regular board meeting
31. Approve Annual Membership Agreement with SANDABS
32. Approve and Adopt Resolution #18-24 Determining Availability of Textbooks and Instructional Materials for 2018-2019
33. Approve Volunteers for Brentwood, Challenger, Del Rey, Discovery, Endeavour, Galileo, Green Tree East, Irwin, Liberty, Lomitas, Mojave Vista, Montessori, Park View, Puesta del Sol, Sixth St. Prep, Village and West Palms schools

**ACTION ITEMS**

34. ACT TO APPROVE EDUCATIONAL SERVICES REPORT (Ms. Clark)  
Upon a motion by Gary Elder, seconded by Gabriel Stine, and followed by a 4-0 vote, the board

approved the following actions as presented:

- A. Readmit for student #9138362
- B. Readmit for student #9135724

35. ACT TO APPROVE FOUR BUDGETED TEACHING POSITIONS TO BE USED AS NEEDED (Mrs. Mills)

In the event that enrollment dictates the need to open additional classrooms, we are requesting approval of four budgeted teaching positions.

Upon a motion by Gary Elder, seconded by Gabriel Stine, and followed by a 4-0 vote, the board approved four budgeted teaching positions to be used as needed for the 2018/2019 school year.

36. ACT TO APPROVE CLASSIFIED SERVICE NOON DUTY SUPERVISOR POSITION (Mrs. Mills)

The staff and School Site Council at Puesta del Sol recommend that one 2 hour/197 day Noon Duty Supervisor position be established to provide additional support and supervision for students. The cost of this new position will be paid by the site.

Upon a motion by Gary Elder, seconded by Allen Williams, and followed by a 4-0 vote, the board approved one site-funded 2 hour/197 day Noon Duty Supervisor position effective 9/13/18.

37. ACT TO APPROVE SALARY PLACEMENT FOR MOUNTAIN VIEW MONTESSORI HEAD OF SCHOOL (Mrs. Mills)

After a file and transcript review, the salary placement for the Head of School of Mountain View Montessori needs to be corrected from A2 to C2, retroactive to July 1, 2018.

Upon a motion by Allen Williams, seconded by Gabriel Stine, and followed by a 4-0 vote, the board approved the corrected salary placement for the Head of School of Mountain View Montessori.

38. APPROVE 2017/2018 UNAUDITED FINANCIAL REPORTS (Mrs. Gleason)

The district has completed closing the financial books for the 2017/2018 fiscal year. The financial reports (unaudited) are included for the Board's approval.

Upon a motion by Gary Elder, seconded by Allen Williams, and followed by a 4-0 vote, the board approved the Unaudited Actual Report as presented.

39. ACT TO APPROVE RESOLUTION 18-25, ADOPTING THE GANN LIMIT (Mrs. Gleason)

Education Code Sections 1629 and 42123 specify that each year District Governing Boards shall identify their annual estimated appropriations limits for the current year and their actual appropriations limits for the preceding year.

The State approved software was used in calculating the GANN Limits. A copy of the worksheet is included for your information. Also attached for your consideration is Resolution #18-25 adopting the GANN Limit thereby complying with Education Code Sections 1629 and 42123.

Upon a motion by Allen Williams, seconded by Gary Elder, and followed by a 4-0 vote, the board adopted the resolution as presented.

40. ACT TO APPROVE RENEWAL OF PIGGYBACK ON DESERT SANDS USD BID #17/18-005 TO CDW-G FOR THE PURCHASE OF CHROMEBOOKS (Mrs. Sharp)

The Victor Elementary School District Governing Board took action on October 25, 2017 to approve utilization of a piggyback bid with Desert Sands USD Bid #17/18-005 to CDW-G for the purchase of Chromebooks. This contract was effective through September 18, 2018, but has been extended through September 19, 2019. The District has thoroughly evaluated its options and has found the continued use of this contract to be in the best interest of the District based on value, quality, and a positive relationship with the vendor.

Upon a motion by Allen Williams, seconded by Gary Elder, and followed by a 4-0 vote, the board approved continued utilization of Desert Sands USD Bid #17/18-005 to CDW-G for the purchase of Chromebooks authorizing Jennifer Sharp, Purchasing Manager, to sign a piggyback agreement for use of this contract for its full term through September 19, 2019.

