

RIVER DELTA UNIFIED SCHOOL DISTRICT

MINUTES

REGULAR MEETING

January 8, 2019

1. **Call Open Session to Order** – Board Vice President Olson called the Open Session of the meeting of the Board of Trustees to order at 5:31 p.m. on January 8, 2019 at Rio Vista High School, Rio Vista, California.
2. **Roll Call of Members:**
 - Alicia Fernandez, President (Absent)
 - Don Olson, Vice President
 - Marilyn Riley, Clerk
 - Jennifer Stone, Member
 - Chris Elliott, Member (Arrived 6:03pm)
 - Rafaela Casillas, Member
 - Dan Mahoney, Member

Also present: Don Beno, Superintendent
3. **Review, Approve the Closed Session Agenda and Adjourn to Closed Session**
 - 3.1 Board Vice President Olson announced items on the Closed Session Agenda.
 - 3.2 Public Comment on Closed Session Agenda Items. – *None to report*
 - 3.3 Approve Closed Session Agenda and Adjourn to the **Closed Session**
4. Vice Board President Olson asked for a motion to adjourn the meeting to Closed Session @ 5:32 pm
Member Mahoney moved to approve, Member Riley seconded. Motion carried 5 (Ayes: Olson, Riley, Stone, Casillas, Mahoney): 0 (Nays): 2 (Absent: Fernandez, Elliott)
5. **Open Session was reconvened at 6:30 pm**
 - 5.1 Roll was retaken, Member Fernandez was absent; and all members were present.
Also present: Don Beno, Superintendent; Elizabeth Keema-Aston, Chief Business Officer and Jennifer Gaston, Recorder.
 - 5.2 The Pledge of Allegiance was led by Aiden Mayhood, Rio Vista High School student.
6. **Report of Action taken, if any, during the Closed Session** (Government Code Section 54957.1)
Board Vice President Olson reported that during, closed session the Board received information, no action was taken.
7. **Review and Approve the Open Session Agenda**
Board Vice President Olson asked for a motion to approve the Open Session Agenda.
Member Riley moved to approve, Member Mahoney seconded. Motion carried 6 (Ayes: Olson, Riley, Stone, Elliott, Casillas, Mahoney): 0 (Nays): 1 (Absent: Fernandez)
8. **Public Comment:** Rio Vista High School's Principal Vicky Turk invited the Board members to attend the Rio Vista High School's Booster Club Dinner Dance to be held on Saturday, January 26, 2019 at the Portuguese Hall. Member Olson presented a flyer for the occasion stating that it was designed by Rio Vista High School student Brooke Okamura. The proceeds from the fundraising event will be used for lockers in the boy's locker room.
9. **Reports, Presentations, Information**
 - 9.1 Board Member(s) and Superintendent Report(s) and/or Presentation(s) –
 - 9.1.1 Board Members' report(s) Member Stone reported that she had attended Bates, Isleton and Walnut Grove Elementary School's Winter Programs. She mentioned that the students worked very hard and each of the programs were fantastic. Member Stone mentioned that she also attended Walnut Grove Elementary's Toy Give Away where each student had their picture taken and received hot chocolate, an ornament, and a wrapped gift.

Member Olson gave an update on the grant he obtained for Rio Vista High School students. The grant allowed students to take part in process of creating a product that

was made with locally grown fruit. The students expressed the desire to see more of the USDA facility and have a greater hand on approach to the process. Member Olson will work with the administration of the facility to see if this can be achieved for future endeavors. He plans to bring samples of the product made to the next meeting. Mrs. Turk shared that this opportunity was greatly appreciated by the students at Rio Vista High School and thanked Member Olson for the experience.

9.1.2 Committee Report(s): None to Report

9.1.3 Superintendent Beno's report(s) Mr. Beno stated that he had two topics for discussion for his reports: Superintendent Search and Redistricting of the Trustee Boundary Areas.

