

**Cuddeback School**  
Board of Trustees Meeting  
August 16, 2017  
300 Wilder Road, Carlotta, CA 95528  
Meeting held in Library  
Regular Session @ 6:30 PM

**AGENDA**

**1.0 Call to Order**

**2.0 Approval of Agenda Order**

**3.0 Consent Agenda**

3.1 Approval of Minutes

3.2 Approval of Warrants

3.3 Water Test Results

**4.0 Community Comment**

The public may address the Board on any matter pertaining to the school district that is *not on the agenda*. Unless otherwise determined by the Board, each person is limited to five (5) minutes. If a large number wish to speak on a specific item, the Board may limit total input to twenty-five (25) minutes on any item. There will be no Board discussion except to ask questions or refer the matter to staff, and no action will be taken unless item is listed on the agenda.

**5.0 Information, Discussion, Possible Action Items**

5.1 Possible Action Item: Approval of BP 5141.52 Suicide Prevention Policy

5.2 Discussion Item: Consideration of Certificated Salary Schedule Increase

5.3 Discussion Item: Consideration of Classified Salary Schedule Increase

5.4 Information/Discussion Item: Prop 39 Project Update

5.5 Information Item: Healthy Start Update

**6.0 Superintendent's Report**

**7.0 Board Reports**

**8.0 Public Comment Regarding Closed Session Items**

**9.0 Closed Session**

The CUESD Board of Trustees has received information on items listed on the agenda that are appropriate for a closed session. The Board closely adheres to the Brown Act and respects the public's right to open dialogue related to these items.

9.1 Certificated Salary Schedule Increase

9.2 Classified Salary Schedule Increase

**10.0 Report Action Taken During Closed Session**

**11.0 Adjourn**

**Upcoming Meeting Dates:**

September 13

October 11

November 8

**Cuddeback Union Elementary School  
Minutes from Board of Trustees Meeting  
Meeting Held in the Healthy Start Building  
6:30 PM  
July 10, 2017**

**1.0 Call to Order**

Present at the meeting were Blaine Sigler, Harry Dibble, Todd Calvo, Randy MacMillan, and Jake Morss. Jeana McClendon was not present. Harry Dibble called the meeting to order at 6:30 PM.

**2.0 Approval of Agenda**

Randy made a motion to approve the Agenda Order and Todd seconded the motion. The motion carried unanimously with one absent.

**3.0 Community Comment**

**4.0 Action Items**

**4.1 Discussion/Possible Action Items: Approval of Healthy Start Community Center Project Changes**

Randy made a motion to approve the Healthy Start Community Center Project Changes and Jake seconded the motion. The motion carried unanimously with one absent.

**5.0 Adjourn**

Harry adjourned the meeting at 6:54 PM

**Upcoming Meeting Dates:**

August 16<sup>th</sup>

September 13<sup>th</sup>

October 11<sup>th</sup>

Respectively Submitted by Joyce Kelly

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Approved by Harry Dibble, Board President, or Jeana McClendon, Board Secretary

**Cuddeback Union Elementary School  
Minutes from Board of Trustees Meeting  
Meeting Held in the Healthy Start Building  
6:30 PM  
July 18, 2017**

**1.0 Call to Order**

Present at the meeting were Blaine Sigler, Harry Dibble, Todd Calvo, Randy MacMillan, Jake Morss and Rob Orr. Jeana McClendon was not present. Harry Dibble called the meeting to order at 6:30 PM.

**2.0 Approval of Agenda**

Jake made a motion to approve the Agenda Order and Randy seconded the motion. The motion carried unanimously with one absent.

**3.0 Consent Agenda**

**3.1 Approval of the Minutes**

**3.2 Approval of the Warrants**

**3.3 Water Test Results**

Jake made a motion to approve the Consent Agenda and Randy seconded the motion. The motion carried unanimously with one absent.

**4.0 Community Comment**

**5.0 Information, Discussion, Possible Action Items**

**5.1 Action Item: Approval of Certificated Personnel Hire**

Todd made a motion to approve the Certificated Personnel Hire. Randy seconded the motion. The motion carried unanimously with one absent.

**6.0 Superintendent's Report**

**7.0 Board Reports**

**8.0 Public Comment regarding Closed Session**

**9.0 Closed Session**

Harry adjourned the regular meeting at 6:50PM.

**9.1 Classified Salary Schedule Increase**

**9.2 Certificated Salary Schedule Increase**

**10.0 Report Action Taken During Closed Session**

The regular meeting was called to order at 7:50

No Action taken during closed session.

**11.0 Adjourn**

Harry adjourned the meeting at 7:54 PM.

**Upcoming Meeting Dates:**

August 16<sup>th</sup>

September 13<sup>th</sup>

October 11<sup>th</sup>

Respectively Submitted by Joyce Kelly

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Approved by Harry Dibble, Board President, or Jeana McClendon, Board Secretary

CUDDEBACK UNION  
BOARD OF TRUSTEES PAYMENT REPORT

PAGE: 1

Board of Trustees Meeting .... 08/16/2017

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
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BATCH: 0049

PV-170518 CAPITAL ONE COMMERCIAL    CAFE FOOD                $28.53
** TOTAL PAYMENT AMOUNT:          $28.53

PV-170520 CRYSTAL CREAMERY          CAFE FOOD                $178.66
PV-170521 CRYSTAL CREAMERY          CAFE FOOD                $9.67
** TOTAL PAYMENT AMOUNT:          $188.33

PV-170511 CRYSTAL SPRINGS BOTTLED WATER BOTTLED WATER SERVICE    $120.00
** TOTAL PAYMENT AMOUNT:          $120.00

PV-170513 EEL RIVER DISPOSAL CO INC TRASH SERVICE            $406.45
** TOTAL PAYMENT AMOUNT:          $406.45

PV-170514 HOLMES SECURITY CORP.      FIRE ALARM MONITORING    $90.00
** TOTAL PAYMENT AMOUNT:          $90.00

PV-170515 MCGRAW-HILL CHICAGO        INSTRUCTIONAL MATERIALS  $275.08
** TOTAL PAYMENT AMOUNT:          $275.08

PV-170519 MENDES SUPPLY CO.          CUSTODIAL SUPPLIES       $253.57
** TOTAL PAYMENT AMOUNT:          $253.57

PV-170517 PITNEY BOWES               POSTAGE                   $8.94
** TOTAL PAYMENT AMOUNT:          $8.94

**** BATCH TOTAL AMOUNT:          $1,370.90

BATCH: 0050 THRU 0058 BATCH CONTAINS NO PAYMENT

TOTAL NUMBER OF PAYMENTS:      8      **** GRAND TOTAL AMOUNT:      $1,370.90
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The above Payable transactions have been issued in accordance with the District's policies and procedures. It is recommended that the Board of Trustees approve them.

