



# UNION SCHOOL DISTRICT

## Board of Trustees Minutes – Regular Meeting

Date: March 12, 2018

Place: District Administration Building  
5175 Union Avenue  
San Jose, California 95124

Time: 6:00 P.M.

Board Present: Sheila Billings, President  
Vickie Brown, Vice President  
Jennifer Petroff, Clerk  
Doug Evans  
Thomas E. Rossmeissl

Staff Present: Denise Clay, Superintendent  
Steve Burrell, Assistant Superintendent  
Andrew Schwab, Assoc. Superintendent  
Rita Sohal, Assistant Superintendent

### 1. CALL TO ORDER/FLAG SALUTE/ OSTER PRESENTATION

Board President Sheila Billings called the meeting to order at 6:00 p.m. Oster Principal Dianne McEntee shared there was a district vision four years ago to initiate instructional strategies that integrate creativity, critical thinking, communication and collaboration (4 C's) and technology. Principal McEntee introduced Oster fifth grade Teacher Mr. Hickey, students from Mr. Hickey's classroom and Teacher Leader Kaitlin Klein that were instrumental in bringing the vision to life. Students shared dash robots they constructed and programmed and challenged the Board of Trustees to a "Battle Bot Bonanza," with their dash robots battling each other. The students received certificates of appreciation from the Board of Trustees for their presentation.

6:00 – 6:22  
Call to order/  
Oster Student  
Presentation

### 2. BOARD RECOGNITION

The Board of Trustees recognized Linda Cline for receiving the Susan D. Barder Fellowship as an outstanding educator. The Art Vistas volunteers were recognized for their remarkable contributions to our schools.

6:22 – 6:37  
Board  
Recognition

Recess

6:37 – 6:50  
Recess

### 3. APPROVAL OF AGENDA AND MINUTES

Board of Trustee Thomas Rossmeissl moved to approve the agenda and minutes, seconded by Board of Trustee Doug Evans. The agenda and minutes were approved as follows:

6:50 – 6:51  
Approved  
Agenda and  
Minutes

2.1 The agenda was adopted as presented.

2.2 The minutes of the regular meeting of February 12, 2018.

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
Noes: None  
Abstentions: None  
Absent: None

4. COMMUNITY COMMENTS /COMMUNICATIONS

There were no community comments.

6:51 – 6:51  
Community  
Comments

5. REPORTS FROM THE BOARD AND SUPERINTENDENT

The Board members and Superintendent Denise Clay shared their recent visits to school and district events.

6:51 – 6:58  
Reports from  
Board and  
Superintendent

6. APPROVAL OF CONSENT ITEMS

Board of Trustee Vickie Brown moved for approval of the consent items. Board of Trustee Jennifer Petroff seconded the motion and the Board approved the consent items by the following roll call vote:

6:58 – 6:59  
Approved  
Consent  
Items

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
Noes: None  
Abstentions: None  
Absent: None

- 6.1 The Board of Trustees approved the personnel report.
- 6.2 The Board of Trustees approved the warrant list.
- 6.3 The Board of Trustees approved the budget transfers and revisions.
- 6.4 The Board of Trustees approved the surplus property for private sale or discard.
- 6.5 The Board of Trustees approved the audit agreement with Chavan & Associates, LLP.
- 6.6 The Board of Trustees approved the Measure J General Obligation Bond Audit Agreement with Chavan & Associates, LLP.
- 6.7 The Board of Trustees approved the waiver request for a Resource Specialist.
- 6.8 The Board of Trustees approved an overnight field trip for the Dartmouth Middle School Symphonic Band.
- 6.9 The Board of Trustees approved the award of contract for the Noddin Elementary School shade structure project.
- 6.10 The Board of Trustees approved and ratified professional services fees for the bond program.
- 6.11 The Board of Trustees approved an award of contract for the Alta Vista, Carlton, Lietz, Noddin and Oster Elementary Schools fire alarm project.
- 6.12 The Board of Trustees approved and ratified the change orders for the bond program.
- 6.13 The Board of Trustees approved filing the notices of exemption for the campus entryways project.

- 6.14 The Board of Trustees approved classified job descriptions for Administrative Assistant II and Noon Duty Supervisor.

7. ACTION ITEMS

- 7.1 The Board of Trustees considered the candidates from Region 20 who wish to serve on the 2018 California School Board Association (CSBA) Delegate Assembly. Following a brief discussion, the Board members cast their ballot for Frank Biehl, Cynthia Chang, Joe Mitchner and Jodi Muirhead. Board of Trustee Jennifer Petroff moved to approve the Board’s selections for the CSBA Delegate Assembly, seconded by Board of Trustee Vickie Brown. All were in favor.

6:59 – 7:02  
2018 CSBA  
Delegate  
Assembly  
Election

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
 Noes: None  
 Abstentions: None  
 Absent: None

- 7.2 Superintendent Denise Clay presented Resolution No. 17-18-10, Full and Fair Funding for California’s Public Schools. The national average of per pupil funding is \$12,000 and our district is below \$8,000. School Districts throughout the state are urging legislation to have our voices heard about the lack of funding for California schools by adopting this resolution. Board of Trustee Thomas E. Rossmeissl moved to approve the resolution, seconded by Board of Trustee Doug Evans. The Board of Trustees adopted Resolution No. 17-18-10 by the following roll call vote:

7:02 – 7:03  
Adopted  
Resolution  
No. 17-18-10,  
Full and Fair  
Funding for  
California’s  
Public Schools

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
 Noes: None  
 Abstentions: None  
 Absent: None

