

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.
Room 11

MINUTES

1. **Call to order:** The meeting was called to order at 3:30 p.m.
2. **Roll Call:** Trustees Wilson, Maas, Jacobson, Silvestrini and Mazzetta were in attendance.
3. **Adjourn to Closed Session:** Discussion of Negotiations and Confidential Personnel Matters.
4. **Reconvene in Open Session.** No action was taken during Closed Session.
5. **Adjustments to Agenda/Approval of the Agenda Order:** Item numbers 9.13, 9.14, and 9.15 were pulled from the Agenda. These items refer to our Proposition 39 Energy Project, which will be going out to bid again.
6. **Public Input:** None.
7. **Approval of Consent Agenda:** Recommended motion was that the Consent Agenda, and the Minutes of June 15, 2016 Board Meeting be approved by a consolidated motion.

Motion: Jacobsen Second: Wilson
Aye = 5 Nay = 0

8. Reports/Presentations:

8.1 Superintendent's Report

- Enrollment update: For the next school year 2016-2017, we currently have 151 students.
- Facilities update
 - Preschool bathroom: Demolition by Petaluma City Schools Maintenance starts on Wednesday.
 - Landscaping: Still under construction, and remains under budget. Expected to be completed by August 1st.
 - Room Changes: 4th grade will move from Room 7 to Room 9 (the Library); the Library will move to Room 14 (RSP Room); RSP will move to Room 12; Room 11 will become our TK class room.

9. Discussion/Action Items

9.1 The Board approved 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).

Motion: Jacobsen Second: Maas
Aye = 5 Nay = 0

9.2 Approval of both the School Secretary and District Secretary job descriptions.

Motion: Jacobsen Second: Silvestrini
Aye = 5 Nay = 0

9.3 Approval of Resolution No. 062302 for Chief Business Officer to be designated as Senior Classified Management Position.

Motion: Maas Second: Wilson
Aye = 5 Nay = 0

9.4 Approval of revised contract for Mary Schafer, district CBO, increased hours from a .50 FTE contract to a .60 FTE contract.

Motion: Jacobsen Second: Maas
Aye = 5 Nay = 0

9.5 Approval of The Employment Report which 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.

Motion: Silvestrini Second: Maas
Aye = 5 Nay = 0

9.6 Staff presented the LCAP for approval. There were no public comments, feedback or discussion. The Board approved the Local Control Accountability Plan (LCAP) for Two Rock Union for the 2016-17 school year.

Motion: Jacobsen Second: Wilson
Aye = 5 Nay = 0

9.7 The Board approved the District budget for the 2016-17 school year.

Motion: Jacobsen Second: Maas
Aye = 5 Nay = 0

9.8 The Board approved the Budget Updates as presented.

Motion: Jacobsen Second: Maas
Aye = 5 Nay = 0

9.9 The Board approved Resolution 062303 authorizing temporary transfer of funds from the Special Reserve to the General Fund as presented.

Motion: Wilson Second: Silvestrini
Aye = 5 Nay = 0

9.10 The Board approved the Consolidated Application for receiving categorical funding from the federal and state government.

Motion: Wilson Second: Maas
Aye = 5 Nay = 0

9.11 The Board approved the declaration of obsolete instructional materials.

Motion: Jacobsen Second: Maas
Aye = 5 Nay = 0

9.12 The Board approved the Facility Use Permit for the Ragnar Relays in November.

Motion: Jacobsen Second: Wilson
Aye = 5 Nay = 0

10 **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.

11 **Signing of Papers of a Routine Nature**

12. **Adjournment:** The meeting was adjourned at 5:08 p.m.

Motion: Jacobsen Second: Mass
Aye = 5 Nay = 0

Two Rock Union School District
 Budget Update Summary
 August 11, 2016 Board Meeting
 Prepared by Mary Schafer

| Reference # | Program | Increase | Decrease | Description |
|---------------|-------------------------|--------------------|--------------|---|
| | | Fund Balance | Fund Balance | |
| General Fund: | | | | |
| BR17-00001 | ASES Robotics | 2,000.00 | 2,000.00 | Budget Robotics Supplies |
| BR17-00002 | One-Time Funds | | 3,710.00 | 45 Day Revision: \$214/ADA vs \$237/ADA |
| BR17-00003-6 | Special Ed | | | Update Expense new students |
| BR17-00007 | STRS on Behalf | 11,000.00 | 11,000.00 | 45 Day Revision: New exp/rev |
| BR17-00008 | Construction Funds | | 15,681.00 | Impact Aid PL874 Construction Funds |
| | | | | |
| | | | | |
| | | | | |
| | | 13,000.00 | 32,391.00 | |
| | | | | |
| | Net Change | (19,391.00) | | |
| | | | | |
| Other Funds: | Fund 40 | | | |
| BR17-00008 | Construction Funds | 15,681.00 | | Impact Aid PL874 Construction Funds |
| | | | | |
| | Total Net Change | (3,710.00) | | |

Recommendation:

The Board of Trustees is respectfully requested to approve and accept the budget transfers and adjustments to the district's financial status.