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Authorized Agent

CUDEBACK UNION  
BOARD OF TRUSTERS PAYMENT REPORT

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Board of Trustees Meeting .... 08/16/2017

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
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BATCH: 0001

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PV-180001  ACSA                ACSA MEMBERSHIP                $975.75
** TOTAL PAYMENT AMOUNT:                $975.75

PV-180002  DEPT. OF SOCIAL SERVICES  PRESCHOOL LICENSE                $242.00
** TOTAL PAYMENT AMOUNT:                $242.00

PV-180004  SCHOOL INNOVATIONS & ACHIEVE  PROGRAM ADVISORY SUPPORT        $3,100.00
** TOTAL PAYMENT AMOUNT:                $3,100.00

PV-180005  SUDDENLINK                CABLE SERVICE                    $216.46
** TOTAL PAYMENT AMOUNT:                $216.46

**** BATCH TOTAL AMOUNT:                $4,534.21
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BATCH: 0002

```
CL-170001  CLARK, NADINE                EMPLOYEE MILEAGE                $111.82
** TOTAL PAYMENT AMOUNT:                $111.82

CL-170011  FORTUNA ACE HARDWARE        MAINTENANCE SUPPLIES            $133.45
** TOTAL PAYMENT AMOUNT:                $133.45

CL-170006  JENSEN, RONDA                EMPLOYEE MILEAGE                $225.24
** TOTAL PAYMENT AMOUNT:                $225.24

CL-170008  MCGRAW-HILL CHICAGO        INSTRUCT MATERIALS                $1,812.04
CL-170009  MCGRAW-HILL CHICAGO        INSTRUCT MATERIALS                $8,500.00
CL-170010  MCGRAW-HILL CHICAGO        INSTRUCT MATERIALS                $3,730.84
** TOTAL PAYMENT AMOUNT:                $14,042.88

CL-170007  MENDES SUPPLY CO.          CUSTODIAL SUPPLIES                $121.29
** TOTAL PAYMENT AMOUNT:                $121.29

**** BATCH TOTAL AMOUNT:                $14,634.68
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BATCH: 0003

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CL-170012  ACADEMIC THERAPY PUBLICATIONS  INSTRUCT MATERIALS                $438.92
** TOTAL PAYMENT AMOUNT:                $438.92

CL-170013  ASAP LOCK & KEY                KEYS                            $16.28
** TOTAL PAYMENT AMOUNT:                $16.28
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Board of Trustees Meeting .... 08/16/2017

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
=====
BATCH: 0003

CL-170014 DEPARTMENT OF JUSTICE    FINGERPRINTING            $32.00
** TOTAL PAYMENT AMOUNT:          $32.00

CL-170015 ETA HAND2MIND            INSTRUCT MATERIALS        $188.03
** TOTAL PAYMENT AMOUNT:          $188.03

CL-170016 FORTUNA ACE HARDWARE     MAINTENANCE SUPPLIES      $48.10
** TOTAL PAYMENT AMOUNT:          $48.10

CL-170017 KANEN, DARREN            REIMBURSE PERMIT          $73.00
CL-170018 KANEN, DARREN            REIMBURSE FINGERPRINTING  $92.00
CL-170019 KANEN, DARREN            REIMBURSE MILEAGE         $97.91
** TOTAL PAYMENT AMOUNT:          $262.91

CL-170020 NCS PEARSON, INC.        INSTRUCT MATERIALS        $653.32
** TOTAL PAYMENT AMOUNT:          $653.32

CL-170021 P G & E                  UTILITIES                  $82.79
** TOTAL PAYMENT AMOUNT:          $82.79

CL-170022 SCOTTY'S CUTTERS EDGE    GROUNDS SUPPLIES          $22.76
** TOTAL PAYMENT AMOUNT:          $22.76

CL-170023 TRIUMPH LEARNING LLC     INSTRUCT MATERIALS        $200.10
** TOTAL PAYMENT AMOUNT:          $200.10

CL-170024 U.S. BANK                AMAZON MATERIALS          $46.73
CL-170024 U.S. BANK                $33.41
CL-170024 U.S. BANK                $265.87
CL-170024 U.S. BANK                $27.61
CL-170024 U.S. BANK                $46.65
CL-170025 U.S. BANK                GRAD CERTIFICATES        $22.50
CL-170026 U.S. BANK                TEACHER TRAVEL           $449.00
CL-170027 U.S. BANK                GROUND SUPPLIES          $35.40
CL-170028 U.S. BANK                TEACHER CONFERENCE       $629.00
CL-170029 U.S. BANK                PRINTER TONER            $126.93
CL-170030 U.S. BANK                TEACHER CONFERENCE       $579.00
CL-170031 U.S. BANK                INSTRUCT MATERIALS       $471.25
CL-170032 U.S. BANK                TEACHER CONFERENCE       $579.00
CL-170033 U.S. BANK                PRINTER TONER            $607.55
CL-170034 U.S. BANK                CAFE SUPPLIES            $9.75
CL-170035 U.S. BANK                CAFE FOOD                 $24.06
CL-170035 U.S. BANK                $12.00
CL-170035 U.S. BANK                $6.48
CL-170035 U.S. BANK                $39.01
CL-170035 U.S. BANK                $30.10
CL-170035 U.S. BANK                $37.70
    
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CUDDEBACK UNION  
 BOARD OF TRUSTEES PAYMENT REPORT

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REF.
NUMBER  VENDOR NAME          DESCRIPTION          AMOUNT
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BATCH: 0003

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CL-170035 U.S. BANK          $20.91
CL-170035 U.S. BANK          $29.86
CL-170035 U.S. BANK          $7.92
CL-170038 U.S. BANK          INTEREST             $105.45
** TOTAL PAYMENT AMOUNT:    $4,243.14
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CL-170036 VERIZON WIRELESS    CELLPHONE SERVICE    $72.34
** TOTAL PAYMENT AMOUNT:    $72.34
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CL-170037 VOYAGER SOPRIS LEARNING  INSTRUCT MATERIALS  $1,896.91
** TOTAL PAYMENT AMOUNT:    $1,896.91
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\*\*\*\* BATCH TOTAL AMOUNT: \$8,157.60

BATCH: 0004

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CL-170050 A T & T CALNET 3      TELEPHONE SERVICE    $103.25
** TOTAL PAYMENT AMOUNT:    $103.25
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CL-170051 CITY OF FORTUNA WATER TESTING WATER TESTING        $75.00
** TOTAL PAYMENT AMOUNT:    $75.00
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PV-180011 JENSEN, RONDA        STUDENT FIELD TRIP   $70.00
** TOTAL PAYMENT AMOUNT:    $70.00
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CL-170049 P G & E              UTILITIES             $1,205.78
** TOTAL PAYMENT AMOUNT:    $1,205.78
```

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PV-180010 STATE BD OF EQUALIZATION 16-17 SALES & USE TAX $198.00
** TOTAL PAYMENT AMOUNT:    $198.00
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CL-170047 U.S. BANK          HOTEL FOR PROF DEV    $253.97
CL-170047 U.S. BANK          $788.01
CL-170048 U.S. BANK          INSTRUCTIONAL MATERIALS $212.75
** TOTAL PAYMENT AMOUNT:    $1,254.73
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\*\*\*\* BATCH TOTAL AMOUNT: \$2,906.76