Superintendent Search: Mr. Beno introduced Dave Gordon, Superintendent of Schools in the Sacramento County Office of Education (SCOE) and Tracy Stinson, Chief Legal Counsel at SCOE who will be facilitating the Superintendent Search. Mr. Gordon introduced himself to the Board of Trustees and mentioned they had the privilege of assisting the district in hiring the current superintendent six years ago and are honored to be assisting again in the search for a new superintendent. Mr. Gordon introduced Teresa "Tracy" Stinson, Chief Legal Counsel, who will be working alongside Mr. Gordon and Coleen Johnson the Director of Human Resources in the search. Mrs. Johnson was unable to attend this evening's meeting due to a scheduling conflict. Mr. Gordon walked the Board through the process of how the search will proceed. First, several forum meetings with constituent groups (staff and community members) will be held to gather desirable characteristics they would like to have in a new superintendent. The meetings will be held in Rio Vista, Walnut Grove and Clarksburg. The recruitment team will contact each Board member individually for an interview to obtain their opinion on desired characteristics in a superintendent. Input from all stakeholders will be reviewed and revisions will be made to the recruitment brochure. Once the brochure is finalized, the advertising process can begin. The position will be advertised on Ed Join (nationwide industry job board), as well as the California Association of School Administrators publication. Mr. Gordon and the recruitment team will reach out to targeted applicants around the state through a network of superintendents. After the applications have been received, the team will pre-screen, complete reference and background checks on viable candidates. The Board will receive a complete list of all the applicants. However, to expedite the timeline, the recruitment team will recommend four to eight candidates for the Board to move forward and interview. Mr. Gordon informed the Board that his team has performed a salary analysis and his recommendation is to increase the current salary range to match comparable salaries in the county of like districts. Mr. Gordon provided the Board members with his reasoning behind the recommendation. He will provide the analysis to the Board for review. Mr. Gordon stated that typically interviews are held on a Saturday due to the work schedules of the Board members and the candidates. If needed, it is possible that the interviews may continue to Sunday to determine a final selection. In some cases, a Board may choose to have a validation visit to the district where the candidate is coming from. Once the final candidate has been selected and a contract has been agreed upon, the candidate must attend a regularly scheduled Board meeting to be formally approved and have the contract signed. The desired timeline would be to approve the candidate as the new superintendent and have the contract signed at the May 15th Board meeting with a July 1, 2019 start date. This timeline would allow overlap time for the new superintendent to work with Mr. Beno in a transition period. Mr. Gordon stated that SCOE charged the district \$7,000 for the last superintendent search and would be agreeable in keeping the fee at the same rate.

Redistricting of the Trustee Boundary Areas

Mr. Beno's reported that on December 11, 2018 Member Mahoney amended his motion to move forward with redistricting the Board trustee boundary areas and to invite Mr. Demers the demographer from the county to represent the trustee area scenarios he had delivered in 2013. The invitation was extended to Mr. Demers. However, he was unable to attend this evening's meeting, committing to attend the February 19th meeting. Mr. Beno stated that later in the evening he will convey the information he received from

