

**LOMA PRIETA JOINT UNION ELEMENTARY SCHOOL DISTRICT
REGULAR BOARD MEETING**

August 13, 2014

Loma Prieta Community Center Conference (CC) Room

BOARD MEMBERS: Shannon Hickok, President
Jennifer Straw, Vice President
Deana Arnold, Member
Paula Lacey, Member
Rachelle Lopp, Member

BOARD MEMBERS ABSENT: None

SECRETARY PRESENT: Corey Kidwell

ROLL CALL TO ORDER: 7:07 p.m.

Approval of Agenda

Approved 5-0

A **MOTION** was made by Ms. Arnold and seconded by Ms. Lopp to approve the agenda as presented.

Written Correspondence – None

Public Comment – Supervisor John Leopold shared an update of activities with the attendees stating expansion of broadband internet service in the Summit area is underway, the county has funded a new fire truck for the Loma Prieta volunteers, new funds will support maintenance of parks as a result of the voter approved tax measure passed in June, the Economic Development Department is working on an economic viability strategy and will coordinate a meeting with Santa Cruz County Transportation Department staff, VTA and county supervisors to discuss transportation services in the Summit area.

REPORTS

Board of Trustees – Ms. Lacey expressed her appreciation for a very productive special board governance meeting in July and of the accomplishments made on the school facilities during the summer break. Ms. Arnold and Ms. Lopp agreed. Ms. Straw reported her attendance at the Residents' Night Out event. Ms. Hickok reported she, Ms. Arnold and Ms. Straw ran unopposed for three open Board seats and will remain on the Board of Trustees for another four years.

Superintendent (Ms. Kidwell) – Ms. Kidwell expressed her appreciate to Ms. Hickok, Ms. Straw and Ms. Arnold for their commitment to stay on the Board. She reported business is focused on the opening of school and commended Mr. Levenhagen and his staff for their effort to complete the summer projects and usual summer cleaning demands. Aside from a delayed delivery of some classroom furniture, the schools are ready to receive students. Teachers completed their first day of work. Ms. Kidwell held another sixth grade orientation meeting during the previous week, which Ms. Arnold

attended. Ms. Kidwell reported she will present the “State of the District” to staff on Friday morning. The Home and School Clubs’ root beer float social will be held in the afternoon with classes posted and schedules distributed. Ms. Kidwell reported no complaints pursuant to the Williams Uniform Complaint requirement.

Assistant Principal/Curriculum Coordinator (Ms. Carino) – Ms. Carino expressed her excitement to see teachers preparing for the new school year and the arrival of new furniture being piloted in Loma Prieta room 13.

CBO (Ms. Vance) – Ms. Vance was on vacation. No report.

Director of School Services (Mr. Levenhagen) – Mr. Levenhagen reported the return of the teachers marks the start of the school year for School Services staff. The stucco and painting projects at Loma is more than 90% complete. They will be finished without any impact on school attendees and school will open safely and effectively. The Kindergarten playground will be scrutinized with a magnet to ensure no metal remains that could cause injury. The new Loma playground will be opened on Friday following successful replacement of playground structures. Mr. Levenhagen reported a wheelchair ramp and divider between ground cover materials will be installed in the near future. A new hydration station was successfully installed in the exterior of Loma Prieta Elementary School facing the playfield. Mr. Levenhagen plans to install a larger water filter in the hydration station in the future. The Loma Prieta computer lab remodel is nearly complete with free standing desks facing 2 large screens at the front of the room and a teaching station at the rear of the room. Lots of cleaning occurred over the summer including storage areas and bus barn yard, and Loma Prieta attic. Metal was recycled and lights were replaced. In the Fall, Mr. Levenhagen will focus on the water system recertifying well #1 with the State. To date, all water tests one well #1 have passed. Mr. Levenhagen explained currently the hydrants are supplied with spring fed and well #1 water, which is non-potable. The fire department has access and will use water from the hydrants to fight fires when necessary.

Director of Communication and Outreach (Ms. Schwabecher) – Ms. Schwabecher reported a successful soft launch of the new website on July 1. New information is being added regularly. Staff training is underway. A parent registration process to allow users to sign in and build their own dashboard of information items will be developed in September.

LPTA (Ms. Ray) – Ms. Riccomini reported on behalf of Ms. Ray stating Ms. Ray recently attended a CTA presidents’ training. She stated the teachers are excited about the new website and trainings and recognized a great feel on the campus with teachers working together.

CSEA (Ms. Fulton) – No report.

LPEF (Ms. Thomas) – Ms. Thomas reported Gala preparation is underway led by Ms. Jones, Ms. Biagini, and Ms. LeCornu. Ms. Thomas invited feedback and outreach assistance for the new Gala committee chairs. Ms. Thomas stated the 2013-14 year ended with \$375,000 raised. LPEF will continue to work to reach the same amount in the coming year.

