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 Public Employee Discipline/Dismissal/Release, Pursuant to Government Code 54957
   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, Special Discussion Meeting of January 6, 2014 and Regular Meeting of January 13, 2014

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. Presentation

13.1 Scholarship Check from Caldwell Flores Winters to AHS Student

14. 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.

15. Staff/Board Comments/Reports:

15.1 Highlights from the Governor's Budget Workshop for 2014-2015 as presented in Exhibit A (Andi Stubbs)

15.2 WASC Update (AHS Staff)

15.3 RFP/RFQ for Master Planning for Alhambra High School (Andi Stubbs/Jon Novero)

15.4 6-12 Math Progression (Helen Rossi)

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

Adam Garza, Noon Duty Supervisor, Las Juntas Elementary, effective December 20, 2013

16.2 Release/Termination

Rachel Laycock-Devaney, Noon Duty Supervisor, Morello Park Elementary, effective January 13, 2014

16.3 Promotion of Classified Personnel

Stephanie Guerra, Para Educator A, 3.5 hours per day, Las Juntas Elementary, Promoted to Para Educator C, 5.5 hours per day, Las Juntas Elementary, effective January 10, 2014

Erica Meadors, Para Educator A, 3.5 hours per day, John Muir Elementary, Promoted to Para Educator C, 5.5 hours per day, Martinez Early Intervention Preschool, effective January 21, 2014

16.4 Employment of Classified Personnel

Melissa Riggall, Para Educator-Health Attendant, 6.5 hours per day, Alhambra High School, effective January 28, 2014
16.5 **Adjustment of Classified Personnel**

Susan Hanson, Student Body Account Clerk, 3 hours per day, Martinez Junior High AND School Secretary, 2 hours per day, District Office Adjusted to Student Body Account Clerk, 5 hours per day, Martinez Junior High School, effective January 1, 2014

16.6 **Employment of Certificated Substitute Personnel**

Anthony Ertola, effective January 8, 2014
Michael Stewart, effective January 27, 2014

16.7 **Employment of Classified Substitute Personnel**

Charles Carlson, effective January 21, 2014

16.8 **Approval of New Course for Alhambra High School – Expository Reading and Writing**

**Background:** At the January 13, 2014 meeting, Audrey Lee, Director of Curriculum and Educational Technology presented 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.) ERWC will be offered to students in the 2014-15 school year and teachers will receive training prior to implementing the curriculum.

16.9 **Approval of Extended (overnight) Field Trips** as presented in Exhibit B

16.10 **Declaration of Surplus Equipment**

Alhambra High School: Broken weight equipment
Control #s 00766, 13825, 13826, 13828

John Muir Elementary: Overhead projectors
#s 02102, 05501, 02204, 00118, 05504, 02185, 02147, 05532, 02189, 03110, 05503

16.11 **Acceptance of Gift Donations**

The sum of $94.00 from Sierra Morning Website Design to Alhambra High School from Alhambra Alumni.org

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

- Ellen Concepcion
- San Joaquin County Office of Education
- Wendy’s Restaurant

16.13 **Warrant Registers** as presented in Exhibit Y
17. **Items for Board Consideration or Action**

17.1 **Review of Proposal for Services, RGM and Associates: 25-Year Facility Maintenance Plan** as presented in Exhibit D (Andi Stubbs) [INFORMATION ITEM]

**Background:** In order to optimize the district's investment in facilities and infrastructure, and help staff maintain clean, safe conditions for students, the Board is asked to review and consider for approval a proposal submitted by RGM & Associates to develop a 25-Year Facility Maintenance Plan. While a 15-year facility maintenance plan has been developed internally, staff believes that a plan developed by RGM & Associates would be more comprehensive, and would more accurately capture long-term maintenance and safety needs/costs based on the company's proven expertise in the area of facilities management.

**Fiscal Impact:** The cost of the plan for six sites will not exceed $42,000, including expenses. It is proposed that the cost be co-funded using Fund 25 (Development Fees) and Fund 40 (Special Reserve for Capital Outlay).

**Staff Recommendation:** Information only at this time.

17.2 **Approval of Resolution No. 2014-7 of the Board of Education of the Martinez Unified School District “Authorizing Distribution and Publication of an Official Statement in Connection With the Next Series of Bonds” and Review of Preliminary Official Statement** (Andi Stubbs) [ACTION ITEM]

**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. The Board is being asked to approve the Resolution as presented at the January 13, 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
17.3 **Martinez Adult Education (MAE) Proposal: Hourly Rate Increase/Step & Column Adjustments** (Kathy Farwell) **ACTION ITEM**

**Background:** On January 13, 2014, the Board reviewed a proposal to increase the hourly rate for teachers and coordinators within the Martinez Adult Education (MAE) program, along with step and column adjustments to promote equity. The proposed changes will have effective dates of January 1, 2014 (all pay adjustments), and July 1, 2014 (coordinator's service credit).

