

Two Rock Union School District
5001 Spring Hill Road, Petaluma, CA 94952
707-762-6617

Board of Trustees – Regular Meeting
Thursday, June 23, 2016
Closed Session 3:30 P.M.
Open Session 4:30 P.M.
Staff Room

AGENDA

1. **Call to order**
2. **Roll Call**
3. **Adjourn to Closed Session for the discussion of Negotiations and Confidential Personnel matters.**
4. **Reconvene in Open Session. Report of any actions taken during Closed Session**
5. **Adjustments to Agenda/Approval of the Agenda Order:** If anyone is present for a particular item the Board may wish to bring that forward at this time.

6. Public Input:

This is a time for comments and messages from the floor for non-agenda items. The Board reserves this time for input from those present. The Board values public comments, but by the Ralph M. Brown Act is not allowed to discuss items that are not on the agenda.

7. Approval of Consent Agenda

Items within the Consent Agenda are routine in nature and do not require discussion. Any Board member may have any item removed from the Consent Calendar and have it acted upon separately. All items are approved with a single action.

Recommended motion: that the Consent Agenda, Minutes of the November 12, 2015 Board meeting and the Accounts Payable Report be approved by consolidated motion.

7.1 Approval of the Minutes of the June 15, 2016 Board meeting.

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_____ _____
M S
Aye _____ Nay _____

8. Reports/Presentations:

- 8.1 TREA Representative
- 8.2 TRSEF Representative
- 8.3 Superintendent’s Report
 - Enrollment update
 - Facilities update
 - Room changes
 - Landscaping
 - Preschool bathroom

9. Information/Discussion/Action Items

9.1 Consideration of and Possible Action on Resolution No. 062301 Regarding Reduction / Elimination of Classified Employee Services (0.9 FTE for 11 months School Secretary/Registrar/Account Clerk and .90 FTE for 12 months School Secretary/Registrar/Account Clerk)

Situation: Based on current data, the district finds that due to lack of work and/or lack of funds, that it will be necessary to reduce or eliminate the School Secretary/Registrar/Account Clerk positions for the 2016-17 school year.

Plan: Staff will present a resolution for consideration by the board to eliminate classified employee service for the 2016-17 school year.

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve Resolution No 062301 regarding Reduction/Elimination of Classified Employee Services.

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_____ M _____ S

Aye_____ Nay_____

9.2 Approval of Updated Classified Job descriptions

Situation: Per the Settlement Agreement reached at the Public Employees Relations Board with the Classified School Employees Association and the Two Rock Union School District, the District is proposing the addition of two positions for consideration by the board.

Plan: Staff will present two job descriptions for consideration – School Secretary and a District Secretary, Confidential position.

Public Comment:

Board Discussion:

Recommended Motion: That the board approve both the School Secretary and District Secretary job descriptions.

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M S

Aye____ Nay____

9.3 Consideration of Resolution No 062302 for CBO to be designated as Senior Classified Management Position.

Situation: The CBO position can be a classified manager position or be designated by Board resolution as a Senior Management Position.

Plan: Staff will present Resolution No 062302 designating the CBO position as a Senior Management position for the Board’s consideration

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve Resolution No. to designate the CBO as a Senior Management Position.

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M S

Aye____ Nay____

9.4 Approval of Chief Business Officer Revised Contract for 2016-18 School years

Situation: Mary Schafer, district CBO, currently has a .50 FTE contract. However, in order to perform the duties of her job requires more time (.60 FTE) than her current contract.

Plan: Staff will present an updated contract that accurately reflects the amount of time required to complete the duties assigned to the CBO position.

Public Comment:

Board Discussion:

Recommended Motion: That the board approve the revised contract for district CBO, Mary Schafer.

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M S

Aye____ Nay____

9.5 Employment Report

Situation: The Employment Report provides updates on the changes in staffing that have occurred within the district since the last Board meeting. The report this month includes the hiring of the new School Secretary position, (.8 FTE for 11 months) and the new District Secretary, confidential position (1.0 FTE). In addition, it includes the hiring of the current CBO to a .60 FTE position and a new 2nd grade teacher for the 2016-17 school year.

Plan: Staff will introduce the new positions and employees.

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve the Employment Report and the hiring of Two Rock's new 2nd grade teacher for the 2016-17 school year.

