5:00 p.m.  1.  Call to Order

2.  Public Comment – The public may address the Board concerning items that are scheduled for discussion during closed session only.

3.  Adjourn to Closed Session

3.1  Conference with Labor Negotiators, Pursuant to Government Code 54957.6 – Superintendent Rami Muth, Assistant Superintendent David Robertson, and Chief Business Official Andi Stubbs, regarding MEA, CSEA, Confidential/Supervisory Unit and MASA.

3.2  Public Employee Discipline/Dismissal/Release, Pursuant to Government Code 54957

3.3  Pursuant to Government Code Section 54956.9 (c) Anticipated Litigation – one case

6:30 p.m.  4.  Reconvene for the Regular Meeting of the Board of Education

5.  Report Out: Closed Session

6.  Pledge of Allegiance

7.  Approval of Agenda

8.  Staff/Board Comments/Reports:

8.1  Measure K Citizens’ Oversight Committee Report (Andi Stubbs)

- November 21, 2013 Meeting Report
- Certificates of Appreciation (Hobert, Lippow, Carlton)
8.2 Discussion of Process for Board Input for Facilities/Bond Projects and Communication as presented in Exhibit A (Rami Muth and Aaron Jobson)

Background: At the request of the Board of Education, staff has reviewed the communication procedures regarding facilities projects. The Board has requested additional information and opportunities for input as facilities projects are planned, designed and constructed. District Staff has worked with Quattrocchi Kwok Architects and RGM Construction Management to identify strategies to accommodate this request effectively. Two potential strategies have been identified and will be presented to the Board for consideration and discussion.

9. Organization of the Board

9.1 Election of Board Officers

9.1.1 President

9.1.2 Vice President

9.1.3 Clerk

9.2 Determination of Time, Dates and Place of Regular Meetings and Establishment of Committees as presented in Exhibit B

It is the recommendation of the Superintendent that the Board consider scheduling regular meetings on the second and fourth Mondays of each month, at 6:30 p.m. in the Martinez Unified School District Board Room at 921 Susana Street, Martinez, with the exception of July when the Board will not meet and December when only one regular meeting will be held. Due to holidays which fall on regularly scheduled board meeting dates in the 2014-15 school year, some changes are proposed to accommodate the need for two meetings a month (see exhibit.) Additionally, three discussion meetings dates are being proposed for the 2014-15 school year (see exhibit.)

A copy of the committees determined at the December 10, 2012 meeting with some proposed changes that more closely align with Board policy are also included in the exhibit for review along with a suggestion for a new committee.

10. Approval of Minutes: Regular Meeting of November 18, 2013

11. Correspondence

12. Comments from Student Representative

13. Employee Organization Reports

13.1 Martinez Education Association

13.2 California School Employees Association

14. Comments from PTA
15. **Public Comments** – Under Government Code 54954.3, members of the public have the right to address the Board on any matter within the Board’s jurisdiction. However, the Board may not take action on any non-agenda item. Individual speakers will be allowed three minutes to address the Board. Twenty minutes have been allocated for this portion of the agenda. Additional time is allowed at the end of the meeting if there was not enough time to speak during public comments.

16. **Consent Calendar:** Approval of the Consent Calendar means that all items listed hereunder are adopted by a single motion unless a member of the Board or the Superintendent requests that any such item be removed from the Consent Calendar and voted upon separately.

16.1 **Resignation**

Micah Sizemore, Para Educator C, Martinez Junior High, effective December 6, 2013

16.2 **Employment of Certificated Substitute Personnel**

Cabrina Lett, effective December 2, 2013  
Lisa Littrell, effective November 18, 2013  
Stacey Landron-Padilla, effective November 14, 2013  
Michael Cullen, effective December 2, 2013  
Susan Owen, effective December 2, 2013  
Charles Root, effective December 2, 2013

16.3 **Promotion of Classified Personnel**

Cynthia Santos, Attendance Technician, 8 hours per day, Martinez Adult Education, Promoted to Office Manager, 8 hours per day, Martinez Adult Education, effective January 6, 2014

16.4 **Employment of Classified Personnel**

Marlena Alvarez, Para Educator Indian Education, 13 hours per week, Martinez Adult Education, effective December 2, 2013  
Patricia Gonzalez, Cafeteria Assistant I, 3.5 hours per day, Martinez Junior High, effective December 2, 2013

16.5 **Employment of Classified Substitute Personnel**

Antoinette Shaw, effective December 2, 2013  
Christina Sweany, effective December 2, 2013

16.6 **Stipend Assignments for School Year 2013-14** as presented in Exhibit C

16.7 **Declaration of Surplus Equipment**

1: 1985 Massey Ferguson MF 240 Utility Tractor with Loader  
   Inventory # 14212  
2: 1991 Chevy 3/4 ton Pickup Truck Lic. # 112829  
3: 1991 Chevy 3/4 ton Pickup Truck Lic. # 112831
16.8 **Measure K Citizen's Oversight Committee Applicant** as presented in Exhibit D

Margaret Eyehner, a long-time Martinez resident, has applied to join the District's bond oversight committee, filling the vacancy for a representative of a local taxpayer organization.