41. ACT TO APPROVE RENEWAL OF PIGGYBACK ON DESERT SANDS USD BID #17/18-005 TO TROXELL COMMUNICATIONS FOR THE PURCHASE OF THE GOOGLE EDU MANAGEMENT CONSOLE LICENSE FOR CHROMEBOOKS (Mrs. Sharp)

The Victor Elementary School District Governing Board took action on October 25, 2017 to approve utilization of a piggyback bid with Desert Sands USD Bid #17/18-005 to Troxell Communications for the purchase of the Google EDU Management Console License for Chromebooks. This contract was effective through September 18, 2018, but has been extended through September 19, 2019. The District has thoroughly evaluated its options and has found the continued use of this contract to be in the best interest of the District based on value, quality, and a positive relationship with the vendor.

Upon a motion by Allen Williams, seconded by Gabriel Stine, and followed by a 4-0 vote, the board approved continued utilization of Desert Sands USD Bid #17/18-005 to Troxell Communications for the purchase of the Google EDU Management Console License for Chromebooks authorizing Jennifer Sharp, Purchasing Manager, to sign a piggyback agreement for use of this contract for its full term through September 19, 2019.

42. ACT TO PIGGYBACK ON DEPARTMENT OF GENERAL SERVICES CONTRACT #1-18-23-23 A-H TO VARIOUS VENDORS FOR FLEET VEHICLES-VANS & SUV'S (Mrs. Sharp)

San Bernardino County Superintendent of Schools District Financial Services requires specific board authorization for each piggyback contract being utilized.

The District has thoroughly evaluated its competitive options and has found the use of this contract to be in the best interest of the District based on value, quality, and positive vendor reputations.

Upon a motion by Gabriel Stine, seconded by Allen Williams, and followed by a 4-0 vote, the board approved utilization of Department of General Services Contract #1-18-23-23 A-H to various vendors for fleet vehicles-vans and SUV's authorizing Jennifer Sharp, Purchasing

Manager, to sign a piggyback agreement for use of this contract for its full term through April 30, 2020.

43. ACT TO APPROVE RENEWAL OF PIGGYBACK ON CORONA-NORCO USD BID #14/15-003CNS TO P&R PAPER SUPPLY COMPANY, INC. FOR NUTRITION SERVICE SUPPLIES (Mrs. Sharp)

The Victor Elementary School District Governing Board took action on November 15, 2017 to approve utilization of a piggyback bid with Corona-Norco Unified School District Bid #14/15-003CNS to P&R Paper Supply Company, Inc. for the purchase of Nutrition Service supplies. This contract was effective through July 31, 2018, but has been extended through July 31, 2019. The District has thoroughly evaluated its options and has found the continued use of this contract to be in the best interest of the District based on value, quality, and a positive relationship with the vendor.

Upon a motion by Allen Williams, seconded by Gary Elder, and followed by a 4-0 vote, the board approved continued utilization of Corona-Norco Unified School District Bid #14/15-003CNS to P&R Paper Supply Company, Inc. for the purchase of Nutrition Service supplies authorizing Jennifer Sharp, Purchasing Manager, to sign a piggyback agreement to continue use of this contract for its full term through July 31, 2019.

44. ACT TO ELECT THE VICE-PRESIDENT OF THE BOARD OF TRUSTEES FOR THE REMAINDER OF 2018 (Mrs. Gonzales)

The vice-president will run board meetings when the president is absent. Former board member Karen Morgan was the vice-president until her resignation effective August 1, 2018.

Upon a motion by Gary Elder, seconded by Gabriel Stine, and followed by a 4-0 vote, the board elected Joyce Chamberlain as vice president of the board for the remainder of 2018.

45. ACT TO ELECT THE CLERK OF THE BOARD OF TRUSTEES FOR THE REMAINDER OF 2018 (Mrs. Gonzales)

The clerk will run board meetings when the president and vice-president are absent and will serve as signator on all actions requiring board certification. The current clerk of the board for 2018 has been Joyce Chamberlain.

Upon a motion by Gary Elder, seconded by Allen Williams, and followed by a 4-0 vote, the board elected Gabriel Stine as clerk of the board for the remainder of 2018.

46. ACT TO NOMINATE CSBA DIRECTOR-AT-LARGE (Mrs. Gonzales)

California School Boards Association (CSBA) is accepting nominations for Director-at-Large Asian/Pacific Islander and Hispanic candidates. The nominations must be made by a CSBA member board and the nominee must be a board member from a CSBA member district.

There were no nominations from the board, and no action was taken.

**Adjournment**

Upon a motion by Allen Williams, seconded by Gary Elder, and followed by a 4-0 vote, the board adjourned at 8:33 p.m.