

# DUNHAM SCHOOL DISTRICT

## Meeting of the Board of Trustees

Via Zoom: Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, Dunham School District Board of Education meetings will be conducted through a teleconference format ( Zoom) in order for the Trustees to participate remotely, and to allow for orderly public comment. There will not be a physical location for Board of Education meetings until social distancing directives have been lifted

Tuesday, May 12, 2020

6:30 p.m.

### MINUTES

1. The meeting was called to order by President Zell at 6:38pm. Members Present: Rachel Zell, Spencer Crum, Lisa Poncia, John Lehmann and Meredith Regan and Superintendent/Principal Daniel Hoffman.
2. OPEN SESSION, AGENDA ADJUSTMENTS: none.
3. PLEDGE OF ALLEGIANCE
4. COMMENTS FROM THE AUDIENCE ON ITEMS NOT ON THE AGENDA, PUBLIC COMMENTS: Siobhan Wilde: Closed session agenda? Moved to end of meeting; item number 13 on agenda.
5. Presentations, Reports
  - 5.1 Principal/Superintendent Report:
    - **Enrollment Update:** currently at 171. Next year projected at 166, potentially up to 174, 8 uncommitted at this time.
    - **Daycare Director Update:** We have extended a job offer. Very specific in stating that the job will start when the program restarts.
    - **Assistant Business Manager Update:** Interviews today. 4 candidates. 1 follow-up interview to be scheduled.
    - **LCAP Update:** Postponed until December 15th. State will use old format for this year. New format in 2021. We will have to do a written update for June 2020 Board Meeting on distance learning as well on unduplicated students.
    - **6th Grade Promotion:** Will not be able to do traditional promotion. Trying to make it the best possible experience for students. Went ahead with t-shirts, making lawn signs for each 6th grade student. Hoping on August 8 to hold a family picnic to hand out awards and ring the bell. Will depend on Social Distancing guidelines at that time.
    - **Distance Learning:** Many unknowns at this time for next school year. Staff currently reflecting on what has worked and what hasn't. Discussing what-ifs if we cannot open our doors in August. Besides Teachers, garden and music are still making things happen for kids. RSP, OT, Speech and Language, etc are also still happening also. Thank you for all involved in updating IEP's. Suggest to parents turning on subtitles while watching TV.
    - **Superintendent's Budget Advisory Committee:** Board has started to take action to reduce 114k for the next few years. Due to COVID-19, we are projecting even larger deficits due to lack of personal income tax not coming into the state. Mr. Hoffman will be holding an informational meeting on May 26th. Will send out an invite via text and email updates. Link informative video to website?
    - **Charter Renewal:** Charter renewal is almost finished. Updating EdCode that has changed or any language that needs to be updated. Should be done a week from today.

- **Hazard Mitigation Plan Development:** County putting together. Getting feedback from all school districts regarding hazards, earthquakes, landslides, localized flooding, blackouts. May receive a small amount of funding from this.

5.2 Assistant Business Manager Report:

- **Child Care Report:** Program closed in April, no tuition charges. Nearly 5k in outstanding bills. Statements sent out again last week. Only 3 families reached out due to financial hardships.
- **Payroll Report:** Gross and Net pay for regular employees (both certificated and classified) at the end of every month. Supplemental pay around 10th of every month, subs any “extra hours” all child care time card employees. Does not cover benefits. Notes explain large variances in amounts.
- **Cash Flow (Sarah Lampenfeld):** We are heading into a period where we need to watch cash flow more carefully. 5% reserves will not cover 1 month of payroll. No cash flow issues this year, but as funding slows, we will have issues. No apportionment coming in June, deferred to July 2020. Could pull from fund 17 if needed. 6k contribution to fund 13. Anticipates all funds to be fine. Will recommend a line of credit with the county during the next Board Meeting. A lot of uncertainty right now. Prepare for the worst.

