



**Moreland School District  
Board of Trustees Meeting Minutes  
November 15, 2016**

**1. CALL MEETING TO ORDER**

**Minutes:**

Board President Heather Sutton called the meeting to order at 6:30 PM.

**2. ROLL CALL**

**Minutes:**

Present: Heather Sutton, Brian Penzel, Julie Reynolds-Grabbe, and Karen Whipple

Absent: Robert Varich

**3. COMMENTS FROM THE PUBLIC**

**Minutes:**

There were no comments from the public.

**4. CLOSED SESSION**

**A. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE AND/OR REASSIGNMENT  
(Government Code Section 54957.6)**

**5. CALL MEETING BACK TO ORDER IN OPEN SESSION**

**Minutes:**

The meeting was called back to order at 7:00 PM.

**6. FLAG SALUTE**

**Minutes:**

Two Payne students lead the flag salute.

**7. REPORT OUT ACTION TAKEN IN CLOSED SESSION**

**Minutes:**

No action taken in closed session.

**8. APPROVE THE AGENDA**

**Minutes:**

**Motion:** Approve the Board Agenda



**Moreland School District  
Board of Trustees Meeting Minutes  
November 15, 2016**

**Motion/Second:** Whipple/Reynolds-Grabbe **Vote:** 4/0

Heather Sutton, President:	YES
Brian Penzel, Clerk:	YES
Julie Reynolds-Grabbe, Trustee:	YES
Robert Varich, Trustee:	ABSENT
Karen Whipple, Trustee	YES

*The Board may delete items from its posted agenda, and may also add items to its posted Agenda (pursuant to Govt. Code 54954.2), if such items to be added arise out of "Emergency Situations," as defined under Government Code 54956.5.*

**9. COMMENTS FROM THE PUBLIC**

**Minutes:**

There were no comments from the public.

**10. CREATING AND SUSTAINING A POSITIVE GOVERNANCE TEAM CULTURE-  
GOVERNANCE NORMS - Remains on agenda for Board Member reference.**

**11. STRATEGIC PLAN 2016-2023 - Remains on agenda for Board Member reference.**

**12. SUPERINTENDENT'S REPORT**

**Minutes:**

- The Board of Trustees honored the Extended Day Supervisors in charge of Moreland's before and after school program.
- Board Members and District Office staff annually compete in a Second Harvest Food Drive competition to donate the most items. Payne 3rd graders Idara and Alana served as the judges and declared the District Office as the winner.

**13. BOARD MEMBERS' COMMUNICATION**

**Minutes:**

Karen Whipple

- Board member Whipple attended her Fall Board visit at Moreland Middle School

Brian Penzel

- Board member Penzel attended his Fall Board visit at Country Lane Elementary.



**Moreland School District  
Board of Trustees Meeting Minutes  
November 15, 2016**

Julie Reynolds-Grabbe

- Board member Reynolds-Grabbe attended the Fall Board visit at Latimer with Board President, Heather Sutton, Country Lane with Board member Brian Penzel, and Anderson with Board member, Robert Varich.

Heather Sutton

- Board President Sutton attended the Fall Board visit at Moreland Middle School and Latimer
- Board President Sutton attended the Payne and Baker Walk-a-thons.

**14. REPORTS**

**A. 5 Year Developer Fee Report for 2015/16**

Minutes:

Assistant Superintendent Patti Ernsberger presented the annual review of the revenue and the amount of the expenditures received and expensed from developer fees.

**15. ACTION/DISCUSSION ITEMS**

**A. Public Hearing to Review and Consider the Adoption of Two Reports Entitled**

**“Residential Development School Fee Justification Study” and “Commercial/Industrial Development School Fee Justification Study,” Prepared as of November 2016 to Consider and Respond to All Comments Received by the District Related to the Increase in Statutory School Fees**

Minutes:

Hearing Opened 7:35 PM

Hearing Closed 7:36 PM

**B. Approve the Adoption of Resolution Number 6-2016/2017, Increase Statutory Development School Fees and Approval and Acceptance of Justification Studies Dated November 3, 2016**

Minutes:

**Motion:** Approve the Adoption of Resolution Number 6-2016/2017, Increase Statutory Development School Fees and Approval and Acceptance of Justification Studies Dated November 3, 2016

**Motion/Second:** Penzel/Whipple **Vote:** 4/0

Heather Sutton, President: YES

Brian Penzel, Clerk: YES

Julie Reynolds-Grabbe, Trustee: YES

Robert Varich, Trustee: ABSENT



**Moreland School District  
Board of Trustees Meeting Minutes  
November 15, 2016**

Karen Whipple YES

**C. Approve Resolution Number 7-2016/2017, Prequalification Process for Prime Contractors**

Minutes:

**Motion:** Approve Resolution Number 7-2016/2017, Prequalification Process for Prime Contractors

<b>Motion/Second:</b>	Reynolds-Grabbe/Whipple	<b>Vote:</b> 4/0
	Heather Sutton, President:	YES
	Brian Penzel, Clerk:	YES
	Julie Reynolds-Grabbe, Trustee:	YES
	Robert Varich, Trustee:	ABSENT
	Karen Whipple	YES

**D. Approve Resolution Number 8-2016/2017, Prequalification Process for Mechanical, Electrical and Plumbing (MEP) Subcontractors**

Minutes:

**Motion:** Approve Resolution Number 8-2016/2017, Prequalification Process for Mechanical, Electrical and Plumbing (MEP) Subcontractors

<b>Motion/Second:</b>	Whipple/Reynolds-Grabbe	<b>Vote:</b> 4/0
	Heather Sutton, President:	YES
	Brian Penzel, Clerk:	YES
	Julie Reynolds-Grabbe, Trustee:	YES
	Robert Varich, Trustee:	ABSENT
	Karen Whipple	YES