BATCH: 0005

```
PV-180008 STATE OF CALIFORNIA    SUI QTR 2            $102.66
PV-180009 STATE OF CALIFORNIA    SUI QTR 2 16-17      $613.21
** TOTAL PAYMENT AMOUNT:    $715.87
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 BOARD OF TRUSTEES PAYMENT REPORT

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
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BATCH: 0005

                **** BATCH TOTAL AMOUNT:          $715.87

BATCH: 0006

CL-170039 BOARD OF EQUALIZATION    DIESEL FUEL TAX 16-17      $5.04
                ** TOTAL PAYMENT AMOUNT:          $5.04

CL-170040 EMC PUBLISHING, LLC      INSTRUCTIONAL MATERIALS    $3,360.16
CL-170041 EMC PUBLISHING, LLC      INSTRUCTIONAL MATERIALS    $7,054.67
                ** TOTAL PAYMENT AMOUNT:          $10,414.83

CL-170042 ERIC ARMIN INC.          INSTRUCTIONAL MATERIALS    $144.83
                ** TOTAL PAYMENT AMOUNT:          $144.83

CL-170043 INNOVATIVE LEARNING CONCEPTS  INSTRUCTIONAL MATERIALS    $687.00
                ** TOTAL PAYMENT AMOUNT:          $687.00

CL-170044 MISSION LINEN & UNIFORM SERVI LAUNDRY SERVICE          $103.64
                ** TOTAL PAYMENT AMOUNT:          $103.64

CL-170045 SYSCO FOOD SERVICES      ASES SNACKS                 $47.50
CL-170046 SYSCO FOOD SERVICES      CAFETERIA FOOD              $253.49
CL-170046 SYSCO FOOD SERVICES      $46.65
                ** TOTAL PAYMENT AMOUNT:          $347.64

                **** BATCH TOTAL AMOUNT:          $11,702.98

BATCH: 0007

PV-180014 ADVANCED SECURITY SYSTEMS  SURVEILLANCE SYSTEM        $957.00
                ** TOTAL PAYMENT AMOUNT:          $957.00

PV-180015 ASAP LOCK & KEY           LOCKS AND KEYS              $207.37
                ** TOTAL PAYMENT AMOUNT:          $207.37

PV-180016 CAPITAL ONE COMMERCIAL     SUMMER FUN MATERIALS        $57.66
                ** TOTAL PAYMENT AMOUNT:          $57.66

PV-180017 CDW GOVERNMENT            LAPTOP CART                  $1,724.83
PV-180018 CDW GOVERNMENT            WIRELESS SUPPORT            $170.00
                ** TOTAL PAYMENT AMOUNT:          $1,894.83
  
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CUDDEBACK UNION  
 BOARD OF TRUSTEES PAYMENT REPORT

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REF.
NUMBER  VENDOR NAME                DESCRIPTION                AMOUNT
=====
BATCH: 0007

PV-180019 CLARK, NADINE              EMPLOYEE MILEAGE          $229.52
** TOTAL PAYMENT AMOUNT:          $229.52

PV-180013 CRYSTAL SPRINGS BOTTLED WATER BOTTLED WATER SERVICE    $22.50
** TOTAL PAYMENT AMOUNT:          $22.50

PV-180012 EEL RIVER DISPOSAL CO INC  WASTE DISPOSAL            $413.90
** TOTAL PAYMENT AMOUNT:          $413.90

PV-180020 FORTUNA ACE HARDWARE        GROUNDS SUPPLIES          $13.01
PV-180021 FORTUNA ACE HARDWARE        GROUNDS SUPPLIES          $117.93
PV-180022 FORTUNA ACE HARDWARE        BUILDING MAINT SUPPLIES    $6.71
** TOTAL PAYMENT AMOUNT:          $137.65

PV-180023 JENSEN, RONDA              EMPLOYEE MILEAGE          $229.52
** TOTAL PAYMENT AMOUNT:          $229.52

PV-180024 NORTHCOAST LABORATORIES    WATER TESTING              $185.00
** TOTAL PAYMENT AMOUNT:          $185.00

CL-170052 PRESENCE LEARNING INC.      SLP SERVICES              $2,726.40
CL-170053 PRESENCE LEARNING INC.      SLP SERVICES              $375.00
** TOTAL PAYMENT AMOUNT:          $3,101.40

CL-170054 REALLY GOOD STUFF INC.       INSTRUCTIONAL MATERIALS    $119.26
** TOTAL PAYMENT AMOUNT:          $119.26

CL-170055 REDWOOD COAST ENERGY AUTHORITY PROP 39 CONSULT Q4        $1,209.09
** TOTAL PAYMENT AMOUNT:          $1,209.09

PV-180025 SCHOOL SPECIALTY           CLASSROOM SUPPLIES         $679.24
** TOTAL PAYMENT AMOUNT:          $679.24

PV-180026 SUDDENLINK                 INTERNET SERVICE           $355.34
** TOTAL PAYMENT AMOUNT:          $355.34

PV-180027 U.S. BANK                   USA BLUEBOOK WATER TANK    $276.53
PV-180028 U.S. BANK                   MADAKET EXCEL              $140.00
PV-180029 U.S. BANK                   STAPLES TONER CARTRIDGES   $288.76
PV-180030 U.S. BANK                   ARCATA POOL                 $36.00
PV-180031 U.S. BANK                   KLAMATH JET BOAT           $325.29
PV-180032 U.S. BANK                   JON DON MOTORS- MAINTENAN  $1,070.38
PV-180033 U.S. BANK                   $124.07
** TOTAL PAYMENT AMOUNT:          $2,261.03
  
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CUDDEBACK UNION  
BOARD OF TRUSTEES PAYMENT REPORT

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REF.	NUMBER	VENDOR NAME	DESCRIPTION	AMOUNT
			**** BATCH TOTAL AMOUNT:	\$12,060.31
	TOTAL NUMBER OF PAYMENTS:	51	**** GRAND TOTAL AMOUNT:	\$54,712.41

The above Payable transactions have been issued in accordance with the District's policies and procedures. It is recommended that the Board of Trustees approve them.

\_\_\_\_\_  
Authorized Agent

## Board Agenda Backup Information

**Date:** 8-16-17

**Agenda Item #:** 5.1

**Agenda Topic:** *Approval of BP 5141.52 Suicide Prevention Policy*

### **Background Information and/or Statement of Need:**

*This is the 2<sup>nd</sup> reading of our updated suicide prevention policy that we are required to have by the state.*

*It follows closely the model plan distributed by the state as a template. Our policy was developed with structure obtained from a multi-agency training with HCOE. Upon approval, I will meet with members of the crisis team to train on roles and procedures for each of member.*

*The District is required to have such a policy by the beginning of the 2017-18 school year.*

### **Superintendent's Recommendation:**

*Approve this Board Policy and Administrative Regulation.*

### **Financial Impact:**

*None at this time.*

## **Students**

BP 5141.52(a)

### **SUICIDE PREVENTION**

The Governing Board recognizes that suicide is a major cause of death among youth and should be taken seriously. In order to attempt to reduce suicidal behavior and its impact on students and families, the Superintendent or designee shall develop preventive strategies and intervention procedures.

The Superintendent or designee may involve school health professionals, school counselors, administrators, other staff, parents/guardians, students, local health agencies and professionals, and community organizations in planning, implementing, and evaluating the district's strategies for suicide prevention and intervention.

*(cf. 1020 - Youth Services)*

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

### **Prevention and Instruction**

Suicide prevention strategies may include, but not be limited to, efforts to promote a positive school climate that enhances students' feelings of connectedness with the school and is characterized by caring staff and harmonious interrelationships among students.

*(cf. 5131 - Conduct)*

*(cf. 5137 - Positive School Climate)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

The district's comprehensive health education program shall promote the healthy mental, emotional, and social development of students including, but not limited to, the development of problem-solving skills, coping skills, and self-esteem.

*(cf. 6142.8 - Comprehensive Health Education)*

The Superintendent or designee may offer parents/guardians education or information which describes the severity of the youth suicide problem, the district's suicide prevention curriculum, risk factors and warning signs of suicide, basic steps for helping suicidal youth, and/or school and community resources that can help youth in crisis.

## Staff Development

Suicide prevention training for staff shall be designed to help staff identify and respond to students at risk of suicide. The training shall be offered under the direction of a district counselor/psychologist and/or in cooperation with one or more community mental health agencies and may include information on:

1. Research identifying risk factors, such as previous suicide attempt(s), history of depression or mental illness, substance use problems, family history of suicide or violence, feelings of isolation, interpersonal conflicts, a recent severe stressor or loss, family instability, and other factors
