

# ADOPTED

**Arcata School District**  
**BOARD OF TRUSTEES – SPECIAL BOARD MEETING MINUTES**  
**Wednesday, June 28, 2017**  
1435 BUTTERMILK LANE  
ARCATA, CA 95521  
(707) 822-0351

**BOARD MEMBERS:**

- Jeffrey Schwartz, Board President - Present
- Carrie Kelly - Absent
- Suzanne Langford - Present
- Prairie Moore - Present

**Administration:** Superintendent Barbara Short  
**Others Present:** Stacey Schaefer, Jen DaParma

**I. 5:34 P.M. OPEN SESSION - GENERAL SESSION: CALL TO ORDER**

**Location:** Arcata School District Office

- I a. Roll Call
- I b. Approval of the Agenda

The Board President opened the meeting, completed roll call, and asked for approval of the agenda.

**Motion 1: Motion made to approve the agenda**  
**By: Prairie Moore**  
**Seconded: Suzanne Langford**  
**Carried unanimously**

**II. PUBLIC INPUT - GENERAL**

There were no public comments made at this time.

**III. GENERAL FUNCTION-CONSENT ITEMS (Approval with Single Motion)**

**III a. Williams Report - Second Quarter 2017**

There was no discussion of this item.

**Motion 2: Motion made to approve the General Function-Consent Items**  
**By: Prairie Moore**  
**Seconded: Suzanne Langford**  
**Carried unanimously**

# ADOPTED

## IV. BUSINESS & FINANCE

### IV a. Approval and Adoption: 2017/18 Local Control Accountability Plan (LCAP)

There was no discussion of this item.

**Motion 3: Motion made to Approve and Adopt the 2017/18 Local Control Accountability Plan (LCAP)**  
**By: Suzanne Langford**  
**Seconded: Prairie Moore**  
**Carried unanimously**

### IV b. Approval and Adoption: Local Control Funding Formula (LCFF) 2017/18 Budget

There was no discussion of this item.

**Motion 4: Motion made to Approve and Adopt the Local Control Funding Formula (LCFF) 2017/18 Budget**  
**By: Suzanne Langford**  
**Seconded: Prairie Moore**  
**Carried unanimously**

### IV c. Approval: Agreement between Arcata School District and McKinleyville USD regarding Operation of Food Services Program 2017-18

Business Manager Stacey Schaefer had asked McKinleyville to redraft the Agreement to include more financial details. ASD is paying for 50% of all personnel costs related to the Director and 50% of the Office Assistant position, and will reimburse MUSD for a prorated cost of vehicle service and fuel/mileage costs; one half of mutually agreed training/conference charges; and for Mosaic software site licensing and back office charges (if applicable). Schaefer stated that the vehicle service cost accrues only if Food Services Director Brenda Turner uses the vehicle services van owned by MUSD (she currently uses her own vehicle).

### Motion 5: Motion made to Approve the Agreement between Arcata School District and McKinleyville USD regarding Operation of Food Services Program 2017-18

**By: Prairie Moore**  
**Seconded: Suzanne Langford**  
**Carried unanimously**

### IV d. Approval: Sale of 2012 Bonds (\$1,500,000) to Finance Planned and Needed Upgrades

Superintendent Short stated that this topic is in reference to the old bonds. When she started working for the district two years ago, she saw Greg Isom present to the Board the \$3.4 million budget for the ballot, which passed. When she contracted the architect, however, the costs had increased significantly over those few years. We can't do a whole lot of what we intended to do. We had a facilities meeting and pared down the list; still, we're left without enough money to meet our needs. When the bonds passed in 2012 we had cost overruns, and we had to sell those

# ADOPTED

bonds ahead of schedule. You can sell bonds only when you're within your debt service ratio. Because the 2012 bonds sold at a faster rate than planned, we met the ratio - so could not sell that \$1.5 million in bonds. Now there's been a new evaluation, and we've paid down our debt some - and now the interest rate is low. If we wait - if interest rates rise enough we can't sell them. We'd have to wait for a financial window to open. Greg Isom advised to sell now if we want the money. We cannot put the funds in our own savings account - the County holds it for us - we have three years to spend it. We could use that \$1.5 million quickly in our efforts to improve Sunny Brae. We could sell now, work on Sunny Brae, and if there's money leftover before three years are up, we could spend on AES. She estimated that we could probably sell sometime in September. If the interest rate rises a lot, we will be unable to sell. The only reason why we wouldn't want to is if all we need to do is this one thing that costs \$600,000 and we have all this money left over.

