5:30 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 Pursuant to Government Code Section 54956.95 - Liability Claim:

Claimant: Lilah Elizabeth Pacheco, a minor
Agency Claimed Against: Martinez Unified School District

3.2 Pursuant to Government Code Section 54957 – Public Employee Performance Evaluation - Superintendent

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. Approval of Minutes: Regular Meeting of December 9, 2013

9. Correspondence

10. Comments from Student Representative

11. Employee Organization Reports

11.1 Martinez Education Association

11.2 California School Employees Association
12. **Comments from PTA**

13. **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.

14. **Staff/Board Comments/Reports:**

15. **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.

15.1 **Retirement**

Judith Czarnecki, Program Specialist, .60 FTE, District Office, effective January 31, 2014

15.2 **Resignation**

Cynthia Front, Educational Mental Health Counselor, 1.0 FTE, Alhambra High School, effective date TBD
Shannon Garrison, Technology Specialist, 6 hours per day, John Muir Elementary, effective January 6, 2014
Nancy McNee, Spanish Teacher, 1.0 FTE, Alhambra High School, effective June 13, 2014

15.3 **Promotion of Classified Personnel**

Pamela Totten-Webb, Transitional Assistant Job Coach, 5.5 hours per day, Martinez Community Academy, Promoted to Attendance Technician, 8 hours per day, Martinez Adult Education, effective January 6, 2014

15.4 **Employment of Classified Personnel**

Tracey Yearick, Para Educator C, 5.5 hours per day, Martinez Junior High, effective December 13, 2013
Brandi Copeland, Para Educator A, 3 hours per day, John Swett Elementary, effective December 2, 2013
Mindy Shedrock, Typist Clerk I, 4 hours per day, Vicente Martinez High School, effective December 9, 2013
Neri Moore, Noon Duty, 1.5 hours per day, Las Juntas Elementary, effective December 9, 2013
Jana Nguyen, Noon Duty, 1 hour per day, Las Juntas Elementary, effective December 17, 2013
Jose Raygoza, Custodian, 4.5 hours per day, District Office, effective January 6, 2014
15.5 **Adjustment of Classified Personnel**
Arcelia Ortiz, Para Educator Health Attendant, 5.5 hours per day, Alhambra High School, changed to, Para Educator C, 5.5 hours per day, Alhambra High School, effective January 1, 2014

15.6 **Employment of Certificated Substitute Personnel**
Michael Bartel, effective December 3, 2013
Lisa Harless, effective December 2, 2013
Paul Juarez, effective December 4, 2013
Mary Hinse, effective December 5, 2013
David Heffelfinger, effective January 7, 2014

15.7 **Employment of Classified Substitute Personnel**
Joel Nunez, effective December 4, 2013
Wendy Togni, effective December 5, 2013
Katie Flahiff, effective December 4, 2013
Krystal Cavino, effective December 16, 2013
Ruth Lewis, effective December 12, 2013

15.8 **Stipend Assignments**
Deborah Minyo  WASC Leadership Team  $500
Linda Machado  Common Core Site Facilitator  $2000
Melissa Boyd  MJHS Drama – 1 Major production  $1070
Kayleen Parks  MJHS Drama – 1 Major production  $1070 (correction from 12/9/13 Board Agenda)

15.9 **Martinez Junior High School Athletics**
Anthony Ertola  Intramural Basketball  $960
Mark Duarte  8th grade Girls Basketball  $1599
Marianne Griffin  7th grade Girls Basketball  $1599
Ashley Greene  6th grade Girls Basketball  $1599
Mark Duarte  8th grade Boys Basketball  $1599
Ray Gonzales  7th grade Boys Basketball  $1599
Ronnie Rones  6th grade Boys Basketball  $1599

15.10 **Approval of Noon Duty Supervisor FTE Increase/Funding Shift**

*Background:* Elementary School Principals have expressed concern that they do not have enough lunchtime supervision in order to promote student safety on the playground and in the lunchroom. After reviewing current supervision at each elementary site, and comparing the data against optimal supervision ratios, staff has determined that each site needs an increase of 1.5 hours supervision time in order to promote student safety during the 2013-2014 school year. 1.5 hours has already been added at Las Juntas Elementary School, funded by the site's PTA. The staffing analysis also revealed that site versus district funding for supervision hours is inequitable, whereby John Swett is funding one hour more than other sites using discretionary resources. In addition, 30 minutes of additional time is needed both in the morning and after school at John Swett Elementary, in order to provide additional coverage so that drop-off/pick-up times can be extended--thus helping to alleviate a student safety issue that has resulted from parking/traffic flow problems, which are currently being addressed by site/district staff, along with members
of a school subcommittee. An analysis will be conducted again in August in order to