2. Warning signs that may indicate suicidal intentions, including changes in students' appearance, personality, or behavior
3. Research-based instructional strategies for teaching the suicide prevention curriculum and promoting mental and emotional health
4. School and community resources and services
5. District procedures for intervening when a student attempts, threatens, or discloses the desire to commit suicide

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

## Intervention

The Superintendent or designee shall establish crisis intervention procedures to ensure student safety and appropriate communications in the event that a suicide occurs or an attempt is made on campus or at a school-sponsored activity.

### *Legal Reference:*

*EDUCATION CODE*

*32280-32289 Comprehensive safety plan*

*49060-49079 Student records*

*49602 Confidentiality of student information*

*49604 Suicide prevention training for school counselors*

**GOVERNMENT CODE**

*810-996.6 Government Claims Act*

**WELFARE AND INSTITUTIONS CODE**

*5698 Emotionally disturbed youth; legislative intent*

*5850-5883 Mental Health Services Act*

**COURT DECISIONS**

*Corales v. Bennett (Ontario-Montclair School District), (2009) 567 F.3d 554*

**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

*Health Education Content Standards for California Public Schools, Kindergarten Through Grade Twelve, 2008*

*Youth Suicide-Prevention Guidelines for California Schools, 2005*

*Health Framework for California Public Schools, Kindergarten Through Grade Twelve, 2003*

**CALIFORNIA DEPARTMENT OF MENTAL HEALTH PUBLICATIONS**

*California Strategic Plan for Suicide Prevention: Every Californian is Part of the Solution, 2008*

**CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS**

*School Connectedness: Strategies for Increasing Protective Factors Among Youth, 2009*

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES PUBLICATIONS**

*National Strategy for Suicide Prevention: Goals and Objectives for Action, 2001*

**WEB SITES**

*American Psychological Association: <http://www.apa.org> California Department of Education, Mental Health: <http://www.cde.ca.gov/ls/cg/mh> California Department of Mental Health, Children and Youth Programs:*

*[http://www.dmh.ca.gov/Services\\_and\\_Programs/Children\\_and\\_Youth](http://www.dmh.ca.gov/Services_and_Programs/Children_and_Youth) Centers for Disease Control and Prevention, Mental Health: <http://www.cdc.gov/mentalhealth> National Institute for Mental Health: <http://www.nimh.nih.gov> U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration: <http://www.samhsa.gov>*

## **SUICIDE PREVENTION**

### **PURPOSE**

The purpose of this policy is to protect the health and well-being of Cuddeback Union School District students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. Cuddeback Union School District:

- a) Recognizes that physical, behavioral, and emotional health is an integral component of student educational outcomes
- b) Recognizes that suicide is a leading cause of death among young people, and
- c) Acknowledges an ethical responsibility to take a proactive approach in preventing deaths by suicide and the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

### **SCOPE**

This policy covers actions that take place in the school, on school property, and at school sanctioned or supervised activities, including, for example, on school grounds, on school buses, at bus stops, at functions held on school grounds, at extra-curricular activities held on and off school grounds, at school sponsored out-of-school events where school staff are present, and at functions held at the school in the evening. This policy applies to the entire school community, including educators, school staff, students, parents/guardians, and volunteers. This policy will also cover appropriate school responses to suicidal or high risk behaviors that take place outside of the school environment.

### **PREVENTION**

**1. Policy Implementation.** The Superintendent shall designate a suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. Staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

**2. Staff Professional Development.** All staff will:

- a) Receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. (Attachment: A. Definitions, B. Risk Factors and Protective Factors, C. Warning Signs)
- b) The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/ or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ (lesbian, gay, bisexual, transgender, and questioning) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities. (Attachment: D. High Risk Groups, E. Implications of Culture)
- c) Additional professional development in risk assessment and crisis intervention will be provided to school employed mental health professionals.

**3. Youth Suicide Prevention Programming.** Developmentally appropriate, student-centered education materials will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials will include:

- a) Importance of safe and healthy choices and coping strategies,
- b) How to recognize risk factors and warning signs of mental disorders and suicide in oneself and others,
- c) Help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. (Attachment: F. Youth Suicide Prevention Programming)

**4. Publication and Distribution.** This policy will be made available annually and included in all family and employee handbooks and on the school/District website.

**INTERVENTION, ASSESSMENT AND REFERRAL (Attachment G. Additional Information for Action Plan including sample flow chart from Maine Referral and Tracking Tool, Risk Assessment and Screening Tool-Lieberman, Intervention in a Suicidal Crisis—Palo Alto Comprehensive Suicide Prevention Toolkit)**

When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a mental health professional within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school crisis team member or administrator will fill this role until a mental health professional can be brought in.

**For youth at risk:**

1. School staff will continuously supervise the student to ensure the student's safety.
2. The school crisis team and school/District suicide prevention coordinator will be made aware of the situation as soon as reasonably possible.
3. The mental health professional, Superintendent, or Superintendent designee will contact the student's parent or guardian, and will assist the family with urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.
4. Staff will obtain from the student's parent or guardian written permission to discuss the student's health with outside care, if appropriate.

**IN-SCHOOL SUICIDE ATTEMPTS**

In the case of an in-school suicide attempt:

1. First aid will be rendered until professional medical treatment and/or transportation can be received, following school emergency medical procedures.
2. School staff will supervise the student to ensure his/her safety.

3. Staff will move all other students out of the immediate area as soon as possible.
4. If appropriate, staff will immediately request a mental health assessment for the youth.
5. Staff will immediately notify the school crisis team, Superintendent, and the school suicide prevention coordinator regarding in-school suicide attempts.
6. The school employed mental health professional, Superintendent, or designee will contact the student's parent or guardian.
7. The Superintendent will initiate as necessary the crisis team to assess whether additional steps will be taken to ensure students' safety and well-being.

### **RE-ENTRY PROCEDURE**

For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), a school employed mental health professional and the Principal will meet with the student's parent or guardian, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.

1. A school employed mental health professional will coordinate with the student, their parent or guardian, and any outside mental health care providers.
2. The parent or guardian will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.
3. The designated staff person will periodically check in with student to help the student readjust to the school community and address any ongoing concerns.