PASSED AND ADOPTED this August 11, 2016, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

STATE OF CALIFORNIA

COUNTY OF SONOMA

I, _____, Clerk/the Secretary/Designee ED code 35161 of the Governing Board of the Two Rock Union School District of Sonoma County, California, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the said Board at the August 11, 2016 meeting. Thereof held at its regular place of meeting at the time and by the vote above stated, which resolution is on file in the office of said Board.

Approved August 11, 2016

Clerk/Secretary or Individual delegated to certify or attest governing Board actions.

Two Rock Union School District
Authorization to Increase Revolving Cash Fund Minimum Balance
Resolution #081101

WHEREAS, the Two Rock Union School District established the County School Facilities Fund as a contingency fund as deemed "reasonable and proper" by the District; and

WHEREAS, the District does not operate a County School Facilities Fund; and

WHEREAS, the Two Rock Union School District has a remaining cash balance in the County School Facilities Fund and the District has determined this balance can be transferred to the Special Reserve for Capital Outlay Fund.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of Two Rock Union School District transfer the remaining cash balance, including interest earned, from the County School Facilities Fund to the Special Reserve for Capital Outlay Fund.

PASSED AND ADOPTED by the Governing Board on August 11, 2016 by the following vote:

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Member _____ and adopted on roll call by the following vote:

| | |
|---------------------|-------|
| Trustee Jacobsen | _____ |
| Trustee Maas | _____ |
| Trustee Mazzetta | _____ |
| Trustee Silvestrini | _____ |
| Trustee Wilson | _____ |

I hereby certify that the foregoing resolution was adopted by the Governing Board of the Two Rock Union School District.

Kathy Wilson, Clerk of the Board

Date

Two Rock Union School District
Authorization to Increase Cafeteria Cash Fund Minimum Balance
Resolution #081102

WHEREAS, the Two Rock Union School District established the County School Facilities Fund as a contingency fund as deemed “reasonable and proper” by the District; and

WHEREAS, the District does not operate a County School Facilities Fund; and

WHEREAS, the Two Rock Union School District has a remaining cash balance in the County School Facilities Fund and the District has determined this balance can be transferred to the Special Reserve for Capital Outlay Fund.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of Two Rock Union School District transfer the remaining cash balance, including interest earned, from the County School Facilities Fund to the Special Reserve for Capital Outlay Fund.

PASSED AND ADOPTED by the Governing Board on August 11, 2016 by the following vote:

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Member _____ and adopted on roll call by the following vote:

| | |
|---------------------|-------|
| Trustee Jacobsen | _____ |
| Trustee Maas | _____ |
| Trustee Mazzetta | _____ |
| Trustee Silvestrini | _____ |
| Trustee Wilson | _____ |

I hereby certify that the foregoing resolution was adopted by the Governing Board of the Two Rock Union School District.

Kathy Wilson, Clerk of the Board

Date

Two Rock Union School District
Authorization to Increase Revolving Cash Fund Minimum Balance
Resolution #081103

WHEREAS, the Two Rock Union School District established the County School Facilities Fund as a contingency fund as deemed "reasonable and proper" by the District; and

WHEREAS, the District does not operate a County School Facilities Fund; and

WHEREAS, the Two Rock Union School District has a remaining cash balance in the County School Facilities Fund and the District has determined this balance can be transferred to the Special Reserve for Capital Outlay Fund.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of Two Rock Union School District transfer the remaining cash balance, including interest earned, from the County School Facilities Fund to the Special Reserve for Capital Outlay Fund.

PASSED AND ADOPTED by the Governing Board on August 11, 2016 by the following vote:

The foregoing resolution was introduced by Board Member _____ who moved its adoption, seconded by Member _____ and adopted on roll call by the following vote:

| | |
|---------------------|-------|
| Trustee Jacobsen | _____ |
| Trustee Maas | _____ |
| Trustee Mazzetta | _____ |
| Trustee Silvestrini | _____ |
| Trustee Wilson | _____ |

I hereby certify that the foregoing resolution was adopted by the Governing Board of the Two Rock Union School District.

Kathy Wilson, Clerk of the Board

Date

Two Rock Union School District
Williams Settlement
 Quarterly Uniform Complaint Report Summary

Education Code §35186(d): A school district shall report summarized data on the nature and resolution of all complaints on a quarterly basis to the county superintendent of schools and the governing board of the school district. The summaries shall be publicly reported on a quarterly basis at a regularly scheduled meeting of the governing board of the school district. The report shall include the number of complaints by general subject area with the number of resolved and unresolved complaints. The complaints and written responses shall be available as public records.