**Fiscal Impact:** The proposed changes will result in an increased cost to the unrestricted
General Fund of approximately **$8,892** in 2013-14, and **$17,784** ongoing beginning in
2014-2015, pending annual review/updates.

**Staff Recommendation:** The Board is asked to approve the following changes in order to
promote student safety during the 2013-2014 school year:

a) Increase of 1.5 hours (.1875 FTE) Noon Duty Supervisor time, at each of the
following school sites: JSE, JME, MPE (4.5 hours/day, .5625 FTE total).

b) Shift of 1.5 hours (.1875 FTE) Noon Duty Supervisor time at LJE from site funding to
district funding.

c) Shift 1.0 hours (.1250 FTE) of Noon Duty Supervisor time at JSE from site funding to
district funding.

d) Increase of 1.0 hours (.1250 FTE) of supervision time at JSE elementary (30 minutes
a.m./30 minutes p.m.)

15.11 **Approval of Out-of-State Conference**

**Background:** Principal of Las Juntas Elementary, Crystal Castaneda has been accepted to
the Teachers College Reading and Writing Project's February Mini-Institute at Columbia
University in New York.

Crystal to attend this Institute will give her an advanced level of training and knowledge
to help support and push the work at Las Juntas as well as share new knowledge with
other District administrators and staff.

**Dates** - February 17th-20th, 2014.
**Registration** - $700, Flight, and Hotel - General fund expenditure

15.12 **Approval of Extended (overnight) Field Trip** as presented in Exhibit A

15.13 **Acceptance of Gift Donations**

The sum of $269.22 from Wells Fargo Community Support Campaign (Beth Fisher and
Tony Damon) to Martinez Junior High School

The sum of $500.00 from Thomas Lochner to the American Indian Culture and
Education Program

15.14 **Declaration of Surplus Equipment** (District Office) as presented in Exhibit B

15.15 **Ratification of Contracts** as presented in Exhibit C

- Logicloft
- Sylvan Learning

15.16 **Quarterly Uniform Complaint Form** as presented in Exhibit D
15.17 **Contract Renewal between MAE and the Department of Rehabilitation** as presented in Exhibit E

*Background:* The contract represents the three-year renewal of the long-standing contract between the Department of Rehabilitation and Martinez Adult Education. The contract helps support MAE staff positions that benefit Department of Rehabilitation clients who are enrolled in job training programs at Martinez Adult Education. MAE staff provides support for DOR clients in all aspects of the job search process.

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

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


*Background:* On December 9, 2013 the Board approved "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". The Board of Education is required to review the Official Statement in preliminary form (the “Preliminary Official Statement”) with respect to the Series 2014 Bonds proposed to be sold prior to approving the distribution of the Preliminary Official Statement to potential bond purchasers. The Resolution also permits the Board to designate an Authorized Officer to certify on behalf of the District that the information contained within is accurate prior to publication and authorizes the Authorized Agent to execute the final Official Statement with respect to the Series 2014 Bonds and any subsequent amendment to the Official Statement thereafter. Approval of Resolution is to be considered at the Board’s January 27, 2014 meeting.

Also included for Board review:
- Preliminary Official Statement

These forms are approved within the Resolution.

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

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

16.2 **Ratification of Agreement between the Confidential and Supervisory Group and the Martinez Unified School District (MUSD)** as presented in Exhibit G (David Robertson) **ACTION ITEM**

*Background:* The Confidential and Supervisory Group and the Martinez Unified School District (MUSD) have reached agreement. The District and the Group agreed to add additional steps in their contract and revise the steps in longevity within MUSD. This
was the result of the completion of studies and noted in the ratification of the 2013 contract (see below).

**History:** The Assistant Superintendent of Personnel will work in collaboration with the confidential and supervisory group to look at all areas of compensation in the 2013-14 school year. The confidential and supervisory group retains the right to reopen possible changes based on the completion of this study. The goal is to complete the work by December 2013.