### **OUT OF SCHOOL SUICIDE ATTEMPTS**

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:

1. Inform the student's parent or guardian.
2. Call 911 and Crisis Intervention.
3. Inform the suicide prevention coordinator and the Superintendent.

If the student contacts the staff member and expresses suicidal ideation, the staff member will maintain contact with the student (either in person, online, or on the phone). The staff member will then enlist the assistance of another person to call 911 and the parents while maintaining verbal engagement with the student.

### **PARENTAL NOTIFICATION AND INVOLVEMENT (Attachment H.)**

In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent or guardian will be informed as soon as practicable by the Superintendent, designee, or mental health professional. If the student has exhibited any kind of suicidal behavior, the parent or guardian will be counseled on "means restriction," limiting the child's

access to mechanisms for carrying out a suicide attempt. Staff will also seek parental permission to communicate with outside mental health care providers regarding their child.

Through discussion with the student, the Superintendent, designee, or school employed mental health professional will assess whether there is further risk of harm due to parent or guardian notification. If the Superintendent, designee, or mental health professional believes, in their professional capacity, that contacting the parent or guardian would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay will be documented.

## **POSTVENTION**

**1. Development and Implementation of an Action Plan** The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan will take place immediately following news of the suicide death. The action plan may include the following steps:

a) **Verify the death.** The Superintendent, or designee, will confirm the death and cause of death through communication with a coroner's office, local hospital, the student's parent or guardian, or police department. Even when a case is perceived as being an obvious instance of suicide, it will not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent or guardian will not permit the cause of death to be disclosed, the school will not share the cause of death.

b) **Assess the situation.** The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students, and to identify students most likely to be affected. The crisis team will also consider other recent traumatic events within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.

c) **Internal Communication/Share information.** Before the death is officially classified as a suicide by the coroner's office, the Superintendent, or designee, shall report the death to staff, students, and parents/guardians with an acknowledgement that its cause is unknown. Inform the faculty that a sudden death has occurred, preferably in a staff meeting. The Superintendent, or designee, may prepare an age-appropriate statement for staff members to share with students. The statement may include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Public address system announcements and school-wide assemblies will be avoided. The school crisis team may prepare a letter (with the input and permission from the student's parent or guardian) to send home with students that includes facts about the death, information about what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.

d) **Avoid suicide contagion.** It will be explained in the staff meeting described above that one purpose of trying to identify and give services to other high risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be

significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.

e) **Initiate support services.** Students identified as being more likely to be affected by the death will be assessed by a mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents or guardians, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.

f) **Develop memorial plans.** The school will not create on-campus physical memorials, funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. School will not be canceled for the funeral. Any school-based memorials (e.g., small gatherings) will include a focus on how to prevent future suicides and prevention resources available.

**2. External Communication.** The Superintendent will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the Superintendent, who will:

a) Keep the Board of Trustees and crisis team/need to know staff informed of actions relating to the death.

b) If determined to be necessary, prepare a media statement including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.

c) Address all media inquiries. If a suicide is to be reported by news media, Superintendent will encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase “suicide epidemic” – as this may elevate the risk of suicide contagion. They will also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. Media will be provided with, and asked to offer the community, information on suicide risk factors, warning signs, and resources available.

## **FAMILY/Staff/Student HANDBOOK**

### **Policy on the Prevention of Suicide**

Protecting the health and well-being of all students is of utmost importance. The Board of Trustees has adopted a suicide prevention policy which will help to protect all students through the following steps:

1. Students will learn age-appropriate information about recognizing and responding to warning signs of suicide in friends, using coping skills, using support systems, and seeking help for themselves and friends.

2. The school will designate a suicide prevention coordinator to serve as a point of contact for students in crisis and to refer students to appropriate resources.

3. When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the student and help connect them to appropriate local resources.
4. Students will have access to national resources which they can contact for additional support, such as:
  - a. The National Suicide Prevention Lifeline –1.800.273.8255 (TALK), [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org)
  - b. The Trevor Lifeline – 1.866.488.7386, [www.thetrevorproject.org](http://www.thetrevorproject.org)
5. All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell any staff member if they, or a friend, are feeling suicidal or in need of help.
6. Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.
7. For a more detailed review of this policy, please see the full **Suicide Prevention Policy**, posted on the school's website under Board Policies.

(adapted from the Model School Policy-Trevor Project, afsp, NSSP,

## Board Agenda Backup Information

**Date:** 8-16-17

**Agenda Item #:** 5.2

**Agenda Topic:** *Certificated Salary Schedule Increase*

### **Background Information and/or Statement of Need:**

*At the last meeting the Board discussed a certificated salary schedule reflecting a 4% increase, with a 3% longevity step increase every 3 years beginning at step 29.*

*Cost of certificated increase approximately \$20,365 annually including all benefits. The total salary increase for both groups is \$39,828.*

*Budget adoption built in \$36,403 for next year (this year).*

### **Superintendent's Recommendation:**

*A salary increase for certificated staff is appropriate at this point, especially as qualified teaching professionals are becoming more difficult to find. I am in favor of a longevity policy.*

*Keep in mind that every % increase in salary does increase the Districts statutory costs for the employee, as well as contribute to the District's deficit spending.*

### **Financial Impact:**

*The additional annual cost referenced above of \$20,000.*

# CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF COLLECTIVE BARGAINING AGREEMENT

*The disclosure document must be signed by the District Superintendent and Chief Business Officer at the time of public disclosure.*

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of Cuddeback Union School District, hereby certify that the District can meet the costs incurred under  
Name of District