16.9 **Ratification of Contracts** as presented in Exhibit E

Ray Mizyed
Amanda Tamo
Robert Alpert

16.10 **Approval of Out-of-State Conference**

**Background:** Principal of John Swett Elementary Adam Welcome has applied and been accepted to the Teachers College Reading and Writing Project's February Mini-Institute at Columbia University in New York. John Swett's entire teaching staff is invigorated and moving forward with Writer's Workshop. The entire staff attended a two-day training last summer by an expert in Writer's Workshop and has worked diligently to move the work forward.

Allowing Adam to attend this Institute will give him an advanced level of training and knowledge to help support and push the work at John Swett as well as share new knowledge with other District administrators and staff.

Dates - February 17th-20th, 2014.
Registration - $700 (District PD funds, specific resource to be determined by CBO)
Flight - paid by Adam Welcome
Hotel - paid by Adam Welcome

16.11 **Warrant Registers** as presented in Exhibit Y

17. **Items for Board Consideration or Action**

17.1 **Adoption of Authorized Signature Resolution No. 2014-5** as presented in Exhibit F (Rami Muth) **ACTION ITEM**

**Background:** School districts are required to adopt a new Authorized Signatures Resolution for submission to the California Department of Education at the time of their annual organization meeting of the Board of Education.

17.2 **Vicente Project Design Development Presentation** as presented in Exhibit G (Andi Stubbs) **INFORMATION ITEM**

**Background:** Quattrocchi Kwok Architects (QKA) will present an update on the status of the design of the new campus for Vicente Martinez High School and Briones Independent Study. The project is currently finishing the Design Development phase of the project where building systems are finalized and detailed design decisions are made about the project. QKA and the rest of the Bond Team have reviewed the project together in detail and will be presenting this material to the Vicente and Briones Staff for their input on December 10th. This information is presented for information and comment by the Board.
17.3 Alhambra High School, Central Plant Replacement & EMCS Upgrades – Change Order No. 1 as presented in Exhibit H (Andi Stubbs) INFORMATION AND POSSIBLE ACTION ITEM

Background: The Board approved the Lease-Lease Back contract for the Central Plant Equipment Replacement at Alhambra High School in the amount of $887,989 (Fund 21), and an additional $113,151 (Fund 40), to complete the replacement of four HVAC units on Building “J” on March 11, 2013.

The Board is asked to consider approval of Change Order No. 1 dated November 7, 2013 for work under the Central Plant Equipment and Controls at Alhambra High School project. The change order was prepared by RGM and Associates based on contract change cost amounts submitted by Martinez Sheet Metal, the project contractor. Amendment No. 1 to the original Lease-Lease Back Contract for this project includes Change Order No. 1 and is also provided for Board review.

The cost of all items in Change Order No. 1 total $8,250.66 as an additional cost above the project allowance. The original budget for this contract has increased from $1,001,140.00 to $1,009,390.66.

17.4 Review and Consider Approval of the "Resolution (No. 2014-4) of the Board of Education of the Martinez Unified School District Authorizing the Issuance and Sale of Not to Exceed $20,001,437.25 Aggregate Principal Amount of Bonds" (Andi Stubbs) INFORMATION AND POSSIBLE ACTION

Background: On November 18, 2013, the Board voted to move forward on the issuance of an additional series of the District’s Election of 2010 general obligation bonds, which requires a Board-approved resolution. Legislature has passed Assembly Bill 182, which effects how general obligation bonds are issued commencing on January 1, 2014. Accordingly, the resolution has been drafted to include the new requirements. In addition, language related to Capital Appreciation Bonds (CABs) and convertible CABs has been removed, so that only current interest bonds are authorized. With references to CABs/convertible CABs removed, the resolution can be adopted during the December 9, 2013 Board meeting without having to present the resolution and have it approved over the course of two Board meetings. The approval of the preliminary official statement has also been removed, as that will be approved at a subsequent meeting.

Also included for Board review:
- Bond Purchase Agreement
- Continuing Disclosure Certificate

These forms are approved within the Resolution.