DISCUSSION/ACTION ITEMS

A **MOTION** was made by Ms. Lopp and seconded by Ms. Arnold to table items 3.1 and 3.2 to allow Mr. Terrones and Mr. Rojas to present item 3.3. **Approved 5-0**

Update to North Campus Multiuse Facility Renovation

Mr. Richard Terrones and Mr. Carlos Rojas from Dreiling Terrones presented a spreadsheet comparison of daycare facility financial estimates made in 2012 and 2014 projections, which include escalation through the middle of the project. Some deterioration of costs is due to the degradation of the condition of the building. The scope of work created in 2012 was very general and has been expanded upon in 2014 based on requests by our Board. The information presented addressed general construction costs and soft costs. Mr. Terrones explained soft costs are based on percentages of the general construction project costs. The breezeway between structures was not shown as an alternate as the cost of the item is estimated to be such a low cost-between \$8,000 and \$10,000. The porch enclosure alternate was estimated at \$45,000 to \$50,000. If the alternate was not done, the total cost of the project would be reduced to \$360,000 to \$365,000. The furniture information sheet was reviewed. Mr. Terrones explained when cost modeling, the aggregate average cost. Cost modeling is updated as the project moves forward. Mr. Levenhagen concurred with the escalation costs presented by Mr. Terrones and stated a \$60,000 increase was added to the estimated cost of the project when the plan changed from a day care facility to a multiuse facility. Mr. Levenhagen stated in the 2012 estimate, he planned to do come of the work internally. Now the intention is to obtain external support on the project. To Ms. Arnold’s question, Mr. Levenhagen stated the parking lot should be paved from a maintenance point of view. Ms. Kidwell stated ADA compliance at the entrance and DSA approval of the project will require some paving. \$8,000 is needed to replace the mechanical system in the building. An additional sink and plumbing have been added to the scope of work since 2012. Mr. Terrones will proceed with DSA approval, which is part of the contract already approved by the Board. Ms. Kidwell stated that obtaining financing on \$200,000 loan is more difficult than a larger loan. She stated that although she doesn’t like to spend money, this is a big project that needs to be addressed. She suggested the Board look at financing to tend to those items needed across the street. Moving forward in a measured approach was recommended. Ms. Straw suggested it would be good use of time if Ms. Vance began looking at funding options for \$410,000 to \$450,000. Ms. Kidwell reviewed some recent funding information stating the Board set aside \$100,00 for the project and \$80,000 was saved as a result of no need for a Board election. Ms. Kidwell recommended the Board ask staff to look at what we currently have to invest so the debt is not larger than necessary and look at the revenue stream. Ms. Lacey expressed her support for the recommendation put forth by Ms. Kidwell. Staff will obtain more financial information and Dreiling Terrones will move forward with Phase 2. Discussion concerning additional projects to add to the list of items to be included with financing target occurred.

Discuss Enrollment Projections/Approve Student Support Plans

Approved 5-0

Ms. Kidwell presented information captured on August 8, 2014:

K-5 Enrollment

Current	2013-14
● K – 31	36
● 1 – 44	59
● 2 – 60	59

- 3 – 59 56
- 4 – 56 59
- 5 – 63 44
- Total 313 Total 313

Gained 13 new students.
 Decreased by 13 students due to
 graduating 5th grade class 13 students
 larger than incoming Kindergarten
 class.

6th – 8th Grade Enrollment

Current	2013-14
● 6 th - 62	66
● 7 th - 67	69
● 8 th - 70	61
Total 199	Total 196
District Total 512	

Graduated class of 61 students.
 Incoming class of 62 students
 including Lakeside, Loma, and new.

 Net change of +1 for 7th and 8th grades.

If school opened today....

Considerations:

- LCFF target of 24 grades K-3.
- Greatest impact on earlier grades.
- Combo assignment planned for independent learning and stability.
- New students during the year will be placed in single grade classrooms as space allows.

12 Classrooms:

Kinder	20	K/1	22 (11/11)
First	23	1/2	24 (11/14)
Second	23	Second	23
Third	29	Third	30
Fourth	28	Fourth	28
Fifth	31	Fifth	32

6th Grade Schedule

- 1st Social Studies or Math
- 2nd Math or Social Studies
- 3rd English
- 4th (A/B) PE/Common Core Elective
 - Spanish/Cultural Studies (art, food, extended projects)
 - 6th grade tech (Common Sense Media, keyboarding, science fair support, film festival, extended projects)
- 5th Science
- 6th (A/B) Boot Camp/Exploratory

7th Grade Schedule

- 1st Math or Science
- 2nd Science or Math
- 3rd (A/B) Spanish and PBL (Yosemite first)
- 4th English or Social Studies
- 5th Social Studies or English
- 6th (A/B) PE/Tech/Homework Head Start

