

Date: December 18, 2024  
Time: 1:00 pm  
Location: 820 Pole Line Rd, Davis, CA 95618

**Board of Trustees:** Chairperson Kate Bowen, Vice Chairperson Stephen Souza Board Members: Heidy Kellison, Larry Dean, Gail Jankowski, and Joseph Cattarin.

**Staff:** District Superintendent Jessica Smithers; Assistant Superintendent Judy Fisher

**Guests:** None

### **Open Session**

I. Call to Order **1:00pm**

II. Approval of the Agenda **(5-0-0)**

III. Trustee Announcements

a. Trustee Reappointment

Trustee Bowen has been reappointed through January 5, 2029

b. Conflict of Interest

None

IV. Public comment

None

V. Approval of the Minutes **(5-0-1)**

Trustee Kellison abstained from approving the minutes since she was excused from the October meeting.

VI. Informational Items

a. Superintendent's Report

Presented and received.

b. Expansion Project Update

BKF Engineers has completed the topographic survey and initial roadway design. The Project Manager is waiting to hear back from the City of Davis to determine what permits will be needed.

VII. Action Items

a. District Policy Addition: Employment Status Categories

The current District policy manuals are silent about describing the employment categories we have for staff. The following was presented to be added to the manuals.

It is the policy of Davis Cemetery District to categorize employees to distinguish benefits and conditions of employment. Davis Cemetery District has three employment categories which are as follows:

**Full-time Employees** - Employees holding jobs of no specific duration, and whose regularly scheduled work hours are 30 or more hours per week.

**Part-time Employees** - Employees holding jobs of no specific duration, and whose regularly scheduled work hours are less than 30 hours per week and less than 990 hours per year.

**Seasonal Employees** - Employees holding jobs of limited or specific durations. Temporary employees may work part-time work schedules.

Motion to approve without changes Heidi Kellison 1<sup>st</sup>, Stephen Souza 2<sup>nd</sup>, **(5-0-0)**

b. District Vacation Policy: Add part-time vacation accrual

The following part-time vacation accrual was presented to be added to the District manuals.

Part-time employees shall accrue vacation time in accordance with the following schedule:

Years Employed	Vacation Time	Accrual
1-5 Years	1 week/year	1.539 hours per biweekly pay period
6-10 Years	1.5 weeks/year	2.308 hours per biweekly pay period
11+ Years	2 weeks/year	3.077 hours per biweekly pay period

Motion to approve without changes. Heidi Kellison 1<sup>st</sup>, Larry Dean 2<sup>nd</sup>, **(5-0-0)**

c. District Sick Leave Policy: Add part-time sick leave accrual

The following part-time sick leave accrual was presented to be added to the Districts manuals.

Part-time employees shall accrue sick leave in accordance with the following schedule:

- Part-time employees shall accrue sick leave at the rate of 6 days per year.

Motion to approve without changes. Heidi Kellison 1<sup>st</sup>, Gail Jankowski 2<sup>nd</sup>, **(5-0-0)**

d. District Procurement Policy: General Revisions

Brian Hughes, Of Counsel for BBK Law, reviewed and suggested changes to the Districts current procurement policy. Updates included Health and Safety Code language, as well as a section on Professional Services, Bid Protest Procedures, Cooperative Purchasing, and Funding Requirements.

Motion to approve without changes. Heidi Kellison 1<sup>st</sup>, Larry Dean 2<sup>nd</sup>, **(5-0-0)**

Adjournment

1:44pm

Next meeting date is set for Wednesday, February 19, 2025

