



**MINUTES  
SPECIAL MEETING  
BOARD OF TRUSTEES  
July 17, 2017**

The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at the Point Arena Schools District Office located at 45 Lake Street, Point Arena. For more information please call 882-2803.

**OPEN SESSION**

**1:00 PM**

**Point Arena Schools District Office  
45 Lake Street  
Point Arena, California**

**Section 1:**

1.1 Call to Order

**1:00 PM**

1.2 Pledge of Allegiance to the Flag

1.3 Roll Call

**All Board present. Student Board Member was absent.**

1.4 Approval of Agenda

**A motion was made by DeWilder and seconded by Miles to approve the agenda as presented.**

**MSC: DeWilder/Miles                      Vote: Student Board Member: Absent                      Board: 7-0-0-0**

1.5 Public Comment Regarding Open Session Items On The Agenda

Individual speakers shall be allowed **three minutes** to address the Board on each item on the agenda. This may occur during this section of the agenda or after the Board has had its discussion, and prior to taking action on each item on the agenda. The Board President may allow additional time as appropriate.

**There were no comments.**

**Section 2:                      Closed Session**

2.1 Public Comments on items to be heard in **Closed Session**

2.2 Recess to Closed Session

**Special Board Meeting Minutes – July 17, 2017**

- a. With respect to every item of business to be discussed in closed session pursuant to Government Code Section 54957.6:

CONFERENCE WITH LABOR NEGOTIATOR

Ellie Austin and/or Margaret Merchat, District Chief Negotiator

Point Arena High School Teachers Association (PAHSTA)

California School Employees Association South Coast Chapter #343 (CSEA)

- b. With respect to every item of business to be discussed in closed session pursuant to Section 54957:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

- 2.3 Announcement of reportable action, if any, from Closed Session

**Board President Robinson said there was no reportable action to report from closed session.**

**Section 3: Discussion with possible action**

- 3.1 **Discussion with possible action:** consideration of and possible action to approve the MOU between Mendocino County Office of Education and Point Arena School Districts for Interim Superintendent Services (Pg. 1).

**A motion was made by DeWilder and seconded by Miles to approve the MOU between Mendocino County Office of Education and Point Arena School Districts for Interim Superintendent Services.**

**Board Members discussed Mr. Galletti's background regarding stepping in as Interim Superintendent for other districts in similar situation like Point Arena Schools'.**

**MSC: DeWilder/Miles                      Vote:    Student Board Member: Absent                      Board: 7-0-0-0**

- 3.2 **Discussion with possible action:** consideration of and possible action to approve the Welcome Back Breakfast.

**A motion was made by DeWilder and seconded by Miles to approve the Welcome Back Breakfast for Point Arena Schools Staff.**

**Board President Robinson suggested asking the Cafeteria Staff to make the Welcome Back Breakfast and both Site Administrators and herself, would take the Cafeteria Staff to breakfast on August 17<sup>th</sup>. The Breakfast for the entire staff will be held on August 18<sup>th</sup>. The Board Agreed.**

**MSC: DeWilder/Miles                      Vote:    Student Board Member: Absent                      Board: 7-0-0-0**

- 3.3 **Discussion with possible action:** consideration of and possible action to approve the request for a Leave of Absence (LOA) from Wendy Brooks, Arena Union Elementary School Special Education Teacher for the 2017-2018 school year (Pg. 2).

**A motion was made by Miles and seconded by Cione to approve the request for a Leave of Absence (LOA) from Wendy Brooks, Arena Union Elementary School Special Education Teacher for the 2017-2018 school year.**

**The Board discussed the request and after a brief discussion asked that the District reach out to Ms. Brooks and ask her to stay, but they would not support her request for a Leave of Absence.**

**MSC: DeWilder/Miles                      Vote:    Student Board Member: Absent                      Board: 3-4-0-0**

**Roll Call Vote:**

**DeWilder, No**  
**Cione, Yes**  
**Miles, No**  
**Bates, Yes**  
**Gardiner, No**  
**Shimon, Yes**  
**Robinson, No**

**The request was denied.**

3.4 **Discussion with possible action:** consideration of and possible action to accept the resignation of Melissa Lawson, Instructional Specialist: Special Needs at Arena Union Elementary effective June 12, 2017 (Pg. 3).

**A motion was made by Miles and seconded by Cione to accept the resignation of Melissa Lawson, Instructional Specialist: Special Needs at Arena Union Elementary effective June 12, 2017. A letter of appreciation will be sent to Melissa Lawson.**

**MSC: Miles/Cione                      Vote:    Student Board Member: Absent                      Board: 7-0-0-0**

3.5 **Discussion with possible action:** consideration of and possible action to accept the resignation of Shelley Aubrey, Arena Union Elementary School Library Media Technician effective July 3, 2017.