the Collective Bargaining Agreement between the District and the Cuddeback Certificated Staff  
Bargaining Unit

during the term of the agreement from July 1, 2017 to June 30, 2018.

The budget revisions necessary to meet the costs of the agreement are as follows:

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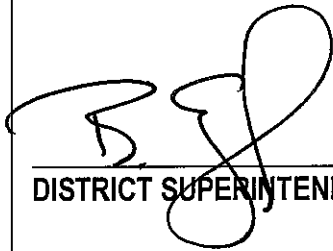
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N/A (No budget revisions necessary.)



\_\_\_\_\_  
DISTRICT SUPERINTENDENT SIGNATURE

8/6/17

\_\_\_\_\_  
DATE

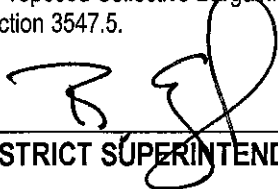
\_\_\_\_\_  
CHIEF BUSINESS OFFICER SIGNATURE

\_\_\_\_\_  
DATE

# CERTIFICATION OF THE GOVERNING BOARD'S APPROVAL OF THE COLLECTIVE BARGAINING AGREEMENT

The disclosure document must be signed by the District Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

  
\_\_\_\_\_  
DISTRICT SUPERINTENDENT or DESIGNEE SIGNATURE

8/6/17  
\_\_\_\_\_  
DATE

BLAINE SIBLER  
\_\_\_\_\_  
CONTACT PERSON

707-768-3372  
\_\_\_\_\_  
PHONE

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on

8/16/17  
Date, took action to approve the proposed Agreement with the

Cuddeback Certificated Staff.  
Bargaining Unit

The Board has adopted the budget revisions which are necessary to meet the cost of this agreement.

\_\_\_\_\_  
PRESIDENT (OR CLERK), GOVERNING BOARD  
Signature

8/16/17  
\_\_\_\_\_  
DATE

**COLLECTIVE BARGAINING AGREEMENT PUBLIC DISCLOSURE SUMMARY**

Cuddeback Union School District

Type of Bargaining Unit:

Certificated

Certified Management

Classified

Classified Management

Confidential

The proposed agreement covers the period beginning July 1, 2017  
and will be acted upon by the Governing Board at its meeting on August 9, 2017

and ending June 30, 2018

**A. Proposed Change in Compensation**

Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year Increase/(Decrease) 2017-18	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
1 Current year salary costs	\$ 431,192			
2 Step and column increase (Optional- if completed, do not include S & C costs in Line 1)	\$			
3 Total Current year salary costs	\$ 431,192			
4 Salary schedule increase (decrease)		\$ 17,248 4.00%		
5 Cost due to salary schedule restructure (i.e., longevity, step and column over prior contract)		\$		
6 One-time compensation (i.e., stipends, bonus, off schedule one time payments)		\$		
7 Reclassification of position(s)		\$		
8 Other compensation		\$		
9 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 78,132	\$ 3,125 18.12%		
10a Health & Welfare costs before agreement	\$ 113,400			
10b Changes in Health & Welfare costs due to the agreement		\$		
10c Health & Welfare costs after agreement (10a+10b)		\$ 113,400		
10d FTE's (impacted by health & welfare change)		8		
10e Change in discretionary costs - per FTE (line 10b divided by line 10d)		\$		
11 Total Compensation Increase (decrease) (Total Lines 2, 4 thru 9 and 10b)		20,373		
12 TOTAL COMPENSATION INCREASE AS A PERCENTAGE OVER PRIOR FISCAL YEAR		% 3.27%		

**Public Disclosure Form**

**Section A**

4. What is the proposed negotiated percentage increase? For example, if the increase in "Current Year" was for less than a full year, what was the percentage increase given, what is the effective date of the increase, and what is the annualized percentage increase for

**4% on salary schedule from July 1, 2017**

5. Describe any changes or additions to step, column, or ranges on the salary schedules.

**None**

6. Describe any one- time compensation increases.

**None**

7. Describe any reclassifications of positions.

**None**

8. Describe any "other compensation". Please include comments and explanations as necessary  
(if more room is necessary to answer, please attach additional sheet.)

**None**

10. Changes in Health and Welfare costs.

a. Does the district have a maximum on the employer paid portion of health and welfare?

  x   Yes             No

If yes, please describe the maximum dollar or percentage amount of the employer paid share of the health and welfare costs and any changes due to this

**Current cap for H/W Benefits is \$13,500/FTE, with increases paid by employee.**

b. Describe all other changes in Health and Welfare costs.

**None**

- B. Describe any proposed negotiated changes in non-compensation items (e.g., class size adjustments, staff development days, teacher prep time, etc.)

**None**

**Public Disclosure Form**

C. Will there be any specific impacts (positive or negative) to operations related to the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians).

**None**

D. What contingency language is included in the proposed agreement (i.e., reopeners, etc.)?

**None**

E. What is the impact of the agreement on deficit spending in the current or future year(s)? "Deficit Spending" is defined to exist when a district's expenditures exceed its revenues in a given year.

**Agreement will not cause the district to deficit spend.**

F. Are there any other provisions to be disclosed?

**None**

G. What are the source(s) of funding for the proposed agreement?

1. Current Year

  x   General Fund Revenues  
     Special Reserve

  x   Reduction in Expenditures  
     Other (please explain)

Explanation:

**Ongoing salary schedule increase funded with General Fund Unrestricted carryover and ongoing LCFF revenues.**

2. If this is a single year agreement, how will the ongoing cost, if any, of the proposed agreement be funded in future years? (i.e. COLA, staffing reductions, other sources of revenue)

**Funding will come from General Fund Unrestricted carryover and is projected to cover the increase for 3 years. After the 3 years, the projected increases in State Revenues related to the COLA and possible expenditure**

3. If this is a multi-year agreement, what is the source of funding for these obligations in future years? Assumptions should include specifics, i.e., COLA, enrollment patterns. (Remember to include compounding effects in meeting obligations)

**NA**

**PUBLIC DISCLOSURE FORM**

**H. Impact of Proposed Agreement on Current Year Operating Budget**

1. The cost of the proposed agreement is included in the **2017-18 Adopted Budget**.
- a. Copies of the budget transfers are attached (unless proposal was included in the adopted budget); or,
- b. Section H3 below has been completed. No budget transfers needed.
2. Budget has not been updated for the proposal.
- a. Proposed budget transfers are attached; or,
- b. Section H3 below has been completed.

<b>H3. RECAP OF PROPOSED BUDGET ADJUSTMENTS</b>				
Bargaining Unit(s):	Column 1	Column 2	Column 3	Column 4
Classified	Latest Board-Approved Budget Before Settlement Date: <u>June 22, 2017</u>	Unrestricted Budget Adjustment Increase (Decrease)	Restricted Budget Adjustment Increase (Decrease)	Total Proposed Budget  (Columns 1+2+3)
<b>A. REVENUES</b>				
1. Revenue Limit Sources (8010-8099)	1,085,683			1,085,683
2. Remaining Revenues (8100-8799)	304,372			304,372
<b>B. TOTAL REVENUES</b>	<b>1,390,055</b>			<b>1,390,055</b>
<b>C. EXPENDITURES</b>				
1. Certificated Salaries (1000-1999)	557,304			557,304
2. Classified Salaries (2000-2999)	271,990			271,990
3. Employee Benefits (3000-3999)	376,427			376,427
4. Books and Supplies (4000-4999)	69,334			69,334
5. Services, Other Operating Expense (5000-5999)	237,810			237,810
6. Capital Outlay (6000-6599)				
7. Other Outgo (7100-7299) (7400-7499)	5,243			5,243
8. Direct Support/Indirect Costs (7300-7399)				
9. Other Adjustments				
<b>D. TOTAL EXPENDITURES (C1:C9)</b>	<b>1,518,108</b>			<b>1,518,108</b>
<b>E. OPERATING SURPLUS (DEFICIT) (B-D)</b>	<b>(128,053)</b>			<b>(128,053)</b>
<b>F. TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>				
<b>G. TRANSFER OUT &amp; OTHER USES (7610-7699)</b>	<b>(19,000)</b>			<b>(19,000)</b>
<b>H. CONTRIBUTIONS (8980-8998)</b>				
<b>I. INCREASE (DECREASE) IN FUND BALANCE (E+F+G+H)</b>	<b>(147,053)</b>			<b>(147,053)</b>
<b>J. BEGINNING BALANCE</b>	<b>529,680</b>			<b>529,680</b>
<b>K. CURRENT YEAR ENDING BALANCE (J+I)</b>	<b>382,627</b>			<b>382,627</b>

## IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

### I. VERIFICATION OF ACCEPTABLE MINIMUM RESERVE LEVEL

<b>1. STATE-RECOMMENDED MINIMUM RESERVE LEVEL</b> (after implementation of all proposed agreements)			
