



**HUGHES-ELIZABETH LAKES UNION ELEMENTARY  
SCHOOL DISTRICT**

**REGULAR MEETING OF THE GOVERNING BOARD  
January 12, 2010**

**Hughes Elizabeth Lakes Union School District – School Library  
16633 Elizabeth Lake Road  
Lake Hughes, CA 93532**

**MINUTES**

Closed Session – 6:00 p.m.  
Regular Session – 6:30 p.m.

**Full agenda available in the District Office 8:00 - 4:00**

**HUGHES-ELIZABETH LAKES UNION ELEMENTARY SCHOOL DISTRICT**

**REGULAR MEETING OF THE GOVERNING BOARD MINUTES**

**January 12, 2010**

CLOSED SESSION: 6:00 PM

PLACE: STAFF LOUNGE

REGULAR SESSION: 6:30 PM

PLACE: LIBRARY

**I. PRELIMINARY**

Called to order by the presiding officer at \_\_\_\_\_ 6:07 \_\_\_\_\_ p.m.

Roll Call - Members

X Lola Skelton, President

X Zach Mercier Vice President/Clerk

X John Sharp, Member

X Mary Wall, Member

**Ab** Melanie Dohn, Member

Roll Call – District Office

X Diane Parkins, Superintendent

X Julie Maple, Vice Principal

X Ruby Thompson, Director of Business and Operations

**II. MOTION TO WAIVE FURTHER READINGS AND APPROVE AGENDA**

Recommendation is made to approve the agenda of Tuesday, January 12, 2010, and permit the reading of the title only of proposed agenda items in lieu of reciting the entire text.

Motion by Mary Wall Seconded by John Sharp Yes 4 No 0

**III. CLOSED SESSION**

Adjourn to closed session at \_\_\_\_\_ 6:08 \_\_\_\_\_ p.m. to discuss personnel, employer/employee relations, and pupil relations, and pupil personnel (Gov. Code 54967, 54957.6; Ed. Code 35146):

1. PERSONNEL (Govt. Code 54957)
2. EMPLOYER/EMPLOYEE RELATIONS (Govt. Code 54957.6)
3. LEGAL ISSUES

Motion by John Sharp Seconded by Mary Wall Yes 4 No 0

RECONVENE, REPORT OF ACTION TAKEN IN CLOSED SESSION

Reconvene to regular session at 6:48 p.m.

Motion by Mary Wall Seconded by Zach Mercier Yes 4 No 0

IV. WELCOME

- Pledge of Allegiance to the Flag  
Led by Board President, Lola Skelton

V. ADDRESSING THE BOARD

In order to address the Board during the Public Comment portion of the meeting, please stand and wait for recognition by the President. Speakers are asked to state their name and are expected to be courteous and comport themselves in accordance with Board Policies 9323 and 1311. Comments are limited to three minutes per person and the Board may limit the number of minutes per topic.

VI. PUBLIC COMMENTS FROM THE AUDIENCE

None

VII. CORRESPONDENCE

Governor’s Proposed Budget from California Budget Projected dated January 8, 2010 was handed out

VIII. BOARD MEMBER’S COMMENTS AND/OR REPORTS

Welcome to new superintendent, Diane Parkins by board president, Lola Skelton

IX. PRESENTATIONS/REPORTS

- Science Camp – Mrs. Lewis  
Powerpoint presentation regarding Malibu Outdoor School. Explanation of accommodations and life at camp. Students have journals to keep notes in regarding the camp experience. Mrs. Lewis strongly recommends having 6<sup>th</sup> grade go to camp again next year because of great experience. If we want to go next year this needs to be on agenda in the next few months. Board thanked Mrs. Lewis for her presentation.
- Ms. Dohn – Conference --Wait until next month to present.

X. SCHOOL SITE COUNCIL

Will meet the first Monday in February to review the School Site Plan, EL Plan and Technology Plan.

XI. DIRECTOR OF BUSINESS AND OPERATIONS REPORT

Good to have everyone back  
Early indicators of budget is that there may be reductions in Class Size Reduction—  
close to \$500 million dollars  
Right to negotiate 5 less days for teachers next year

Projections for revenue have been overstated so there is more waiting  
Cash flow was reported to be down last month—it did come in and it is about normal  
Welcome Mrs Parkins and she is confined to the office because fingerprints have not  
cleared.