**A motion was made by Miles and seconded by DeWilder to accept the resignation of Shelley Aubrey, Arena Union Elementary School Library Media Technician effective July 3, 2017. A letter of appreciation will be sent to Ms. Aubrey.**

**MSC: Miles/DeWilder                      Vote:    Student Board Member: Absent                      Board: 7-0-0-0**

3.6 **Discussion with possible action:** consideration of and possible action to approve the Standard Operations Procedures regarding (Pg. 4-12):

**The Board removed “Other” from the list.**

**A motion was made by DeWilder and seconded by Cione to approve the Standard Operations Procedures of the District Office.**

- Supplemental Pay Timesheets and Deadline

**Accounts Payable Technician Kelly Piper stated that many times employees submit supplementay pay timesheet after the deadline and some of the forms are not completed properly. This causes a delay in submitting her timesheets to the County Office. The Board directed the District Office team to adhere to the Supplementary Pay Timesheet deadline, and if timesheets are not turned in complete (i.e. not signed, no explanation listed, not pre-approved, etc.) District Office Secretary Riboli will return the Timesheets. If the timesheets are not returned by the run date, they will be placed in the next batch of timesheets to be paid the following month.**

- CTO/Overtime Form

**H. R. Analyst explained that some CTO (Compensatory Time Off) is being documented in some departments and not sent to the District Office. Board President Robinson added that according to Classified’s Collective Bargaining Agreement there is a limit of 40 hours per year which must be used within 12 months of when it was earned. CTO is geared towards Classified Staff. CTO must be pre-approved. CTO is only for classified employees, which excludes Superintendent, Principals, Business Manager and Teachers. The Board directed the District Office Team to inform Site Administrators and Directors that they must adhere to the proper**

process and submit all pre-approved CTO to the District Office and staff must follow their CBA guidelines regarding CTO.

- Absence Form

Accounts Payable Technician Kelly Piper stated that the Absence Form should be filled in completely when submitted to the District Office. Some forms are turned in with none of the boxes checked or they are not signed by employees or site supervisors. Ms. Piper also suggested adding a box for “No Tell Days”. The Board agreed. Absence forms will be reviewed by the District Office Secretary and returned if not filled in correctly. The Board directed the District Office staff to audit all absence forms and return them if not properly filled in.

- Credit Card vs. Purchase Orders

Business Manager Chin asked that those who have district credit cards are following standard procedures. Those who have district credit cards need to be reminded that using the district credit card must be the last option. The only time staff should use district credit cards is when a vendor does not take purchase orders or the purchase is too large for staff us pay up front. Ms. Chin stated that purchase orders must be used whenever possible. The Superintendent, Site Administrators, Directors and Technology are the only ones authorized to have a district card.

Holders of the district credit cards must ensure that receipts are turned in, and that only the holders of the district credit cards are using and authorizing the use of the card and not giving it to staff to use. The Board directed the District Office Team to adhere to the procedures for use of district credit cards and to remind the Site Administrators of the procedures.

- District’s Driver Form

Any staff member who wishes to drive district vehicles must have their paperwork on file otherwise they will not be allowed to drive a vehicle. Staff will be provided the form at the beginning of the school year and will have sufficient time to return the forms so the Transportation Director can run a “Pull” notice on them. The Board directed the Transportation Director to send out a notice to inform employees that they must submit a District Driver form if they wish to use district vehicles during the school year.

- Other

#### **Section 4: Discussion**

##### **4.1 Master Facilities Plan Audit**

Board Members DeWilder and Bates stated that they met with M&O Director Scott Ritchie and reviewed Arena Union Elementary and Point Arena High School facility priorities. The Facilities Committee will meet on July 24, 2017 at 8:30 AM and teleconference with Steve Turner at MCOE.

##### **4.2 Coaching Assignments (Pg. 13)**

Board Robinson spoke to Athletic Director Leonard Bechtol who informed her that there would only be one football team this year. She stated that they also discussed that students have been reminded that they need an Athletic Physical prior to participating in any sports team. This also included Student Drug Testing.

All coaching assignments held by walk-on coaches, were offered to Certificated staff in April. No certificated staff member applied therefore the walk-on positions were offered to the coaches who currently held the positions and they were hired for the 2017-2018 school year. Board member Cione asked if the vacant positions; soccer and cheer, would be offered to the new staff. HR will reach out to the new staff and ask if they are interested.

Coaches will be notified if students are disqualified to participate in any of the athletic teams.

4.3 Athletic Physicals

Discussed above.

4.4 Student Drug Testing.

The Board briefly discussed student drug testing and asked HR to reach out to the school nurse and Kathleen Cebe and ask either would be interested in doing the student drug testing this school year. The Board agreed to create a Board Student Drug Testing Committee which consists of: Cindy Cione, Jim DeWilder and Bob Shimon.

**Section 5: ADJOURNMENT**

5.1 Adjournment

A motion was made by Miles and seconded by Cione to adjourn at 2.35 PM.

MSC: Miles/Cione Student Board Member: Absent Vote: 7-0-0-0

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Approved and entered into the official minutes of the Point Arena Schools on this 9<sup>th</sup> day of August 2017.

\_\_\_\_\_  
Leslie Bates, Clerk of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mr. Warren Galletti, Secretary of the Board

\_\_\_\_\_  
Date