8th Grade Schedule

- 1st Social Studies or English
- 2nd English or Social Studies
- 3rd Math or Science
- 4th Science or Math
- 5th PE/Tech (Creative, Yearbook, Geometry)
- 6th Elective (Spanish, Make a Difference, Homework Head Start)

Ms. Kidwell explained the enrollment numbers at Loma are the same as last year's figures. The numbers at CTE are 3 students different than last year. The classes are being built to meet the LCFF target of 24 students or less K-3 grade. Combination classes in K/1 and 1/2 will be well structured and supported. Enrollment in straight classes is built to allow room for growth as the year moves ahead. With funds from LPEF at CTE, 31 students will rotate between P.E. and a split Common Core elective with 15 to 16 students in their elective classes. The elective is the last period of the day. Ms. Kidwell requested the Board look to EPA funds for student support in 3, 4, 5, 7 and 8th grades. Ms. Kidwell also recommends the net revenue increase as a result of middle school attendance by Lakeside students be used on CTE specific support needs. Ms. Carino and Ms. Kidwell would work with the teachers to determine what support is needed. To Ms. Lacey's request for a review of student support put into practice, Ms. Kidwell replied that she will report back as new items are identified.

A **MOTION** was made by Ms. Straw and seconded by Ms. Lopp to approve student support plans as presented.

Discuss/Adopt 2014-15 Board/District Goals

Approved 5-0

A **MOTION** was made by Ms. Lopp and seconded by Ms. Straw to adopt 2014-15 Goals as follows:

1. Strategic Focus Area: Student Learning
Goal: Provide excellent academic programs that promote higher level thinking skills.
2. Strategic Focus Area: Financial Stability and Sustainability
Goal: Pursue revenue options to achieve self-sufficiency for long-term viability.
3. Strategic Focus Area: Safe and Maintained Facilities
Goal: Provide safe, clean, and educationally appropriate facilities.
4. Strategic Focus Area: Skilled, Caring, Professional Staff

Goal: Foster the culture of support that enables all staff to excel professionally.

5. Strategic Focus Area: Engaged Aware Community

Goal: Increase parent and community awareness of district goals and encourage involvement in the education process.

Ms. Lopp stated the goals are general and there are success indicators tied to each goal that are specific.

Discuss Update of Summer Maintenance Projects

Mr. Levenhagen provided this update in the report section of the meeting.

Discuss/Approve Job Description – Director of Facilities and Maintenance

Approved 5-0

Ms. Kidwell explained the motivation behind this new job description was to separate the 20% of Mr. Levenhagen's job that was technology so that he is free to execute much needed facilities and maintenance. This change also allows more of Mr. Levenhagen's time to focus on future facilities projects and needs. Ms. Hickok commended Mr. Levenhagen for his recent and long term support and expressed kudos to his staff as well. A **MOTION** was made by Ms. Lacey and seconded by Ms. Arnold to approve the job description as presented.

Discuss/Approve Agreements Between Lakeside Joint School District and LPJUSD

Ms. Kidwell expressed the importance of the positive and supportive relationship between the two school districts. She stated the Transitional Kindergarten pilot at Lakeside was very successful in the 2013-14 school year. It was her recommendation to approve the MOU with Lakeside for Transitional Kindergarten in the 2014-15 school year. It would not be a pilot. Should more than four Loma Prieta TK students enroll, Ms. Kidwell would speak with Superintendent Bitter to establish the location for educating those additional TK students.

A **MOTION** was made by Ms. Straw and seconded by Ms. Arnold to approve the Transitional Kindergarten MOU with Lakeside Joint School District. **Approved 5-0**

Ms. Kidwell conveyed the past success of our transportation services support for Lakeside students to CTE and to Rolling Hills and recommended approval of an MOU for these services in 2014-15.

A **MOTION** was made by Ms. Lopp and seconded by Ms. Lacey to approve the transportation MOU with Lakeside Joint School District. **Approved 5-0**

Discuss/Approve Seventh Grade Yosemite Field Trip

Approved 5-0

A **MOTION** was made by Ms. Lopp and seconded by Ms. Arnold to approve the contract with NatureBridge and allocation of district funds in an amount not to exceed \$6,000. Ms. Carino presented a service contract and trip details. She stated the cost per student would be \$561. She would like to hold a parent information meeting and begin to fund raise as quickly as possible. A nonrefundable security deposit in the amount of \$1,500 is due by September 5. The total cost of the trip is estimated at \$33,662.