16.3 **Ratification of Agreement between the Martinez Management Group (MASA) and the Martinez Unified School District (MUSD) as presented in Exhibit H (David Robertson) ACTION ITEM**

**Background:** The Martinez Management Group (MASA) and the Martinez Unified School District (MUSD) have reached agreement. The District and the Group agreed to modify the current salary scale to show a consistent 2.5% increase per step and revise the steps in longevity. This was the result of the completion of studies and noted in the ratification of the 2013 contract (see below).

**History:** The Assistant Superintendent of Personnel will work in collaboration with the management group to look at all areas of compensation in the 2013-14 school year. The confidential and supervisory group retains the right to reopen possible changes based on the completion of this study. The goal is to complete the work by December 2013.

16.4 **Martinez Adult Education (MAE) Proposal: Hourly Rate Increase/Step & Column Adjustments as presented in Exhibit I (Kathy Farwell) INFORMATION ITEM**

**Background:** Teachers and coordinators working for the Martinez Adult Education (MAE) program have not received an increase to their hourly pay rate since 2005, prior to the "Great Recession." A rate increase is proposed (as described in Exhibit I memorandum and table) which will bring the hourly rate for MAE teachers closer to the district's rate of $28.00 per hour for certificated non-duty pay. Step and column adjustments for MAE teachers and coordinators are also proposed to promote equity, as shown in the exhibit. The proposed changes would have an effective date of January 1, 2014, for all pay adjustments, and July 1, 2014, for the coordinator's service credit adjustment.

**Fiscal Impact:** Will result in an ongoing projected increase of approximately $56,112 in 2013-2014, and $84,112 ongoing beginning in 2014-2015, as shown in the simple multi-year projection spreadsheet (Exhibit I).

**Staff Recommendation:** Consider approval of the proposed hourly rate and step/column changes as shown in Exhibit I.

16.5 **Contract with American Fidelity Administrative Services (AFAS): Healthcare Reform Implementation Package as presented in Exhibit J (Andi Stubbs) ACTION ITEM**

**Background:** On December 9, 2013, CBO Andi Stubbs presented information about two products available to help district staff analyze and respond to the impact of the Affordable Healthcare Act. The Board is asked to consider approval of a contract with American Fidelity Administrative Services (AFA) for their "Platinum Healthcare Reform Implementation Package," in an amount not to exceed $18,000 including expenses. The Master Consulting Services Agreement, a Statement of Work, and a related Business
Associate Agreement are included in the Exhibit. The fees are described on page 3 of the Statement of Work, stated as "...$17,500 plus out-of-pocket expenses...". The cost will be charged to the unrestricted General Fund, to be entirely reimbursed through the district's "Equity Reserves Account" (established through the CC Solano JPA for property/liability insurance returns).

Staff Recommendation: Approve the contract with AFAS for Healthcare Reform services, in an amount not to exceed $18,000.00.

16.6 Approval of the Common Core Expenditure Plan (Audrey Lee) **ACTION 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 was presented to the Board at the December 9, 2013 meeting.

16.7 Local Control Funding Formula (LCFF) Information & Formation of Local Control & Accountability Plan (LCAP) Committee (Audrey Lee) **INFORMATION ITEM**

**Background:** The 2013-14 budget package replaces the previous K-12 finance system with a new Local Control Funding Formula (LCFF). As part of the LCFF, school districts are required to develop, adopt, and annually update a three-year Local Control and Accountability Plan (LCAP). The LCAP is required to identify goals and measure progress for student subgroups across multiple performance indicators. Audrey Lee, Director of Curriculum & Educational Technology, will present information about LCFF and the LCAP, including a timeline for completion of the LCAP for MUSD.

The Board is being asked to approve the establishment of an LCAP advisory committee for the purpose of providing consultation and input in the development of this plan.

16.8 Guiding Principles for the Local Control Funding Formula Allocation of Resources as presented in **Exhibit K** (David Robertson/Andi Stubbs) **INFORMATION ITEM**

**Background:** The Board is asked to review a draft of Guiding Principles based on the new funding mechanism called “Local Control Funding Formula”.