**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 from the January 13, 2014 meeting.

**Staff Recommendation:** Approve the hourly rate/step & column changes for MAE teachers and coordinators, as proposed on January 13, 2014.

17.4 **Martinez Unified School District Proposal: Reduce Student to Teacher Ratio to 24-1** as presented in [Exhibit E](#) (David Robertson) **ACTION 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:** Recommend approval of the recruitment and hiring an additional 11.0 FTE’s for the 2014-15 school year.

17.5 **Adoption of CSBA Board Policies and Administrative Regulations: April 2013 and October 13, 2013 (special issue)** (Rami Muth) **ACTION 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

17.6 2012-13 Audit Report (Andi Stubbs) ACTION ITEM

Background: On January 13, 2014, the Board was asked to review the 2012-13 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.

Staff Recommendation: Approve and file the 2012-13 Audit Report for the Martinez Unified School District.

17.7 Martinez Unified School District: Guiding Principles as presented in Exhibit F (David Robertson) ACTION ITEM

Background: In 2013, California embarked on a new funding mechanism for schools called the Local Control Funding Formula. This formula includes eight funding priorities which must be addressed by local school districts. These include:
1. Compliance with the Williams criteria for instructional materials, teacher assignments, credentials and facilities
2. Implementation of state adopted academic content standards including programs and services for English Learners to access the common core and ELD standards
3. Parental involvement
4. Pupil achievement using multiple measures
5. Pupil engagement related to attendance, dropout and graduation rates
6. School climate
7. Access, including subgroups and special needs, to a broad course of study
8. Pupil outcomes in specific subject areas

The Guiding Principles will be used to determine how to best allocate the funds from the local control funding and other sources in a way that supports the district’s educational goals and priorities.

Staff Recommendation: Approval of the amended Guiding Principles for 2014 (Exhibit F) after Board input at the January 13, 2014 meeting.

17.8 Approval of Establishment & Formation of Local Control & Accountability Plan (LCAP) Committee (Audrey Lee) ACTION 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, presented information about LCFF and the LCAP, including a timeline for completion of the LCAP for MUSD at the January 13, 2014 meeting.
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.

17.9 **Review of Proposal for Services, Ray Morgan: Records Imaging/Scanning/Indexing** as presented in Exhibit G (Andi Stubbs) 

**INFORMATION ITEM**

**Background:** School districts are required to maintain a wide variety of personnel, financial, and student records. Periodically, these records need to be scanned and indexed so that they can be maintained electronically, in order to protect the records, preserve storage space, and facilitate data access.

The district contracted with Anacomp several years ago, a company that provided imaging, scanning, and indexing services. The need has arisen within the district's Human Resources and Fiscal Services Departments to once again electronically archive a large volume of paper records. A review team comprised of District Office personnel compared the products and services of three firms that specialize in digital imaging/scanning services, as described in Exhibit G. Of the three, Ray Morgan offered the most competitive pricing and services. The Board is asked to review and consider for approval the proposal for services provided by Ray Morgan.

**Fiscal Impact:** Total cost of imaging, scanning and indexing the district's personnel and financial records will not exceed $40,000. It is proposed that the cost be co-funded using the balance of the district's "return-of-equity" account managed by Keenan & Associates (property/liability insurance), and part of the recent Microsoft Settlement reimbursement (approximately $37K).

**Staff Recommendation:** Presented for information only at this time.

17.10 **Review of Resolution No. 2014 – 8 of the Board of Education of the Martinez Unified School District Accepting the Proceeds of the John Nunes-Bulldog Fire Memorial Scholarship Fund, and Establishing the John Nunes-Bulldog Fire Memorial Trust** as presented in Exhibit H (Andi Stubbs) 

**INFORMATION ITEM**

**Background:** The John Nunes-Bulldog Fire Memorial Scholarship Fund was established to benefit Alhambra High School students interested in careers in fire service. Lawrence Nunes, the current President of the scholarship fund, has requested that the district become the administrative and fiduciary agent of the fund. A letter from the trustee is required, authorizing transfer of the proceeds; along with a Board-approved resolution accepting the proceeds and establishing a district-administered trust using Fund 73 (Trust Fund), which is used for several other scholarship funds. As this scholarship benefits district students, and the process is already in place for similar scholarships, it is recommended that the Board consider approval of the resolution.

**Staff Recommendation:** Information only. Will be presented for consideration of approval at the February 10, 2014 Regular Board meeting.
Review and Possible Approval of Updated Job Description for Program Specialist as presented in Exhibit I (David Robertson?) INFORMATION AND POSSIBLE ACTION ITEM

Background: The primary role of the Program Specialist is to support the programmatic needs of District students with special needs and support school site staff in the delivery of effective special education services in alignment with best practices and legal compliance. The Program Specialist job description was revised to reflect these primary functions and more effectively address the needs of the special education department.

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

Comments from the Superintendent, Board Members and Future Agenda Items

Adjournment – The next Regular Meeting of the Board of Education will be February 10, 2014 and there will be a Special Discussion Meeting February 3, 2014 at 6:00 p.m.