the meeting he had with Mr. Demers. At the December meeting there was also interest from a few members in having the district's attorney attend a board meeting to answer questions and make clarification regarding past actions and future decisions about redistricting. Mr. Beno introduced the district's legal counsel Eric Stevens to the Board. Mr. Stevens provided a brief presentation on the process and legal knowledge of redistricting, as well as the electoral process. He explained the hybrid electoral system in which our district currently using. A trustee member is eligible to run for office within the trustee area in which he/she resides. However, they are elected by voters in all trustee areas within the district's boundaries. After the 2010 census and the certified results in 2011, the District received advice that it was not mandatory to redistrict at that time. The county Board did not step in given the fact that RDUSD is a hybrid district under 50019.5 was not mandated to do so. Mr. Stevens commented that our district has grown, and the imbalance in the boundary area has increased since the last census. This is why the district is considering redistricting at this time even though Ed. Code doesn't require it. Mr. Stevens provided options for consideration: redistrict now before the next election using the old 2010 data; redistrict now using old data from 2010 and again after the 2020 census results have been received; or wait to redistrict until after the 2020 census results have been released. Mr. Stevens provided the Board with additional options to take into consideration: changing the number of Trustee Areas, moving from a five Trustee Area to a seven Trustee Area, or change the number of trustees. He noted that it is not as simple as changing the number of trustees to balance the current areas. Other considerations when redistricting is the Voting's Rights Act and the equal protection clause of the 14th amendment of the constitution. These are key concerns when talking about the electoral system we put into place. When we speak of one person one vote, we need to keep in mind that when this law was put into place they were concerned that our electoral system was not disenfranchising minority voters. Mr. Stevens reminds all his clients that anyone could sue anyone for any reason at any time, even if it does not have validity. He also mentioned that even if our electoral system was perfectly balanced it may not stop a lawsuit. Therefore, a good rule to follow when balancing the Trustee Areas is to ensure a 10% deviation from the lowest populated area to the highest populated area. In answering a question from the Board, Mr. Stevens noted that it is not uncommon to have Trustee Areas that run unopposed if a voting area has been reduced to balance the voter population. The outcome of this action results in fewer voters in each area and decreases the chance of finding people that have a desire to run for office. On Member Fernandez's behalf, Member Olson asked if the Board's decision in 2013 to refrain from redistricting was a legal issue. Mr. Stevens explained that he did not believe the district was required to redistrict based on the provisions of Ed. Code 5019.5 (requiring redistricting). This code is referring to traditional Trustee Areas where the candidates are elected solely by the voters in their Trustee Area. Mr. Stevens' professional opinion was that the Board was on solid grounds by not redistricting at that time.

Mr. Beno informed the Board that he had met with Mr. Demers and he has agreed to attend the February 19th Board meeting. Mr. Demers explained to Mr. Beno that, in 2013 when the recommendation for the seven-area solution was presented it was to accommodate the members of the existing Board. Using the same concept, Mr. Demers would like to work on a seven-area solution to present at the next meeting. Member Olson stated that he would like to see trustee areas that have representation for each community. Members Elliott and Stone expressed their opinion that all the communities of the district need to be represented. Member Mahoney expressed that he believes it should be equal representation based on population.

Mr. Beno explained the traditional timeline of redistricting after a census. Mr. Beno explained that Mr. Demers communicated to him that the census will be held in April of 2020, the numbers will be verified and submitted to the demographer by February of 2021, all redistricting will be completed by the fall of 2021. If the Board chooses to redistrict after the 2020 census, there will be no cost to the district. If the Board decides to redistrict prior to the 2020 census, the estimated cost will be \$1,840. Mr. Beno

confirmed that if the Board decides to redistrict now, the data used to redistrict will be from the 2010 census.

Mr. Elliott made comment that he has been on the Board for two years. In that time he has never seen an action brought before the Board or acted upon by the Board that was biased in any direction for or against any campuses. He also stated that all campuses throughout the district have needs. However, he has not seen evidence that bias has skewed the voting in any way.

9.2 Business Services' Reports and/or Presentations on: Routine Restricted Maintenance; Deferred Maintenance; Maintenance and Operations; Transportation Department; Food Services Department; District Technology; and District Budget – Elizabeth Keema-Aston, Chief Business Officer and Ken Gaston, Director of MOT