Reporting Period:

- January 1 – March 31, 2016 April 1 – June 30, 2016
 July 1 – September 30, 2016 October 1 – December 31, 2016

No complaints were received during the above time period.

If you received any complaints during the above time period, please complete the following table. Enter "0" in any cell that does not apply.

| General Subject Area | Complaints Received | Complaints Resolved | Unresolved Complaints |
|---|---------------------|---------------------|-----------------------|
| Instructional Materials | 0 | 0 | 0 |
| Facilities | 0 | 0 | 0 |
| Teacher Vacancy and/or Mis-assignment | 0 | 0 | 0 |
| CAHSEE Intensive Instruction and Services | 0 | 0 | 0 |
| Total | 0 | 0 | 0 |

Board meeting date: August 11, 2016
 Date sent to County Superintendent of Schools: August 12, 2016
 Sonoma County Office of Education
 5340 Skylane Blvd.
 Santa Rosa, CA 95403
 or email to mwallace@scoe.org)

Resolution No. 081104
Date: August 11, 2016

**RESOLUTION OF THE GOVERNING BOARD
OF THE TWO ROCK UNION SCHOOL DISTRICT
RATIFYING THE DISPOSAL OF PERSONAL PROPERTY
OF THE DISTRICT PURSUANT TO EDUCATION CODE SECTION 17546**

WHEREAS, the School District owned classroom furniture that was in dilapidated condition. It was evaluated and determined that it could not be repaired and was not useable.

WHEREAS, Education Code section 17546, subdivision (c), authorizes the Board of Trustees of a school district, by a unanimous vote of those members present, to find that where personal property of the District is essentially worthless, it may be donated or disposed at the local dump.

NOW, THEREFORE, BE IT RESOLVED that pursuant to section 17546, the Board of Trustees hereby ratifies the decision of District staff to dispose of the above described district property through donation or at the dump.

The foregoing Resolution was adopted by a unanimous vote of the governing Board of the Two Rock Union School District on August 11, 2016:

| | |
|--------|------------------|
| Member | Ken Mazzera |
| Member | Kathy Wilson |
| Member | Julie Jacobson |
| Member | John Silvestrini |
| Member | Gaylene Maas |

AYES ___ NOES: ___ ABSENT/NOT VOTING

WHEREUPON, the President declared the foregoing Resolution adopted, and SO ORDERED.

_____, Board President



Quote Number 00019889
 Opportunity Name Two Rock Independant Play
 Quote Name Two Rock Independant Play Option 2
 Quote Date 8/8/2016
 Quote Exp Date 11/8/2016
 Est Lead Time Check with Sales Rep

Bill To Name Two Rock Union School District
 Bill To 5001 Spring Hill Rd.
 Petaluma, California 94952
 United States

Ship To Name Two Rock Union School District
 Ship To 5001 Spring Hill Rd.
 Petaluma, California 94952
 United States

| Quantity | Product | Product Description | Sales Price | Total Price |
|----------|--------------|---|-------------|-------------|
| 1.00 | 205800A | Landscape Structures TopsyTurny Spinner (42" DB Only) | \$4,010.00 | \$4,010.00 |
| 1.00 | 194704A | Landscape Structures Boogie Board™ (DB Only) | \$2,000.00 | \$2,000.00 |
| 1.00 | Installation | Installation of Landscape Structures Boogie Board and TopsyTurny Spinner by manufacturer certified installer at prevailing wages. | \$1,803.00 | \$1,803.00 |

Total Quote Amounts

| | | | |
|------------------|------------------------------|------------------|-------------------|
| County/ City Tax | Sonoma County | Materials Amount | \$6,010.00 |
| Tax Rate | 8.2500% | Tax Amount | \$495.83 |
| Credit Terms | Net 30 On Materials Shipment | Labor Total | \$1,803.00 |
| | | Freight Amount | \$1,349.00 |
| | | Total | \$9,657.83 |

Notes to Customer

Thank you for the opportunity to quote your upcoming project. PLEASE NOTE: quote does not include installation, offload, payment and performance bonds, engineering calculations, security, storage, permits, inspection, or safety surfacing unless otherwise noted.

Deposits may be required before order can be placed depending on customer credit terms. Your purchase is subject to the terms and conditions of this quote. approval of this quote agrees to those terms.

Orders must be shipped this year to receive 2016 pricing. Expect a 3-5% increase for orders shipped in 2017.

Signature _____
 Name _____
 Title _____
 Date _____

Prepared By Astrid Cynor
 Email astridc@rossrec.com