Following are the critical next steps required for issuing the next series:

1) Board reviews/adopts resolution establishing parameters for sale
2) Board adopts additional legal documents/reviews underwriter selection
3) District staff meets with rating agencies
4) Bonds are priced
5) Transaction closes
6) New bond debt service established with County

Staff Recommendation: Approve "Resolution No. 2014-4 of the Board of Education of the Martinez Unified School District Authorizing the Issuance and Sale of Not to Exceed $20,001,437.25 Aggregate Principal Amount of Bonds.”
17.5 **Public Hearing Regarding Common Core Expenditure Plan** as presented in Exhibit I (Audrey Lee) **INFORMATION ITEM**

*Background:* After the passage of Assembly Bill 86 (AB86) in July, the State of California will be distributing $1.2 billion to school districts in support of the transition to the Common Core State Standards (CCSS). The allocation for Martinez Unified is approximately $800,000. These one-time funds can only be spent in three areas over the next two years: Professional Development, Instructional Materials, and Technology. MUSD is required to present an expenditure plan to the Governing Board outlining how the funds will be allocated in the three categories. The proposed expenditure plan will be presented to the Board in a public hearing.

17.6 **Public Hearing and Review of Resolution No. 2014-7 Regarding Accounting of Development Fees for the 2012-13 Fiscal Year** as presented in Exhibit J (Andi Stubbs) **INFORMATION ITEM**

*Background:* Government Code section 66006 requires school districts collecting development fees to make an annual accounting of those fees available to the public by December 27, 2013. This annual accounting must then be reviewed by the governing board at its next regularly scheduled meeting at least 15 days after the accounting was made available to the public. Government Code section 66001 requires each district collecting development fees to make additional findings every five years about any fund in which those fees remain unexpended at the end of a fiscal year.

Resolution No. 2014-7 Regarding Accounting of Development Fees for 2012-13 Fiscal Year is presented to the Board for review; along with Exhibit A: The MUSD Annual and Five-Year Fee Report for the 2012-13 Fiscal Year.

*Staff Recommendation:* The resolution is presented for information; no action is required at the December 9, 2013 Board meeting. The Board will be asked to approve the resolution during next Board meeting in January.

17.7 **Approval of Nominations for CSBA Delegate Assembly** as presented in Exhibit K (Rami Muth) **INFORMATION AND POSSIBLE ACTION ITEM**

*Background:* Nominations and Biographical Sketch forms for CSBA’s Delegate Assembly will be accepted until Tuesday, January 7, 2014. Any CSBA member board is eligible to nominate board members within their geographical region or sub region.

17.8 **First Interim Report** (Andi Stubbs) **ACTION ITEM**

*Background:* The Board is asked to review and file the 2013-14 First Interim Report, which signifies a Positive Certification of Financial Condition, based on the current state budget information. The Positive Certification indicates that, based upon current projections, the District will meet its financial obligations for the current fiscal year and in the subsequent two fiscal years. The District filed a Positive Certification for the 2013-14 Budget Report.
17.9 **Potential Contracts, Healthcare Reform Impact Study/Workforce Analysis** as presented in Exhibit L (Andi Stubbs) **INFORMATION ITEM**

**Background:** The new laws and regulations under the Affordable Healthcare Act (ACA) are resulting in significant changes for employers. Some organizations have developed tools and services to help school districts 1) analyze how their health plans might be impacted by different Health Care Reform provisions; 2) develop strategies to manage their plans and enrollment; 3) and comply with all of the new requirements. To ensure that the District offers the appropriate coverage to its eligible employees and avoids costly penalties as the various provisions of Healthcare Reform take effect, the Board is asked to consider approval of a contract for Healthcare Reform support services.

**Funding Source:** Staff recommends using part of the balance in the District’s “Equity Reserves Account” to pay for the cost of these services. These are monies rebated to each district belonging to the CC Solano JPA for property/liability insurance. The funds are accessed through reimbursement, and can be used for any purpose. Our current balance is **$31,575**. If the cost of these services is reimbursed through the District’s “Equity Reserves Account,” there will be no impact to the current balance in the District’s General Fund.

18. **Additional Comments from the Public** (This item is applicable only if there was insufficient time for all speakers under “Public Comments”.)

19. **Comments from the Superintendent, Board Members and Future Agenda Items**

20. **Adjournment** – The next Regular Meeting of the Board of Education will be January 13, 2014.

**FOLLOWING THE ABOVE MEETING, THE ANNUAL MEETING OF THE BOARD OF DIRECTORS OF THE MARTINEZ SCHOOLS FINANCING CORPORATION WILL BE HELD.**