

**MIDDLETOWN UNIFIED SCHOOL DISTRICT**  
**REGULAR BOARD OF TRUSTEES MEETING**  
**WEDNESDAY, AUGUST 8, 2018**  
**6:00 P.M. CLOSED SESSION**  
**PUBLIC MEETING 7:00 P.M., MIDDLETOWN HIGH SCHOOL**  
**CAFETERIA**  
**15846 Wardlaw St. Middletown, CA 95461**

**(In the event the Red Cross is still sheltering fire evacuees at this site, the meeting will be held at Minnie Cannon Elementary in the Library. 20931 Big Canyon Rd., Middletown)**

**AGENDA**

Welcome to our Board meeting. Documents provided to a majority of the Governing Board regarding this agenda will be made available for public inspection in the District Office located at 20932 Big Canyon Rd, Middletown CA during normal business hours. In addition, such writings and documents may be posted on the District's website at <http://www.middletownusd.org> and clicking on Board of Education. A file copy is also available in the front of the meeting room. Said file is not to be removed from the room.

Our shared purpose is to have the best learning environment for all students, including programs, facilities, and continuous improvement in all areas.

**AGENDA**

1. **CALL PUBLIC MEETING TO ORDER AND ESTABLISH QUORUM – ROLL CALL**
2. **PUBLIC INPUT ON CLOSED SESSION ITEM(S).**
3. **CONVENE CLOSED SESSION AT 6:00 P.M.**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ Action

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

PUBLIC EMPLOYEE APPOINTMENT/EMPLOYMENT : Teachers, Cook's Helper, Psychologist, Principal, Interim Director of Business Services, Coaches, Instructional Assistant

B. With Respect to Every Item of Business to be Discussed in Closed Session Pursuant to Section 54957:

PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE/COMPLAINT

4. **RETURN TO PUBLIC SESSION AT \_\_\_\_\_ P.M.**

A. Pledge of Allegiance:

B. Report of Actions Taken in Closed Session:

C. Approval of Agenda.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ Action

**5. COMMUNICATION**

Board  
Superintendent

**6. STATEMENTS AND QUESTIONS FROM MEMBERS OF THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA.**

At this point on the agenda, opportunity is provided for an individual or representative of a group to make statements to the Board regarding an item not listed on the agenda. A speaker shall be limited to 3 minutes (Board Bylaw 9323). The Board will not take action on an item introduced during this portion of the agenda as this would constitute an illegal act on the part of the Board.

**7. CONSENT CALENDAR** – Routine items judged appropriate to be acted upon in one motion. (Approval means that all items are adopted.) Action

- A. Approval of Minutes – Regular 06-28-17 and Special 07-26-17
- B. Purchase Order Report - \$1,660,152.58
- C. Warrant Report
- D. July Payroll - \$214,826.09
- E. August Health & Welfare – will be on agenda for 8/22/18 meeting
- F. Personnel Actions Report
- G. Interdistrict Agreements
- H. Donations
- I. Williams/Valenzuela Uniform Complaints
- J. Items to be Surplused

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

**8. BUSINESS SERVICES**

A. 2018/19 45-Day Budget Revision Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

**9. PERSONNEL**

A. Approve/Not Approve Hiring Johnny Fruiht as Teacher Intern at Middletown High School for Industrial Arts. Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

B. Approve/Not Approve Hiring Kaitlin August as Teacher Intern (STSP) at Middletown Middle School for Science. Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

C. Approve/Not Approve Hiring Kate Barriga as Teacher Intern (STSP) at Coyote Valley Elementary for 1<sup>st</sup> Grade. Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

D. Approve/Not Approve Hiring Allison Berloger as Teacher Intern (STSP) at Cobb Elementary for 5<sup>th</sup> Grade. Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

E. Approve/Not Approve Hiring Danielle Earl-Coit as Teacher Intern at Coyote Valley Elementary for 5<sup>th</sup> Grade. Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

F. Approve/Not Approve Hiring Vanessa Davis as Teacher Intern (PIP) at Middletown Middle School for 8<sup>th</sup> Grade ELA. Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

F. Approve/Not Approve Hiring Brooke McInnis as Teacher Intern (PIP) at Coyote Valley Elementary for Special Education. Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

**10. BOARD RELATED ITEMS**

A. Adopt/Not Adopt Resolution 1-18-19: Specifications of Election Order and Request for Consolidation for the Election of Three (3) School Board Members Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

B. Adopt/Not Adopt Declaration of Need for Fully Qualified Educators Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

C. California Connections Charter Petition: Non-Material Amendment Information

D. 2018/19 California Assessment of Student Performance and Progress (CAASPP) Report Information

E. Adopt/Not Adopt Graduation Requirement for 3<sup>rd</sup> Year of High School Mathematics Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

F. Adopt/Not Adopt Resolution 02-18-19 to Pay Board Member for Missed Meeting Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

G. Approve/Not Approve Board Policy 3314 Business and Non Instructional Operations Payment for Goods and Services Action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_

**11. CORRESPONDENCE - None**

**12. PENDING AGENDA ITEMS**

Possible adjustments to LCAP after county fiscal review  
Resolution on Sufficiency of Instructional Materials  
Introduction of New Staff Members  
Report on Opening of Schools  
Unaudited Actuals  
Gann Limit  
GASB 45 Trust Statement  
Education Protection Act Expenditures  
Student Representative to Governing Board  
Bond-related information and actions