		2017-18	
a.	Total expenditures, Transfers Out, and uses per current working budget plus total cost increases for all bargaining agreements	1,919,735	
b.	Recommended minimum reserve percentage from table below	3.00%	
c.	Recommended minimum reserve amount for this district (I1a times I1b) for districts with less than 1001 ADA, this is the greater of calculation or \$50,000	57,592	

### J. IMPACT OF PROPOSED AGREEMENT TO THE BUDGET

<b>1. GENERAL FUND (Fund 01) Unrestricted/Undesignated Only (Resource 0000)</b>			
a.	Board approved budgeted ending balance	2,000	
b.	Changes to budgeted ending balance for all bargaining agreements		
c.	Estimated budgeted ending balance (line J1a plus J1b)	2,000	
<b>2. SPECIAL RESERVE FUND (Fund 17)</b>			
a.	Board approved budgeted ending balance	562,364	
b.	Changes to budgeted ending balance for all bargaining agreements		
c.	Estimated budgeted ending balance (line J2a plus J2b)	562,364	
<b>3.</b>	<b>TOTAL DISTRICT RESERVES FOR THE YEAR OF AGREEMENT</b> (Line J1c and J2c) (must be greater than I1c)	<b>564,364</b>	

TABLE OF STATE RECOMMENDED MINIMUM RESERVE PERCENTAGES			
Percentage Level For Districts with ADA ranging from:			
5% or \$50,000 (Greater of)	0	to	300
4% or \$50,000 (Greater of)	301	to	1,000
3%	1,001	to	30,000
2%	30,001	to	400,000
1%	400,001	and	Over

## Board Agenda Backup Information

**Date:** 8-16-17

**Agenda Item #:** 5.3

**Agenda Topic:** *Classified Salary Schedule Increase*

### **Background Information and/or Statement of Need**

*At the last meeting, the Board was presented an adjusted classified salary schedule that accounted for a 4% increase, meeting the \$11/hr minimum wage, and competitive salaries as compared to other area districts.*

*There was discussion of adding a longevity policy to the classified schedule as well. Longevity language has been added to the proposed classified schedule.*

*Cost of classified increase is \$19,463 (\$15,524 in wages) including statutory benefits. The statutory costs increase with the increase in salary.*

### **Superintendent's Recommendation:**

*An increase to the classified salary schedule is appropriate, and it will help keep us competitive and comparable to other districts in the area.*

### **Financial Impact:**

*Referenced above.*

**CERTIFICATION OF THE DISTRICT'S ABILITY TO MEET THE COSTS OF  
COLLECTIVE BARGAINING AGREEMENT**

*The disclosure document must be signed by the District Superintendent and Chief Business Officer at the time of public disclosure.*

In accordance with the requirements of Government Code Section 3547.5, the Superintendent and Chief Business Officer of  
Cuddeback Union School District, hereby certify that the District can meet the costs incurred under  
Name of District

the Collective Bargaining Agreement between the District and the Cuddeback Classified Staff  
Bargaining Unit

during the term of the agreement from July 1, 2017 to June 30, 2018.

The budget revisions necessary to meet the costs of the agreement are as follows:

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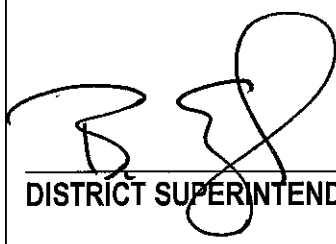
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N/A (No budget revisions necessary.)

  
\_\_\_\_\_  
DISTRICT SUPERINTENDENT SIGNATURE

8/6/17  
\_\_\_\_\_  
DATE

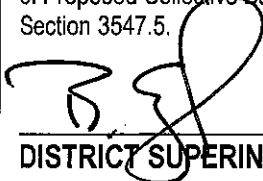
\_\_\_\_\_  
CHIEF BUSINESS OFFICER SIGNATURE

\_\_\_\_\_  
DATE

# CERTIFICATION OF THE GOVERNING BOARD'S APPROVAL OF THE COLLECTIVE BARGAINING AGREEMENT

The disclosure document must be signed by the District Superintendent or designee at the time of public disclosure and by the President or Clerk of the Governing Board at the time of formal board action on the proposed agreement.

The information provided in this document summarizes the financial implications of the proposed agreement and is submitted to the Governing Board for public disclosure of the major provisions of the agreement (as provided in the "Public Disclosure of Proposed Collective Bargaining Agreement") in accordance with the requirements of AB 1200 and Government Code Section 3547.5.

  
\_\_\_\_\_  
DISTRICT SUPERINTENDENT or DESIGNEE SIGNATURE

8/16/17  
\_\_\_\_\_  
DATE

BLAINE SIBLER  
\_\_\_\_\_  
CONTACT PERSON

707-768-3372  
\_\_\_\_\_  
PHONE

After public disclosure of the major provisions contained in this summary, the Governing Board at its meeting on \_\_\_\_\_, took action to approve the proposed Agreement with the \_\_\_\_\_  
Date

**Cuddeback Classified Staff.**  
Bargaining Unit

The Board has adopted the budget revisions which are necessary to meet the cost of this agreement.

\_\_\_\_\_  
PRESIDENT (OR CLERK), GOVERNING BOARD  
Signature

8/16/17  
\_\_\_\_\_  
DATE

**COLLECTIVE BARGAINING AGREEMENT PUBLIC DISCLOSURE SUMMARY**

Cuddeback Union School District

Type of Bargaining Unit:

Certificated

Certificated Management

Classified

Classified Management

Confidential

The proposed agreement covers the period beginning

July 1, 2017

and ending

June 30, 2018

and will be acted upon by the Governing Board at its meeting on August 9, 2017

**A. Proposed Change in Compensation**

Compensation	Cost Prior to Proposed Agreement	Fiscal Impact of Proposed Agreement		
		Current Year Increase/(Decrease) 2017-18	Year 2 Increase/(Decrease)	Year 3 Increase/(Decrease)
1 Current year salary costs	\$ 282,826			
2 Step and column increase (Optional- if completed, do not include S & C costs in Line 1)	\$			
3 Total Current year salary costs	\$ 282,826			
4 Salary schedule increase (decrease)		\$		
5 Cost due to salary schedule restructure (i.e., longevity, step and column over prior contract)		\$ 15,524		
		5.49%		
6 One-time compensation (i.e., stipends, bonus, off schedule one time payments)		\$		
7 Reclassification of position(s)		\$		
8 Other compensation		\$		
9 Statutory Benefits - STRS, PERS, FICA, WC, UI, Medicare, etc.	\$ 71,897	\$ 3,946		
		25.42%		
10a Health & Welfare costs before agreement	\$ 54,000			
10b Changes in Health & Welfare costs due to the agreement		\$		
10c Health & Welfare costs after agreement (10a+10b)		\$ 54,000		
10d FTE's (impacted by health & welfare change)		4		
10e Change in discretionary costs - per FTE (line 10b divided by line 10d)		\$		
11 Total Compensation Increase (decrease) (Total Lines 2, 4 thru 9 and 10b)		19,470		
12 TOTAL COMPENSATION INCREASE AS A PERCENTAGE OVER PRIOR FISCAL YEAR		% 4.76%		

**Public Disclosure Form**

**Section A**

4. What is the proposed negotiated percentage increase? For example, if the increase in "Current Year" was for less than a full year, what was the percentage increase given, what is the effective date of the increase, and what is the annualized percentage increase for

**None**

5. Describe any changes or additions to step, column, or ranges on the salary schedules.

**Change to Salary Schedule to accommodate minimum wage increase.**

6. Describe any one- time compensation increases.

**None**

7. Describe any reclassifications of positions.

**None**

8. Describe any "other compensation". Please include comments and explanations as necessary  
(if more room is necessary to answer, please attach additional sheet.)

**None**

10. Changes in Health and Welfare costs.

a. Does the district have a maximum on the employer paid portion of health and welfare?

  x   Yes           No

If yes, please describe the maximum dollar or percentage amount of the employer paid share of the health and welfare costs and any changes due to this

**Current cap for H/W Benefits is \$13,500/FTE, with increases paid by employee.**

b. Describe all other changes in Health and Welfare costs.

**None**

- B. Describe any proposed negotiated changes in non-compensation items (e.g., class size adjustments, staff development days, teacher prep time, etc.)

**None**

**Public Disclosure Form**

C. Will there be any specific impacts (positive or negative) to operations related to the settlement? Include the impact of changes such as staff reductions or increases, program reductions or increases, elimination or expansion of other services or programs (i.e., counselors, librarians).