**E. Approve the Appointment of Moreland Chapter 198 of the California School Employees Association (MCSEA) Representative to the Personnel Commission**

Minutes:

**Motion:** Affirm the Appointment of Moreland Chapter 198 of the California School Employees Association (MCSEA) Representative, Hazel Vasquez, to the Personnel Commission

<b>Motion/Second:</b>	Whipple/Reynolds-Grabbe	<b>Vote:</b> 4/0
	Heather Sutton, President:	YES
	Brian Penzel, Clerk:	YES
	Julie Reynolds-Grabbe, Trustee:	YES
	Robert Varich, Trustee:	ABSENT
	Karen Whipple	YES



**Moreland School District  
Board of Trustees Meeting Minutes  
November 15, 2016**

**F. Approve Resolution Number 9-2016/2017, Adopting a Conflict of Interest Code and Exhibit 9270, Conflict of Interest**

Minutes:

**Motion:** Approve Resolution Number 9-2016/2017, Adopting a Conflict of Interest Code and Exhibit 9270, Conflict of Interest

<b>Motion/Second:</b>	Reynolds-Grabbe/Penzel	<b>Vote:</b> 4/0
	Heather Sutton, President:	YES
	Brian Penzel, Clerk:	YES
	Julie Reynolds-Grabbe, Trustee:	YES
	Robert Varich, Trustee:	ABSENT
	Karen Whipple	YES

**G. Approve Resolution Number 5-2016/2017, Designation of Licensing Representatives for the Moreland Child Development Center**

Minutes:

**Motion:** Approve Resolution Number 5-2016/2017, Designation of Licensing Representatives for the Moreland Child Development Center

<b>Motion/Second:</b>	Penzel/Whipple	<b>Vote:</b> 4/0
	Heather Sutton, President:	YES
	Brian Penzel, Clerk:	YES
	Julie Reynolds-Grabbe, Trustee:	YES
	Robert Varich, Trustee:	ABSENT
	Karen Whipple	YES

**H. Approve Revisions to Board Policy 3312, Contracts**

Minutes:

No approval. Will bring back to 12/13/16 meeting.

**I. Approve Revised Job Description for Instructional Assistant Special Education**

Minutes:

**Motion:** Approve Revised Job Description for Instructional Assistant Special Education

<b>Motion/Second:</b>	Reynolds/Grabbe	<b>Vote:</b> 4/0
	Heather Sutton, President:	YES
	Brian Penzel, Clerk:	YES



**Moreland School District  
Board of Trustees Meeting Minutes  
November 15, 2016**

Julie Reynolds-Grabbe, Trustee: YES  
Robert Varich, Trustee: ABSENT  
Karen Whipple YES

**16. CONSENT ITEMS**

*Minutes:*

**Motion:** Approve Consent Agenda

<i>Motion/Second:</i>	Whipple/Reynolds-Grabbe	<i>Vote:</i>	4/0
	Heather Sutton, President:	YES	
	Brian Penzel, Clerk:	YES	
	Julie Reynolds-Grabbe, Trustee:	YES	
	Robert Varich, Trustee:	ABSENT	
	Karen Whipple, Trustee	YES	

- A. Approve Classified, Certificated, Management/Confidential Personnel Nominations, Resignations, Retirements, Leave of Absence, Changes and Limited -Term Employment Assignments**
- B. Approve Regular Board Meeting Minutes from October 11, 2016**
- C. Approve Special Board Meeting Minutes from October 21, 2016**
- D. Approve Contracts and Consultants \$15,000 and Under**
- E. Approve Warrant Report for September 2016**
- F. Approve Warrant Report for October 2016**
- G. Approve US Bank (Credit Card) for September 2016**
- H. Approve US Bank (Credit Card) for October 2016**
- I. Approve Board and Superintendent Purchase Orders for September 2016**
- J. Approve Board and Superintendent Purchase Orders for October 2016**
- K. Approve Board Policy 6142.1, Sexual Health and HIV/AIDS Prevention Instruction**
- L. Approve Minor Revisions for Board Policies, as Recommended by the California School Boards Association**
- M. Approve Board Policy 6164.2, Guidance/Counseling Services**
- N. Approve Board Policy 6142.7, Physical Education and Activity**
- O. Approve Affiliation Agreement with University of New York**



**Moreland School District  
Board of Trustees Meeting Minutes  
November 15, 2016**

**17. FUTURE MEETING DATES – Open Session will begin at 7:00 P.M. unless otherwise stated. The Board will convene for Closed Session prior to Open Session as needed. Please see posted agenda for Open and Closed Session times. All meetings, unless stated otherwise, will be held in the Board Room at the Moreland School District Office at 4711 Campbell Ave, San Jose, CA 95130.**

December 13, 2016	January 10, 2017	January 24 2017	February 14, 2017
March 14, 2017		March 28, 2017	April 18, 2017
			May 9, 2017
May 23, 2017	June 13, 2017	June 27, 2017	

**18. ANNOUNCEMENTS/REMINDERS/REQUEST**

Minutes:

- December 13th meeting is the same day as Honors Orchestra concert. Superintendent will be speaking at all of the concerts. Start time for December meeting will be 5:30 PM.
- Board member Whipple will be creating a Google Document for the California School Boards Association (CSBA) Conference attendees to communicate session attendance/comments.
- The Superintendent will be out of town November 18-25.

**19. ADJOURNMENT**

Minutes:

The meeting was adjourned at 8:16 PM

**Respectfully submitted:**

**Attested:**

\_\_\_\_\_  
Mary Kay Going, Superintendent and  
Secretary to the Board

\_\_\_\_\_  
Brian Penzel, Clerk  
Board of Trustees