**13. ANNOUNCEMENTS**

**14. IMPORTANT UPCOMING DATES**

**A. Next Board Meetings:**

**Regular Board Meeting, Wednesday, August 22, 2018 at MHS Cafeteria**  
**Regular Board Meeting, Wednesday, September 12, 2018 at Minnie Cannon**  
**Regular Board Meeting, Wednesday, September 26, 2018 at MHS Cafeteria**  
**Regular Board Meeting, Wednesday, October 10, 2018 at Cobb Elementary**

**B. All Schools open on August 20, 2018. Certificated staff return on August 15, 2018, and Classified staff return on August 17, 2018.**

**15. FINAL ADJOURNMENT: Time**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_ Action

**Americans with Disabilities Act:**

*Middletown Unified School District conforms to the protections and prohibitions contained in Section 202 of the Americans with Disabilities Act of 1990 and the federal rules and regulations adopted in implementation thereof. A request for disability-related modifications of accommodation, in order to participate in a public meeting of Middletown Unified School District, Catherine Stone, Superintendent, 20932 Big Canyon Rd, Middletown CA 95461, 707-987-4100*

**MIDDLETOWN UNIFIED SCHOOL DISTRICT  
Governing Board Meeting  
Agenda Item Analysis**

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|                      |   |                      |                 |
|----------------------|---|----------------------|-----------------|
| <b>Subject:</b>      | Board Related   | <b>Item No.:</b>     | 10 F            |
| <b>Item Title:</b>   | Approve/Not Approve Board Policy 3314<br>Payment for Goods and Services | <b>Attachment:</b>   | Yes             |
| <b>Meeting Date:</b> | August 8, 2018  | <b>Submitted by:</b> | Catherine Stone |

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**Description:**

The District's interim Director of Business Services noticed that the District did not have a Board Policy on Payment for Goods and Services that gives latitude for payment after board approval of purchase orders rather than waiting for warrant list approval before processing payment.

The current process causes significant delays in payment for our vendors. This is a policy from CSBA and most Districts have adopted it.

**Implications:**

The District will be able to pay its vendors in a more timely manner, and the Board will be able to review purchases in advance of a warrant being processed.

**Recommendations:** The administrative team recommends that the Board adopt Board Policy 3314.

**Business and Non Instructional Operations**

**Payment for Goods and Services**

The Governing Board recognizes the importance of developing a system of internal control procedures in order to help fulfill its obligation to monitor and safeguard district resources. To facilitate warrant processing, the Superintendent or designee shall ensure that purchasing, receiving, and payment functions are kept separate. He/she shall also ensure that invoices are paid expeditiously so that the district may, to the extent possible, take advantage of available discounts and avoid finance charges.

(cf. 3300 - Expenditures and Purchases)

(cf. 3312 - Contracts)

(cf. 3314.2 - Revolving Funds)

(cf. 3400 - Management of District Assets/Accounts)

(cf. 9320 - Meetings and Notices)

In order to facilitate prompt payments to vendors, and to provide a more efficient operation of the accounts payable procedure, the Board of Trustees of the district establishes a procedure to approve a list of purchase orders for payment provided by the Superintendent or designee at each meeting of the Board for goods and/or services. Payment on approved purchase orders may not exceed 110% of the total purchase order amount without prior Board approval. A warrant list will also be provided to the Board for approval as appropriate.

The Superintendent or designee shall sign all purchase orders and warrants and shall ensure that warrants have appropriate documentary support verifying that all goods and services to be paid for have been delivered or rendered in accordance with the purchase agreement.

The Board shall approve all purchase orders and warrants at a regularly scheduled Board meeting.

(cf. 9320 – Meetings and Notices)

The district shall not be responsible for unauthorized purchases.

Legal Reference:

EDUCATION CODE

17605 Delegation of authority for purchases

42630-42651 Orders, requisitions and warrants

42800-42806 Revolving cash fund

42810 Alternative revolving fund

42820 Prepayment funds

CODE OF CIVIL PROCEDURE

685.010 Rate of interest

GOVERNMENT CODE

16.5 Digital signatures

5500-5506 Uniform Facsimile Signatures of Public Officials Act

8111.2 Definition of public entity

PUBLIC CONTRACT CODE

7107 Retention proceeds; withholding; disbursement

9203 Payment for projects costing over \$5000

20104.50 Timely progress payments

CODE OF REGULATIONS, TITLE 2

22000-22005 Digital signatures

MANAGEMENT RESOURCES:

CSBA PUBLICATIONS

Maximizing School Board Governance: Understanding California's Public School Finance System, 2006

Maximizing School Board Governance: Budget Planning and Adoption, 2006

Maximizing School Board Governance: Understanding District Budgets, 2006

Maximizing School Board Governance: Fiscal Accountability, 2006

School Finance CD-ROM, 2005

WEB SITES

CSBA: <http://www.csba.org>

California Secretary of State, digital signatures:

<http://www.sos.ca.gov/digsig/digsig.htm>

Fiscal Crisis Management & Assistance Team: <http://www.fcmat.org>