6. CORRESPONDENCE- None

7. DISCUSSION ITEMS

- 7.1 Mystery Science: Online science program. Cover TK-5th. Positive feedback from teachers. \$999 annual License. With reductions already in place, goal is to continue to fund curriculum, such as dreambox, etc. Can parents do at home during distance learning? Board all for moving forward to benefit kids.
- 7.2 Budget Reserve: Last board meeting talked about cutting Fund 17 and putting it into the general fund, but still in a reserve. Imperative to have a reserve. The more you have, the more you can sustain. Recommend tabling this item for now until we have more answers.
- 7.3 Public Hearing / Special Board Meeting: Need to set up a Special Board Meeting for a Public Hearing on the Petition to renew the Charter before June meeting.

8. CONSENT ITEMS

- 8.1 Crum moves to approve minutes from the April 14, 2020 Regular Meeting. Seconded by Regan.

Crum: aye	Regan: aye
Lehmann: aye	Zell: aye
Poncia: aye	

- 8.2 Regan moves to Ratify Warrants paid in April, 2020. Seconded by Poncia.

Crum: aye	Regan: aye
Lehmann: aye	Zell: aye
Poncia: aye	

- 8.3 Lehmann moves to approve Personnel Activity Log. Seconded by Crum.

Crum: aye	Regan: aye
Lehmann: aye	Zell: aye
Poncia: nay	

9. ACTION ITEMS

9.1 Poncia moves to approve Resolution No. 2020-09: Designation of Application Agent Resolution for Non-State Agencies. Seconded by Regan.

Crum: aye  
Lehmann: aye  
Poncia: aye

Regan: aye  
Zell: aye

9.2 Lehman moves to approve 2020/2021 MOU with Petaluma City Schools for Speech Language Pathologist services 0.3 FTE. Seconded by Crum

Crum: aye  
Lehmann: aye  
Poncia: aye

Regan: aye  
Zell: aye

9.3 Regan moves to approve 2020/2021 Contact with Dragonfly Therapeutics (Samantha Shura) Occupational Therapy services. Seconded by Poncia.

Crum: aye  
Lehmann: aye  
Poncia: aye

Regan: aye  
Zell: aye

9.4 Lehmann moves to approve Resolution 2020-10: Reduction / Elimination of Classified Employee Services 0.5625 F.T.E. Instructional Aide Layoff. Seconded by Crum.

Crum: aye  
Lehmann: aye  
Poncia: aye

Regan: aye  
Zell: aye

9.5 Crum moves to approve Increase in Transitional Kindergarten Position from 0.78 FTE to 1.0 FTE starting the 2020/2021 school year. Seconded by Poncia.

Crum: aye  
Lehmann: aye  
Poncia: aye

Regan: aye  
Zell: aye

9.6 Poncia moves to approve Resolution No. 2020-11: Resolution To Establish Temporary Interfund Transfers. Seconded by Lehmann.

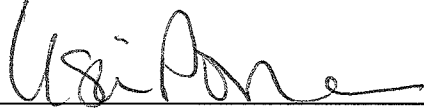
Crum: aye  
Lehmann: aye  
Poncia: aye

Regan: aye  
Zell: aye

10. FUTURE AGENDA ITEMS:

- LCAP: COVID-19 written report in lieu of June LCAP.
- Charter Renewal
- 2020-2021 Budget Adoption
- Day Care Fees

11. COMMENTS/QUESTIONS FROM THE BOARD OF TRUSTEES: Thank the Board, not easy times. Thank the parents that are coming to these meetings. Thank the teachers for coming to the meetings and for the fabulous job they are doing during this time. Hope the new format worked with moving the Closed session to the end of the meeting. Anyone who has any comments or questions, please reach out. Thank you to Sarah for being here.
12. Public Comment on Closed Session Agenda: none.
13. Move to Closed Session: at 7:47pm
14. Return to Open Session: at 9pm
15. Report on Actions Taken in Closed Session: no action taken in closed session.
16. ADJOURNMENT at 9:01pm.



Lisa Poncia, Clerk



Date