**None**

D. What contingency language is included in the proposed agreement (i.e., reopeners, etc.)?

**None**

E. What is the impact of the agreement on deficit spending in the current or future year(s)? "Deficit Spending" is defined to exist when a district's expenditures exceed its revenues in a given year.

**Agreement will not cause the district to deficit spend.**

F. Are there any other provisions to be disclosed?

**None**

G. What are the source(s) of funding for the proposed agreement?

1. Current Year

<input checked="" type="checkbox"/> General Fund Revenues	<input checked="" type="checkbox"/> Reduction in Expenditures
<input type="checkbox"/> Special Reserve	<input type="checkbox"/> Other (please explain)

Explanation:

**Ongoing salary schedule increase funded with General Fund Unrestricted carryover and ongoing LCFF revenues.**

2. If this is a single year agreement, how will the ongoing cost, if any, of the proposed agreement be funded in future years? (i.e. COLA, staffing reductions, other sources of revenue)

**Funding will come from General Fund Unrestricted carryover and is projected to cover the increase for 3 years. After the 3 years, the projected increases in State Revenues related to the COLA and possible expenditure**

3. If this is a multi-year agreement, what is the source of funding for these obligations in future years? Assumptions should include specifics, i.e., COLA, enrollment patterns. (Remember to include compounding effects in meeting obligations)

**NA**

**PUBLIC DISCLOSURE FORM**

**H. Impact of Proposed Agreement on Current Year Operating Budget**

1. The cost of the proposed agreement is included in the **2017-18 Adopted Budget**.
- a. Copies of the budget transfers are attached (unless proposal was included in the adopted budget); or,
- b. Section H3 below has been completed. No budget transfers needed.
2. Budget has not been updated for the proposal.
- a. Proposed budget transfers are attached; or,
- b. Section H3 below has been completed.

<b>H3. RECAP OF PROPOSED BUDGET ADJUSTMENTS</b>				
	Column 1	Column 2	Column 3	Column 4
Bargaining Unit(s):	Latest Board-Approved	Unrestricted	Restricted	Total Proposed
Classified	Budget Before Settlement Date: <u>June 22, 2017</u>	Budget Adjustment Increase (Decrease)	Budget Adjustment Increase (Decrease)	Budget  (Columns 1+2+3)
<b>A. REVENUES</b>				
1. Revenue Limit Sources (8010-8099)	1,085,683			1,085,683
2. Remaining Revenues (8100-8799)	304,372			304,372
<b>B. TOTAL REVENUES</b>	<b>1,390,055</b>			<b>1,390,055</b>
<b>C. EXPENDITURES</b>				
1. Certificated Salaries (1000-1999)	557,304			557,304
2. Classified Salaries (2000-2999)	271,990			271,990
3. Employee Benefits (3000-3999)	376,427			376,427
4. Books and Supplies (4000-4999)	69,334			69,334
5. Services, Other Operating Expense (5000-5999)	237,810			237,810
6. Capital Outlay (6000-6599)				
7. Other Outgo (7100-7299) (7400-7499)	5,243			5,243
8. Direct Support/Indirect Costs (7300-7399)				
9. Other Adjustments				
<b>D. TOTAL EXPENDITURES (C1:C9)</b>	<b>1,518,108</b>			<b>1,518,108</b>
<b>E. OPERATING SURPLUS (DEFICIT) (B-D)</b>	<b>(128,053)</b>			<b>(128,053)</b>
<b>F. TRANSFERS IN &amp; OTHER SOURCES (8910-8979)</b>				
<b>G. TRANSFER OUT &amp; OTHER USES (7610-7699)</b>	<b>(19,000)</b>			<b>(19,000)</b>
<b>H. CONTRIBUTIONS (8980-8998)</b>				
<b>I. INCREASE (DECREASE) IN FUND BALANCE (E+F+G+H)</b>	<b>(147,053)</b>			<b>(147,053)</b>
<b>J. BEGINNING BALANCE</b>	<b>529,680</b>			<b>529,680</b>
<b>K. CURRENT YEAR ENDING BALANCE (J+I)</b>	<b>382,627</b>			<b>382,627</b>

## IMPACT OF PROPOSED AGREEMENT ON DISTRICT RESERVES

### I. VERIFICATION OF ACCEPTABLE MINIMUM RESERVE LEVEL

<b>1. STATE-RECOMMENDED MINIMUM RESERVE LEVEL</b> (after implementation of all proposed agreements)			
		2017-18	
a.	Total expenditures, Transfers Out, and uses per current working budget plus total cost increases for all bargaining agreements	1,919,735	
b.	Recommended minimum reserve percentage from table below	3.00%	
c.	Recommended minimum reserve amount for this district (I1a times I1b) for districts with less than 1001 ADA, this is the greater of calculation or \$50,000	57,592	

### J. IMPACT OF PROPOSED AGREEMENT TO THE BUDGET

<b>1. GENERAL FUND (Fund 01) Unrestricted/Undesignated Only (Resource 0000)</b>			
a.	Board approved budgeted ending balance	2,000	
b.	Changes to budgeted ending balance for all bargaining agreements		
c.	Estimated budgeted ending balance (line J1a plus J1b)	2,000	
<b>2. SPECIAL RESERVE FUND (Fund 17)</b>			
a.	Board approved budgeted ending balance	562,364	
b.	Changes to budgeted ending balance for all bargaining agreements		
c.	Estimated budgeted ending balance (line J2a plus J2b)	562,364	
<b>3.</b>	<b>TOTAL DISTRICT RESERVES FOR THE YEAR OF AGREEMENT</b> (Line J1c and J2c) (must be greater than I1c)	<b>564,364</b>	

<b>TABLE OF STATE RECOMMENDED MINIMUM RESERVE PERCENTAGES</b>			
Percentage Level For Districts with ADA ranging from:			
5% or \$50,000 (Greater of)	0	to	300
4% or \$50,000 (Greater of)	301	to	1,000
3%	1,001	to	30,000
2%	30,001	to	400,000
1%	400,001	and	Over

## Board Agenda Backup

**Date:** 8/16/17

**Agenda Item #:** 5.4

**Agenda Topic:** *Prop 39 Clean Energy Project Update*

### **Background Information and/or Statement of Need:**

*Furnaces: New furnaces and programmable thermostats installed in all classrooms*

*Walk In Cooler: New mechanical – evaporator and condenser installed, interior cooler walls resurfaced, new door, new storage racks ordered*

*Proposed Remaining Projects: Solar installation, or partial window replacement. RCEA PM can attend next meeting to talk about each option, or other ideas.*

### **Superintendent's Recommendation:**

*Information & discussion*

### **Financial Impact:**

*Utilizing Prop 39 funds. We have about \$35K remaining in account.*

## Board Agenda Backup Information

**Date:** 8-16-17

**Agenda Item #:** 5.5

**Agenda Topic:** *Healthy Start Building Update*

**Background Information and/or Statement of Need:**

*This project is nearing completion and the building looks soooo much better! Hopefully by our meeting time , there will be paint and gutters and a functioning HVAC system too. Beacom swears it will be done before school starts.*

*We'll take a tour around the site to look at the progress.*

**Superintendent's Recommendation:**

*Information only.*

**Financial Impact:**

## Superintendent's Report

8-16-17

- School starts Monday, August 28<sup>th</sup>! We are excited for another great Cuddeback year!
- Enrollment for 2017-2018 is at 147 on paper, but I'll estimate that we start with closer to 140. That's a major increase from a couple of years ago, with the bulk in our primary grades. This is the reason we have gone to straight K, 1, 2, 3 grades.
- Classroom breakdown is attached.
- There is only 1 self-contained combination class this year – Mrs. Church's 4<sup>th</sup>/5<sup>th</sup> with 29 students. She's a team player and she will have additional aide time. The 7<sup>th</sup>/8<sup>th</sup> combo will be part of an upper grade rotation, so it is much less like a combination class.
- Cuddeback has adopted new ELA curriculum in all grades. While teachers work hard to implement new curriculum, it will be more focused on new standards than past curriculum. Total cost of new ELA curriculum is roughly \$37K.
- TK-2 teachers spent a day training with new ELA materials and are very excited about the new program – Super Kids!
- 1<sup>st</sup>, 2<sup>nd</sup>, and 4<sup>th</sup>/5<sup>th</sup> grade teachers attended a math conference in July, and they agreed that it was outstanding! 3 days in Las Vegas didn't hurt either. They assure me that they will be implementing strategies from the training right away.
- This year all teachers will participate in collaboration with teachers from other schools in ERVA in monthly sessions coordinated by HCOE. This should be an opportunity to gain insight and varying perspectives from grade level colleagues that we don't get to see in our small school – without having to travel to HCOE.
- Mr. Sigler attended a 4-day Power School training in July. It was very informative. I will look to send other school personnel next year.