- 7.3 Assistant Superintendent Steve Burrell presented information on Resolution No.17-18-11, Day of the Employee, to acknowledge the contributions of Union School District employees and to recognize them on May 23, 2018. Board of Trustee Jennifer Petroff motioned for approval of the resolution, seconded by Board of Trustee Vickie Brown. Resolution No. 17-18-11 was adopted unanimously by the following roll call vote:

7:03 – 7:04  
Adopted  
Resolution  
No. 17-18-11,  
Day of the  
Employee

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
 Noes: None  
 Abstentions: None  
 Absent: None

- 7.4 Sheldon Chavan, CPA and Partner at Chavan & Associates, LLP, presented the 2016-17 audit report for the Measure J Bond for approval. His firm tested two of the largest contracts for compliance and reviewed 100% of the bond expenditures. Mr. Chavan stated there were no findings in the bond audit this year. Board of Trustee Doug Evans motioned for approval of the audit report. Board of Trustee Vickie Brown seconded the motion and the Board of Trustees approved the 2016-17 audit report for the Measure J Bond unanimously.

7:04 – 7:08  
Approved  
2016-17 Audit  
Report for  
the Measure  
J Bond

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
 Noes: None  
 Abstentions: None  
 Absent: None

- 7.5 Rita Sohal, Assistant Superintendent, presented the Second Interim Report as of January 31, 2018. Ms. Sohal stated that as per Ed. Code 42130 school districts are required to file their fiscal state for two reporting periods. Following questions from the Board members, Assistant Superintendent Sohal requested approval of the Second Interim Report. Board of Trustee Vickie Brown motioned for approval, seconded by Board of Trustee Thomas Rossmeissl and the Second Interim Report was approved by the following vote:

7:08 – 7:31  
 Approved  
 Second  
 Interim Report  
 as of January  
 31, 2018

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
 Noes: None  
 Abstentions: None  
 Absent: None

- 7.6 Assistant Superintendent Rita Sohal presented the revised 2018-19 Budget Development Guidelines for approval. The revision included the addition of Line 23, "The expenditures are not intended to exceed the revenue from the budget year with the exception for one-time expenditures." Board of Trustee Thomas Rossmeissl moved for approval of the revised budget development guidelines and Board of Trustee Jennifer Petroff seconded the motion and the budget development guidelines were approved unanimously.

7:31 – 7:33  
 Approved  
 2018-19  
 Revised  
 Budget  
 Development  
 Guidelines

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
 Noes: None  
 Abstentions: None  
 Absent: None

- 7.7 Superintendent Denise Clay presented Resolution No. 17-18-12, School Safety, for adoption consideration. The resolution expresses our desire to have our schools safe for students. Board of Trustee Thomas Rossmeissl moved for approval of the resolution, seconded by Board of Trustee Doug Evans. The Board of Trustees adopted Resolution No. 17-18-12 by the following roll call vote:

7:33 – 7:35  
 Adopted  
 Resolution  
No. 17-18-02,  
 School Safety

Ayes: Billings, Brown, Evans, Petroff, Rossmeissl  
 Noes: None  
 Abstentions: None  
 Absent: None

8. REPORTS OF ASSOCIATIONS

7:35 – 7:37  
 UDEA Report

- 8.1 UDEA President Julie Guglielmo said staff appreciated the letter sent out by Superintendent Clay about March 14. President Guglielmo thanked Superintendent Denise Clay and Board of Trustee Jennifer Petroff for attending the Legislative Brunch.

- 8.2 CSEA Vice President Terri Skipworth reported that CSEA is getting ready to survey their members for articles they would like to sunshine.

7:37 – 7:38  
 CSEA Report

9. REVIEW BOARD AGENDA CALENDAR/FUTURE AGENDA ITEMS

The Board reviewed the Board agenda calendar and there were no changes or additions. The next regular Board of Trustees meeting is scheduled for April 23, 2018.

7:38 – 7:40  
Reviewed  
Board Agenda

10. CLOSED SESSION

The Board of Trustees met in closed session with Labor negotiators Superintendent Denise Clay, Assistant Superintendent Steve Burrell, Associate Superintendent Andrew Schwab and Assistant Superintendent Rita Sohal to discuss the California School Employees Association (CSEA) and Union District Educators Association (UDEA) labor negotiations (Govt. Code § 54957.6).

The Board of Trustees met in closed session with Superintendent Denise Clay, Assistant Superintendent Steve Burrell, Associate Superintendent Andrew Schwab, and Assistant Superintendent Rita Sohal to discuss Public Employee Discipline/Dismissal/Release/Reassignment (Govt. Code § 54957).

The Board of Trustees met in closed session with Superintendent Denise Clay regarding Public Employee Performance Evaluation (Govt. Code §54957)  
Title: Superintendent.

7:40 – 9:02  
Closed Session

11. REPORT OF ACTION TAKEN IN CLOSED SESSION

During the closed session held earlier tonight, the Board adopted Resolution No. 17-18-13, pursuant to Education Code section 44954 and 44929.21, and authorized the District Superintendent or his/her designee to release a temporary certificated staff from her position. The Board members voted as follows:  
Unanimous vote.

9:02- 9:04  
Report of  
Action Taken  
in Closed  
Session

12. ADJOURNMENT

Board of Trustee Doug Evans moved to adjourn the meeting at 9:04 p.m. Board of Trustee Jennifer Petroff seconded the motion and the Board members were all in favor. The next regularly scheduled Board meeting is on April 23, 2018.

9:04 p.m.  
Meeting  
Adjourned

Respectfully submitted,

*Denise Clay, Secretary*

Approved by Board Action:

\_\_\_\_\_  
Clerk