- 9.2.1 ADA/Enrollment Report - Elizabeth Keema-Aston reported that in comparison to prior month the overall ADA districtwide has a decrease of 43 and enrollment has a decreased of 19. Each year at this time we tend to have a decrease in ADA due the to holiday vacations. The enrollment for December was 1,925 and the ADA was 1,815.
- 9.2.2 Monthly Financial Report - Elizabeth Keema-Aston reported as submitted
 - 9.2.2.1 Timeline for preparation of the 2019-2020 District Budget and LCAP. Ms. Keema-Aston reported that the timeline for the 2019-20 Budget and LCAP preparation starts with this meeting and are finalized at the June 25, 2019 Board meeting. The timeline provides the highlights and estimated dates for having each task completed in preparation of the LCAP and Budget adoptions.
- 9.2.3 Maintenance, Operations & Transportation Update – Ken Gaston reported that December was a slow month due to the employee vacation schedules. Mr. Gaston noted that over the winter break it was determined that the thermostats have been out of date for the past three years. All thermostats districtwide have been or will be reprogramed, the project is currently about 93% completed. The district received a grant a few years ago to replace all the 32-watt overhead lightbulbs replacing them with 25-watt bulbs. After this project was completed an energy audit was performed. The results of the audit showed an 8% reduction in energy use. It also indicated that one of the district's smallest schools has the highest use of energy. Mr. Gaston noted his team will be investigating the use of energy at that site. Mr. Gaston also reported that after the last storm there were a few fallen trees and branches that needed to be addressed. An inquiry was made by the Board Member Stone regarding the playground repairs at Walnut Grove Elementary School. Mr. Gaston stated that an agreement was reached by the district and the contractor for the damages created during the roofing project. The repairs to the playground will need to be delayed until after the rainy season is over and the ground has had a chance to dry. The grounds must to be completely dry to hold weight of the heavy equipment needed to make the repairs. Mr. Gaston does not foresee how the repairs being complete during the school year.

Later in the evening Mr. Beno commended and thanked Mr. Gaston for transforming the MOT department by finding ways to maximize productivity, increasing efficiency with minimal cost to the district, all in the short time he has been employed by the district.

- 9.2.4 Review the Annual Developer Fee Report – Elizabeth Keema-Aston reported that the Developer Fee Report was submitted for review at the December 11, 2018 Board meeting, which is prior to the 180-day deadline. The Developer Fee Report is now open for discussion. However, there is no action required by the Board, either to accept or approve the report submitted. Ms. Keema-Aston noted the highlights in the report. Total fees collected - \$492,607; Total amount expensed - \$253,361 with \$201,000 of those funds expense was the Shea Homes payment; a contribution made from the general

fund (01) of \$77,054 for the Shea Homes payment and portable rentals; and the fees collected from the Encore Liberty Development (LGI) have been put in reserve for future student housing needs. Board Member Mahoney asked for clarification regarding the Shea Homes payment. Ms. Keema Aston explained that the payments will be finalized in 2024 and a refund of \$2,047.50 was made to a current owner of record for excess of what was required to complete the improvements.

9.3 Other – Educational Services’ Reports and/or Presentation(s) – Kathy Wright, Director of Educational Services and Special Education reported that

9.3.1 Every Student Succeeds Act (ESSA) Accountability Information and CA Dashboard Update – Kathy Wright provided a brief background of the California School Dashboard to Board explaining how to read the results and how it measures a school’s success. Mrs. Wright also explained that ESSA requires each state to identify schools in the district that either qualify for, or exit from, the different levels of support, which are: Comprehensive Support and Improvement (CSI); Target Support and Improvement (TSI) and Additional Targeted Support and Improvement (ATSI). Mrs. Wright provided documentation that specifies the district’s performance levels for all students on each of the state indicators as well as each school sites performance levels. Based on the 2018 CA Dashboard results, River Delta Unified School District has no school that qualifies for CSI. The district has two elementary school and both middle schools that quality for TSI and there are no schools in the district that quality for ATSI.

Mr. Beno thanked Mrs. Wright for explaining the accountability system, the district’s data and for working with the Leadership team to find the areas that need improvement as well as a plan to address these needs.