The list was gone over with the facilities group. We get quite a bit of revenue from Coastal Grove but that building needs help (i.e., a collapsed floor in the cafeteria). We want to be good landlords. Board member Moore stated that it's our facility, and the longer we let it sit the more expensive it will be to repair. The Board President stated that we want to sell bricks by the planned new entrance to the SBMS gym as a fundraiser.

**Motion 6: Motion made to Approve: Sale of 2012 Bonds (\$1,500,000) to Finance Planned and Needed Upgrades**  
**By: Suzanne Langford**  
**Seconded: Prairie Moore**  
**Carried unanimously**

**IV e. Approval: Agreement for Architecture Services regarding Siskiyou Design Group, Inc., Guy J. Fryer, Architect**

Board member Langford stated that we got the lowdown at the June 26, 2017 meeting about how hard it is to find local businesses to do this work, and how skilled Guy is.

**Motion 7: Motion made to Approve the Agreement for Architecture Services regarding Siskiyou Design Group, Inc., Guy J. Fryer, Architect**  
**By: Prairie Moore**  
**Seconded: Suzanne Langford**  
**Carried unanimously**

**IV f. Discussion Re: School Expense to List Path Through Cahill Park**

Superintendent Short stated that Cahill Park is north of AES; last fall, a young girl was assaulted on her way to AES. A group of parents and the PTO got involved as well as the City of Arcata, which has put together a Public Safety Task Force whose membership includes Melissa Lazon of the PTO. After the assault, the City reduced the park vegetation immediately. Melissa Lazon

# ADOPTED

worked with other community members to put together a grant proposal, and received funding from the Humboldt Area Foundation to place a sculpture there and complete some beautification. The whole top part of the path is school property. The community group would like to use AES electricity to enhance lighting at the park.

We have not been claiming this as our area. As far as lighting goes, our students at AES aren't using the park at night (HSU students are using it, and maybe high school students). The superintendent has spoken with the City Manager, who asked ASD to take on this expense. Dr. Short replied that we can't be responsible for student safety at night - we have to focus on student safety at the school sites and on the bus. The superintendent has not contacted the insurance company yet about this issue.

Board member Moore stated that we could fence off our area and put up a gate. The City wants the access for a public walkway so they can pay for the lights. Dr. Short stated that we have no practical use for that sliver of land. Board member Langford stated that if something happens to the part owned by ASD that's not fenced off, could also be a liability. Moore asked if we could do a lot line adjustment and give it to the city. We don't really want it - we could give it to the City and they could be responsible for it. There are a lot of people who depend on this pathway, including many HSU students - the city could go to HSU for funding. Dr. Short replied that she will explore the lot line adjustment and deeding it to the city. She will bring this item back to the Board in August. If the City wants to do it, we'll need a resolution and all that.

Moore stated that she understands the needs of the parents, and thinks they should go to the City for funding. Dr. Short said that she met with the parents a few times, and they are very excited and have the energy, but we've encumbered many responsibilities related to this project already. Langford wondered if it would help to have interim signage to help remove the liability from the district by attempting to keep people off the path. Board President Schwartz said that the bargaining power we have it that we can gate it. They're not going to want to close that off. The business manager stated that we already have issues at Bloomfield with the gate being vandalized. Moore stated that she would prefer not to gate it; we'd have to open it during school hours. Dr. Short said that she thinks it should be more on HSU because there are far more students living here than families because families find it hard to afford.

## V. FUTURE AGENDA ITEMS

Future agenda items included further discussion of lights at Cahill Park, and California School Board Association training for the Board.


Dr. Short stated that there is a Heineman training coming up on August 15 and 16 (if teachers go they'll be paid \$220 per day), and she booked a guided reading with Fountas & Pinnell on the first duty day back for teachers (largely for AES). She said that the district purchased a new Student Information System (Synergy) but the staff involved did not want to come in this summer, so we'll work throughout the year to integrate and will use in 2018/19. EdLine is ending 12/31/17; Google Classroom and Gradebook will be used from the beginning of the school year because EdLine is

# ADOPTED

ending and Synergy won't be ready.

## VI. ADJOURNMENT

Motion 8: **Motion made to adjourn the meeting at 6:17 p.m.**  
**By: Prairie Moore**  
**Seconded: Suzanne Langford**  
**Carried unanimously**

  
\_\_\_\_\_  
Clerk of the Arcata School District Board of Trustees

8/14/17  
\_\_\_\_\_  
Date