16.9 Martinez Unified School District Proposal: Reduce Student to Teacher Ratio to 24-1 (David Robertson) **INFORMATION ITEM**

**Background:** The Local Control Funding Formula (LCFF) requires school districts to lower the student to teacher ratio in K-3 to 24:1 by 2021.

Additional Funding will be provided to Martinez Unified to support K–3 class size reduction (CSR) at a ratio of 24:1 unless a collectively bargained alternative is agreed to by the school district. As a condition of the receipt of these funds, school districts would be required to demonstrate progress toward maintaining a ratio of 24:1 until the LCFF is fully implemented. The funding for this adjustment would be equivalent to 11.23 percent of the K–3 base grant.
Options:
1. The Board has the ability to provide direction on reducing class sizes in gradual stages from the current 30:1 to 24:1.

2. The Board can direct staff to hire the additional 11.0 FTE’s for the 2014-15 school year.

Fiscal Impact: By not meeting the annual reduction goal by school, the District risks the loss of revenues. Hiring the additional 11.0 FTE’s in 2014-15 allows Martinez Unified to maximize the Common Core professional development funding to provide the needed support to fully implement the Common Core and Technology Integration.

Staff Recommendation: Consider approval of the recruitment and hiring an additional 11.0 FTE’s for the 2014-15 school year.

16.10 Approval of Resolution No. 2014-6 Regarding Accounting of Development Fees for the 2012-13 Fiscal Year as presented in Exhibit L (Andi Stubbs) ACTION 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.

A public hearing was conducted during the December 9, 2013 Board meeting, and the “Resolution Regarding Accounting of Development Fees for the 2012-13 Fiscal Year" was reviewed, which included "Exhibit A: The MUSD Annual and Five-Year Fee Report for the 2012-13 Fiscal Year."

The presentation during the January 13, 2014 Board meeting will include a brief summary outlining the current balance in Fund 25 (Development Fees), and additional details on the spending plan outlined in Exhibit A of the Resolution. The resolution 2014-6 is included in the exhibit again due to a correction of the dates shown in the 2013-14 spending plan.

Staff Recommendation: Approve Resolution No. 2014-6 Regarding Accounting of Development Fees for the 2012-13 Fiscal Year.

16.11 Review of New Course for Alhambra High School – Expository Reading and Writing as presented in Exhibit M (Audrey Lee) INFORMATION ITEM

Background: Audrey Lee, Director of Curriculum and Educational Technology will present information regarding the CSU Expository Reading and Writing Course (EWRC) which is a college preparatory course in English Language Arts for grade 12. It is aligned with Common Core State Standards and approved by UC to satisfy the “b” English subject requirement. Students who score Conditionally Ready for College Level English on the EAP have the opportunity to be considered College Ready if they earn a C or better in this course. This applies to students entering the CSU system as well as many Junior Colleges, including DVC and LMC.

This course has been approved by Curriculum Advisory Council as a replacement for English 12 (with the exception of AP English) and is being brought forward to the board for information. If approved, ERWC will be offered to students in the 2014-15 school year and teachers will receive training prior to implementing the curriculum.
16.12 First Reading of CSBA Board Policies and Administrative Regulations: April 2013 and October 13, 2013 (special issue) (Rami Muth) INFORMATION ITEM

Background: The following April 2013 policy updates had been pulled for further review. They have now been reviewed by Cabinet members and are being brought forward for the Board’s information. The October 2013 policy updates were sent as a “Special Issue” from CSBA which included new Local Control Funding information.

April: BP 3514.1, AR 3514.1, BP 5030, BP 5131.2, BP 5145.3, E 5145.6, BP 6112, AR 6112

October: BP 0460, AR 0460, BP 0500, BP 3100, AR 3100, BP 3110

16.13 2012-13 Audit Report as presented in Exhibit N (Andi Stubbs) INFORMATION ITEM

Background: The Board is asked to review and file the 2012-2013 Audit Report for the Martinez Unified School District. The Audit Report was prepared by the accountancy firm of Goodell, Porter, Sanchez & Bright, LLP. In the auditor’s opinion, the financial statements present fairly, in all material respects, the respective financial position of the governmental activities at June 30, 2013 and the respective changes in financial position for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

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

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

19. Adjournment – The next Regular Meeting of the Board of Education will be January 27, 2014.