**XII. SUPERINTENDENT’S REPORT**

Enrollment 331 (grades gained 1,2,3,3/4,5,6 Lost 1, 6)

Spelling Bee Jan 26 1<sup>st</sup> – 2<sup>nd</sup>

Jan 27 4<sup>th</sup> – 6<sup>th</sup>

Jan 28 7<sup>th</sup>-8<sup>th</sup>

End of quarter January 22

Report cards go home January 29

Distinguished School Application

Thank you to Steve Martinez and submitting the application for the 2010 California  
Distinguished School Program

Julie Drake will be coming next week to interview the new superintendent

California Department of Education sent a verification of Race To The Top regarding  
receiving the Memorandum of Understanding from our district

Information on the following:

LACSTA in City of Commerce

AV Schools Board Association in Acton

CSBA 2010 Forecast Webcast at the Antelope Valley High School District

**XIII. INDIVIDUAL AGENDA ACTION ITEMS**

Break for cake to welcome the new superintendent

**BOARD BUSINESS**

**XIII.1 Secretary of the Board of Trustees**

It is recommended that the District Superintendent, Mrs. Diane Parkins, be appointed to  
serve as Secretary to the Board of Trustees per Board Policy #9123.

Motion by Lola Skelton Seconded by Mary Wall Yes 4 No 0

**XIII.2 Certification of Signatures / Authorized Agents**

The Board authorizes the Superintendent Mrs. Diane Parkins, and/or the Director of  
Business and Operations, Mrs. Ruby Thompson, to sign all documents as the Authorized  
Agents of the District in accordance with the Education Code 35143, 42632, and 42633  
from January 12, 2010, until the Organization Meeting in December 2010.

Motion by Mary Wall Seconded by Zach Yes 4 No 0

**XIII.3 Change Signatories for California Bank and Trust (AV Bank)**

It is recommended that the Board approve the change in signatories for Clearing, Revolving Cash, Student Council, and Lakers Money Makers accounts held at California Bank and Trust.

Motion by John Sharp Seconded by Mary Wall Yes 4 No 0

**XIII.4 SIRMA I/II Representative**

It is recommended that the Board approve the designations of Mrs. Ruby Thompson as the Primary and Mrs. Diane Parkins as the Alternate Representatives for SIRMA I and SIRMA II for Hughes-Elizabeth Lakes Union School District. This gives each the authority to vote on behalf of the District.

Motion by John Sharp Seconded by Mary Wall Yes 4 No 0

**BUSINESS**

**Discussion – 2008-09 Annual Audit**

Ruby Thompson, Director of Business Services spoke regarding this report. This report has been talked about at prior meetings. In the back there are findings for last year and this year. We had one finding and the process has been corrected to auditors’ satisfaction. She reported that she would answer any questions the board may have regarding this report.

**XIII.5 Consolidated Application 2009-10 Part II**

It is recommended that the Board approve Part II of Consolidated Application for 2009-10.

Motion by Mary Wall Seconded by John Sharp Yes 4 No 0

**Discussion:** Ruby Thompson, Director of Business Services explained this report. She explained the basis of this report for state and federal programs. She explained the allotment for the programs and the carryover, administrative costs and what is left to use for the district. Spoke to transferability of funding but we are not utilizing this movement of money to different categories. 6.92% is the indirect cost for the district for this year. We put aside money for the homeless students in our district. There are some pages that are blank because we do not have the programs in our district. We are at about 27% free and reduced lunch program.

**XIV. CONSENT AGENDA ITEMS**

**CONSENT AGENDA**

- a) Minutes of Regular Board Meeting, December 7, 2009
- b) Minutes of Special Board Meeting, December 8, 2009
- c) Minutes of Special Board Meeting, December 9, 2009
- d) Minutes of Special Board Meeting, December 14, 2009
- e) Minutes of Special Board Meeting, December 17, 2009
- f) Minutes of Special Board Meeting, January 7, 2010

- g) Personnel Register #7-09-10
- h) Purchase Order Report #7-09-10
- i) Warrant Register #7-09-10
- j) Conference/Workshop #7-09-10
- k) Field Trips #7-09-10
- l) IRS mileage rate: .50/mile

Motion by John Sharp Seconded by Mary Wall Yes 4 No 0

**PLANNING**

At this time, Board Members or community members may request future Board Consideration of an item.

- Workshop with Dave Long & Associates  
Find out their availability and schedule for three hours. The Superintendent will contact for availability of dates.
- Small Schools Conference—February 1, 2010 is deadline for early registration  
April 14-17, 2010 is conference in Sacramento. Board members will check their calendars and email whether they would like to attend.

The next Regular Board Meeting is scheduled for **February 9, 2010**, with closed session at 6:00 in the Staff Lounge and the regular session at 6:30 in the school library.

**PUBLIC ADJOURNMENT**

Pursuant to the Bylaws of the Board all regularly scheduled meetings of the Board must adjourn by 10:30 p.m. unless extended by a majority vote of the Board.

Return to closed session at \_\_\_\_\_ p.m.

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Close and adjourn the meeting at 8:00 p.m.

Motion by Zach Mercier Seconded by Mary Wall Yes 4 No 0

\_\_\_\_\_  
Mr. Zach Mercier, Vice President/Clerk

\_\_\_\_\_  
Date