

V. Approval of the Minutes

Date: October 20, 2021
Time: 4:00 pm
Location: 820 Pole Line Rd, Davis, CA

Board of Trustees: Chairperson Larry Dean (excused), Vice Chairperson Fred Main Board Members: Heidy Kellison, Stephen Souza, and Jonathon Howard

Staff: District Superintendent Jessica Potts; Assistant Superintendent Judy Fisher

Guests: Sandra Rodriguez, Asst. Supervisor's Deputy, District 4

Open Session:

- I. Call to Order **4:01pm**
- II. Approval of the Agenda **(4-0-0)**
- III. Trustee Announcements
 - a. COI for Any Agenda Items
None

IV. Public comment

Sandra Rodriguez provided an update on the Dia de los Muertos event. The event will take place on the cemetery grounds October 29th through November 1st and will include a public altar, informational signage, and a welcome address and music which can be streamed from your phone.

- V. Approval of the Minutes **(4-0-0)**
- VI. Informational Items

- a. Superintendent Report (Written) (received and acknowledged)
- b. COVID-19 Pandemic Memorial

Trustee Kellison presented the idea of installing a memorial on the cemetery grounds which was strongly supported by all trustees. **Action:** Motion to move information item to action items to form a sub committee to work on expanding the memorial vision. Fred Main 1st, Heidy Kellison 2nd, **(4-0-0)**

- c. Community Outreach Events

The superintendent presented our current event policy to ensure no changes were needed as we begin to place 2022 outreach events. (received and acknowledged)

VII. Action Items

- a. Assembly Bill 361

The superintendent presented Assembly Bill 361 which was signed into law on September 16, 2021. This bill ensures compliance with the Brown Act when running remote meetings. **Action:** Motion to adopt Assembly Bill 361. Jonathan Howard 1st, Heidy Kellison 2nd, **(4-0-0)**

Action: Motion to approve performance review and salary recommendation. Fred Main 1st, Stephen Souza 2nd, **(5-0-0)**

- b. 3-year Audit

The superintendent reached out to four audit firms, two of which responded with quotes for the district audit covering July 1, 2019 through June 30, 2021. The trustees discussed each quote receipt. **Action:** Motion to contract with Fechter & Company for the district audit covering July 1, 2019 through June 30, 2021 \$12,500 total bid. Jonathan Howard 1st, Heidy Kellison 2nd, **(4-0-0)**

c. COVID-19 Testing for All Employees

The superintendent presented a tiered system for employee testing. Trustee Howard would like our policy to mirror that of the county policy. The superintendent will work with county counsel to create a policy that matches that of the county to be presented at the December meeting.

Action: None

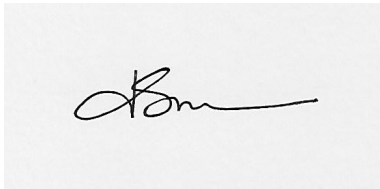
d. Retroactive Salary Action

During the August meeting, the trustees voted on a salary action for the superintendent as a result of her 2020-21 performance review. It was unclear if the salary action was to be retroactive to July 1, 2021 to match all other employee salary actions. **Action:** Motion to approve the superintendents salary action retroactive to July 1, 2021 Stephen Souza 1st, Heidi Kellison 2nd, **(4-0-0)**

Adjournment

Action: Motion to adjourn at 4:38pm Johnathon Howard 1st, Stephen Souza 2nd, **(4-0-0)**

Next meeting date is set for Wednesday, December 15th at 4pm

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to be the initials 'JH' followed by a long horizontal stroke.