9.3.2 Sacramento County Office of Education First Quarterly Williams Review Report for 2018-2019 – Kathy Wright reported that each year the district has three areas for review: textbooks, facilities and credentialing. Ken Gaston, Bonnie Kauzlarich and Kathy Wright work to provide the county with the information for the review. The county also performs an on-site visit of the facilities and textbooks. After the visit is completed the county prepares a report of its findings. The Fall report indicates all textbooks were sufficient in all classrooms and all credentialing was verified. In regards to the facilities inspection visit, Clarksburg Middle School earned ‘Exemplary’ status and Walnut Grove Elementary earned ‘Good’ status.

9.3.3 Williams' Settlement Public Notification regarding sufficiency of teachers, facilities, and textbook and instructional materials – Second Quarter (October – December 2018) – Kathy Wright reported that the district had no insufficiencies during the quarter.

9.4 A Representative from Crowe LLP to present River Delta Unified School District’s 2017- 2018 Audit Reports – Ms. Keema-Aston introduced one of the district’s auditors, Jennifer Aras, a representative of Crowe LLP. Ms. Aras provided information of the audit outcomes for River Delta Unified School District’s 2017-2018 general and Bond Audits. Both the General and Bond audits ranked or were found to have unmodified or clean audits without findings. Ms. Aras thanked business services, commenting they are a pleasure to work with.

9.5 River Delta Unified Teacher’s Association (RDUTA) Update – Paul Delgado, the RDUTA President noted that when the teachers return from Winter Break they will be working on grading the Independent Study contracts given out prior to the break. He stated he has 16 contracts of his own to review and grade. Mr. Delgado asked for clarification on after the contracts have been completed and ADA is obtained where does the money go and how does the money come back to the teachers patting them on the back for a job well done. Ms. Keema-Aston explained that, after the Independent Study contracts have been completed, the attendance reports are revised to reflect the additional ADA. Mr. Delgado would like everyone to realize how much time it takes to complete these contracts. Mr. Beno stated that all funds associated with the recovered ADA are deposited into the district’s General Fund as revenue. He thanked Mr. Delgado for the time spent grading the Independent Study work, adding that without the recovered ADA this revenue is not possible.

9.6 California State Employee’s Association (CSEA) Chapter #319 Update – None to report

10. **Consent Calendar**

- 10.1 Approve Board Minutes
Regular Meeting of the Board, December 11, 2018
- 10.2 Receive and Approve Monthly Personnel Reports
As of January 8, 2019
- 10.3 District's Monthly Expenditure Report
December 2018
- 10.4 Request to approve Rio Vista High School's FFA students to travel and attend the Annual California State FFA Convention in Anaheim, CA from April 24-29, 2019 – Vicky Turk, Maureen Reis & Holly Chesnut
- 10.5 Request approval for out-of-state travel for Rio Vista High School's American Field Service students domestic exchange visit to Mattapoisett, Massachusetts from March 21-25, 2019
- 10.6 Request to approve Rio Vista High School's Class of 2019 graduation trip to Universal Studios Hollywood in Universal City, CA on May 30-31, 2019 – Vicky Turk
- 10.7 Request to approve out of state travel for Delta High School's American Field Service students domestic exchange visit to Fairfield, Connecticut from March 21-25, 2019 – Laura Uslan
- 10.8 Request to approve the Delta High School's FFA students to travel and attend the Annual California State FFA Convention in Anaheim, CA from April 25-29, 2019 – Funding by Ag Boosters, Ag Incentive Funding, fundraising and by students – Shanan Spears and Laura Uslan
- 10.9 Request to approve Delta High School's Senior Class of 2019 graduation trip to Universal Studios Hollywood in Universal City, CA on May 30-31, 2019 – Laura Uslan
- 10.10 Request approval to move the Executive Assistant on the Classified Management Salary Schedule from range 11 to 15 – Don Beno
- 10.11 Request to approve the Independent Contract for Services Agreement with Hanoch McCarty for the 2018-2019 school year at a cost not to exceed \$5,000 – Special Education Funds – Kathy Wright
- 10.12 Donations to Receive and Acknowledge:
 - Walnut Grove Elementary School – Summer STREAM Program**
Apple, Inc. \$12,000
 - Bates Elementary School – College Day T-Shirts**
Miguel A. Barragan - \$125
 - Riverview Middle School**
 - Rio Vista Youth Services – Water Hydration Station - \$3,000
 - Rio Vista Foundation - Chromebooks \$4,000
 - Isleton Elementary School – Sweatshirts for students**
Isleton Lions Club - \$320
 - Rio Vista High School**
 - Page and Sara Baldwin – Weight machines (Value at \$3500)
 - Rio Vista Women's Golf Club – funds towards a printer in the media center
 - D.H. White Elementary School**
 - Meredith Bird-Marinucci - \$100 (Humphry's Harbor – School Store)
 - Beth Brockhouse-PG&E - \$153.84