M S
Aye____ Nay____

9.6 Approval of Local Control Accountability Plan

Situation: As part of the Local Control Funding Formula (LCFF), each district must develop a Local Control Accountability Plan (LCAP). This plan must include the input and feedback of all stakeholder groups, including the board of trustees.

Plan: Staff will present the LCAP for approval by the board.

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve the Local Control Accountability Plan for Two Rock Union for the 2016-17 school year.

M S
Aye____ Nay____

9.7 Approval of 16-17 Budget

Situation: Each year the board must develop a 3 year district budget that is submitted to the county office of education after approval by the board.

Plan: Staff will present the 16-17 Budget for consideration by the board.

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve the District budget for the 2016-17 school year.

M S
Aye____ Nay____

9.8 Approval of Budget Updates

Situation: Updates are made to the budget on a regular basis based on actual income and expenses.

Plan: The Board will review the budget updates as presented.

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve the Budget Updates as presented.

M S
Aye____ Nay____

9.9 Consideration of Resolution 062303 to authorize temporary transfer of funds from the Special Reserve to the General Fund.

Situation: In times of economic need, the Board may authorize the temporary transfer of funds from the Special Reserve to the General Fund. In order to have this option, the Board must pass a resolution authorizing this temporary transfer of funds.

Plan: Staff will present Resolution 062303 for the Board's consideration.

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve Resolution 062303 authorizing temporary transfer of funds from the Special Reserve to the General Fund as presented.

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M S
Aye____ Nay____

9.10 Approval of Consolidated Application

Situation: The Board is required to approve the Consolidated Application for receiving categorical funding from the federal and state government.

Plan: Staff will present the Consolidated Application for Categorical Funds.

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve the Consolidated Application.

M S
Aye____ Nay____

9.11 Approval of Obsolete Instructional Materials

Situation: We have instructional materials that are no longer being used and need to be declared obsolete so we can dispose of them.

Plan: For the Board to approve the list of instructional materials as obsolete.

Public Comment:

Board Discussion:

Recommended Motion: Approval of the declaration of obsolete instructional materials. p. 15

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M S
Aye_____Nay_____

9.12 Approval of Facility Use Permit for Ragnar Relays

Situation: For the past several years, the Ragnar Events organization has utilized the Two Rock School parking lot for their annual race. Ragnar Events is requesting the use of the Two Rock School facilities November 14th and 15th .

Plan: Staff will present the facility use agreement request for the Ragnar Relays use for this November.

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve the Facility Use Permit for the Ragnar Relays in November.

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M S
Aye_____ Nay_____

9.13 Approval of Proposition 39 Energy Project: Heating and Air Conditioning Project Bids

Situation: We have contracted with CleaResults to manage our Proposition 39 Energy Projects. We have received proposals for our HVAC project.

Plan: The Board will hear proposals for our HVAC project and award a contract for this project.

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve a contract for the HVAC Proposition 39 Energy project.

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M S

Aye_____ Nay_____

9.14 Proposition 39 Energy Project: Lighting Project Bids

Situation: We have contracted with CleaResults to manage our Proposition 39 Energy Projects. We have received proposals Lighting project.

Plan: The Board will hear proposals for our Lighting project and award a contract for this project.

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve a contract for the Lighting Proposition 39 Energy project.

M S

Aye____ Nay____

9.15 Proposition 39 Energy Project: Solar Project Bids

Situation: We have contracted with CleaResults to manage our Proposition 39 Energy Projects. We have received proposals for our Solar project.

Plan: The Board will hear proposals for our Solar project and award a contract for this project.

Public Comment:

Board Discussion:

Recommended Motion: That the Board approve a contract for the Solar Proposition 39 Energy projects.

M S

Aye____ Nay____

10 Adjournment to Closed Session (if necessary)

11 Reconvene to Open Session (if necessary). Report of any actions taken during Closed Session

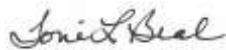
12 Next Board Meeting: Set the date and time of the Board Meeting, August 11, 2016 at 4:30 p.m. and confirm dates of Board meetings for 2016-17 school year, as well as any topics for those meeting.

13. Adjournment:

M S

Posted: 6/20/16

By



Toni L Beal, Superintendent/Principal

This agenda/meeting notice and agenda packet is available upon request in a format appropriate for a person with a disability. To request such an item please contact the Two Rock Union School District office between the hours of 8:30 and 4:00 Monday through Friday. The request must be made in a timely fashion so as to allow the District adequate time to have the accommodations met.