2014 Yosemite Trip Details and Obligations

Yosemite Tuition	Estimated Number	Estimated Cost	Total Estimated Tuition Costs	Additional Costs	Estimated Cost	Total Cost of Trip
Student \$450	60	\$27,000	\$29,532	Bus Transportation	\$1,400	\$33,662
Adult \$395	6	\$2,300	\$492/student	Car Transportation	\$200	\$561/student
Scholarship fees \$2	66	\$132		Sub Coverage	\$1,350	
				Teacher Stipends	\$1,080	
				Supplies Masc.	\$100	
				Estimated total cost	\$4,130	
				Cost /Student	\$69/student	

Funding Proposal:

If approved, total cost of trip is estimated at \$33,662. This could be funded with a combination of district funds, parent donations, and student fundraising.

After 9/5/14, District is obligated for tuition cost of \$29,532.

Proposed District minimum contribution this year to cover the "Additional Costs," \$4,130.

Terms of Donation/Fundraising: Total of approximately \$29,532 must be raised by October 17, for all the students wishing to participate to attend. If the target is not met, we have option to have the District pay the difference or cancel the trip with no refund in accordance with contract.

Risk:

Obligation to Yosemite of \$29,532 (May be discounted slightly by NatureBridge compensating 5% of the 60-day count, 3 student tuitions)

Possible ways to avoid cancellation:

- Additional District dollars to make up the difference
- Additional parent donations to make up the difference
- Possible outside scholarship donations to help make the difference. (I will apply to Yosemite in hopes that we may receive 1 or 2 student scholarships)

2014 Yosemite Trip Details and Obligations

Aug					Sept				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
11	12	13	14 Submit Contract	15 Yosemite Pg. ready	1 RSVP Survey Closed	2 Target Donation Established	3	4	5
18 Info home to students	19	20	21	22	8	9	10	11	12
25 RSVP Survey Open	26	27 Parent Meeting	28 Fund Raising Begins	29	15	16	17	18	19 Student Paperwork Returned
					22	23	24	25	26
Oct					Nov				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
29 Wear Boots to School	30	1	2	3	3	4	5	6	7
6	7	8	9	10 All Donations Submitted	11 Students Depart	12	13	14	15 Students Return
13	14	15	16	17 Final Payment due					
27	28	29	30	31					

Obligation to NatureBridge:

- Sign Contract to Reserve dates – (they are generously holding for us now) by August 14
- Advertise the trip – All info to go through grade 7 Ecological Awareness Elective & Web Page for the Yosemite Trip
- Parent Information meeting
- Survey students/families for their intent to participate
- Determine donation goal based on interested participants
- Notify NatureBridge of final student count by Sept. 05 (60-day count). When booking, we indicated a trip size of 60 students.
- Pay \$1,500 nonrefundable security deposit by Sept. 5. Yosemite typically asks for a 25% nonrefundable deposit, \$7,375. ...They're "giving us a break."
- A 5 % participant drop from the "60 day count" (3-4 students) is allowed. Above the 5 % mark, we become obligated for the full tuition of each additional student who drops from the program. If our group cancels after the 60-day count, Sept. 5, we forfeit our tuition. NatureBridge will be accommodating in the case of unexpected complications beyond our control.

Adopt Revised Board Policy 5123 and 6164.2

Approved 5-0

A **MOTION** was made by Ms. Straw and seconded by Ms. Lopp to adopt revised board policies as presented.

Adopt Revised Administrative Regulations 5123 and 6164.2

Approved 5-0

A **MOTION** was made by Ms. Arnold and seconded by Ms. Lopp to adopt revised administrative regulations as presented.

Ms. Straw read a summary of the proposed revisions to board policies and administrative regulations presented for first reading.

First Reading of New Board Policy 6145.2 – Athletic Competition

Ms. Straw read a summary. This draft is available for viewing in the district office.

First Reading of Revised Board Policy 6145 – Extracurricular and Co-curricular Activities

Ms. Straw read a summary. This draft is available for viewing in the district office.

First Reading of Revised Board Policy and New Administrative Regulation 5145.3 – Nondiscrimination/Harassment

Ms. Straw read a summary. This draft is available for viewing in the district office.

First Reading of Revised Board Bylaw 9322 – Agenda/Meeting Materials

Ms. Straw read a summary. This draft is available for viewing in the district office.

Approve Consent Items

Approved 5-0

A **MOTION** was made by Ms. Arnold and seconded by Ms. Straw to approve the consent items which included the employment contract for the Director of Facilities and Maintenance; Personnel Report #08/13/14; resolution numbers 15-II, 15-III and 15-IV; board meeting minutes of June 11, 2014; June warrants in the amount of \$108,728.75, July warrants in the amount of \$207,459.96; open purchase orders for July 2014 in the encumbered amount of \$501,651.46, liquidated amount of \$129,485.39 and remaining balance of \$372,166.07; a donation of 200 iGo headphones from the Milheim family; resolution number 15-I; a teacher internship program MOU with CSUMB; a student teaching MOU with SJSU; and resolution number 15-V.

ADJOURNMENT – 9:55 p.m.

Submitted by:

Corey Kidwell
09/14