Member Riley moved to approve, Member Elliott seconded. Motion carried 6 (Ayes: Olson, Riley, Stone, Elliott, Casillas, Mahoney): 0 (Nays): 1 (Absent: Fernandez)

Board Vice President Olson acknowledged those who donated and thanked them for their support.

- 11. Request to accept and approve the Audit Report of Crowe LLP, Independent Auditor, for Fiscal Year 2017-2018 – Elizabeth Keema-Aston and a representative from Crowe LLP.
Member Mahoney moved to approve, Member Elliott seconded. Motion carried 6 (Ayes: Olson, Riley, Stone, Elliott, Casillas, Mahoney): 0 (Nays): 1 (Absent: Fernandez)
- 12. Request to accept and approve the Audit reports of Crowe LLP, Independent Auditor, for Fiscal Year 2017-2018 for SFID#1 and SFID#2 – Elizabeth Keema-Aston and a representative from Crowe LLP.

Member Mahoney moved to approve, Member Elliott seconded. Motion carried 6 (Ayes: Olson, Riley, Stone, Elliott, Casillas, Mahoney): 0 (Nays): 1 (Absent: Fernandez)

13. Request to approve the first reading of the updated or new Board Policies, Administrative Regulations and or Exhibits due to new legislations or mandated language and citation revisions as of October 2018 – Don Beno

Member Olson moved to approve, Member Riley seconded. Motion carried 6 (Ayes: Olson, Riley, Stone, Elliott, Casillas, Mahoney): 0 (Nays): 1 (Absent: Fernandez)

14. During Closed Session the Board reviewed the student stipulated expulsion case #1819-311-001. The Board's decision is as follows –Vice President Olson

Member Riley moved to approve the stipulated agreement as presented, Member Olson seconded. Motion carried 5 (Ayes: Olson, Riley, Stone, Casillas, Mahoney): 0 (Nays): 1 (Abstained: Elliott): 1 (Absent: Fernandez)

15. Request to approve the Emergency Attendance Waiver to regain lost ADA for November 16, 2018 due to the Camp Fire in Paradise, CA. The Air Quality Index (AQI) placed the schools in River Delta Unified School District in the Very Unhealthy to Hazardous Range – Elizabeth Keema-Aston

Member Riley moved to approve, Member Olson seconded. Motion carried 6 (Ayes: Olson, Riley, Stone, Elliott, Casillas, Mahoney): 0 (Nays): 1 (Absent: Fernandez)

16. Re-Adjourn to continue Closed Session was not necessary.

17. Re-Adjourning to continue Closed Session was not necessary – no actions to report. Adjournment: There being no further business before the Board, Board Vice President Olson asked for a motion to adjourn.

Member Riley moved to approve, Member Stone seconded. Motion carried 6 (Ayes: Olson, Riley, Stone, Elliott, Casillas, Mahoney): 0 (Nays): 1 (Absent: Fernandez)

18. The meeting was adjourned at 8:29 p.m.

Submitted:

Approved:



Don Beno, Superintendent and
Secretary to the Board of Trustees



Marilyn Riley, Clerk, Board of Trustees

By: Jennifer Gaston, Recorder
End