

# **WILLOWS UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

**Special Meeting – February 13, 2012**

**Special Session 6:00 p.m.**

**Willows Intermediate School Library**

**1145 W. Cedar Street, Willows, CA 95988**

## **SPECIAL MEETING MINUTES**

### **1. OPEN SESSION - CALL TO ORDER**

1.1 Roll Call – President Parisio called the meeting to order at 6:03 p.m. Present were: Mr. Geiger, Mr. Munguia, Mr. Parisio, Mrs. Knight and Mr. Ward.

1.2 Welcome to Visitors

1.3 Flag Salute was led by Julie Soeth.

### **2. AGENDA**

2.1 (**Action**) Approve Special Agenda for 2/13/12. Mr. Ward moved, seconded by Mr. Geiger, to approve the agenda for the February 13, 2012 Special Meeting. The motion passed unanimously with 5 yes votes.

### **3. PUBLIC COMMENTS - None**

### **4. DISCUSSION/ACTION CALENDAR**

4.1 (**Information/Discussion**) Budget. Ms. Skala addressed the Board and gave a PowerPoint presentation regarding the budget – a copy is attached to these minutes. Some of the key points were:

- Declining enrollment continues.
- Revenue/ADA is projected on prior year.
- Our revenue limit is close to 05/06 levels. For the 2011/12 school year it increased our deficit rate to over \$83,000.00.
- Deferrals by the State continue to be a problem – especially to our cash.
- Transportation cuts hurt rural districts more; the transportation hit was for 50% this year and 100% for next year. The signing of SB 81 now has reinstated most of this year's transportation funding.
- We are more or less being held hostage with the State's tax initiative – even if it passes, our school district is in trouble and won't solve our deficit. We still have to cut our budget.
- Transitional Kindergarten will not be funded by the State and we have that program on hold; this also means an estimated loss of 17 full time students.
- Our motto continues to be "Plan for the Worst and Hope for the Best".
- Timelines were discussed for the budget, human resources and other areas.
- She went over the District's Plan of Action.

4.2 (**Discussion/Action**) Fiscal and Program Sustainability Plan. Dr. Geivett and the Board made a suggestion of how to discuss the list. They decided to go through item by item and if anyone wanted to address the Board they should do so at the time the item is brought up. **This first section is for the remainder of the 2011/12 school year:**

- Item 1 – Reduce extra pay for additional assignments – no discussion since it has been established through the Collective Bargaining Agreement (CBA).
- Item 2 – Reduction to school calendar (three days) to all units: The three days have already been calendared by WUTA and have been negotiated through the union process. Mrs. Amaro, WUTA President, asked that this item be tabled because of ADA ramifications until she meets with Dr. Geivett to get further clarification.
- Item 3 – Don't fill full time custodian – Karen Hanson, CSEA President, addressed the Board. She said that she didn't think the District could fill the position with substitutes through the end of the school year. These positions are to be filled in 60 days. She said this would have to be negotiated. Dr. Geivett stated he would have to check the contract.
- Item 4 – Give 45 day notice to 3.9 hr. custodian – Karen Hanson also spoke of her support for this position, as well as all classified positions. She also questioned why WUTA wanted to pull Item #2 when both units agreed to #2 if the trigger was pulled.
- Valerie Taylor, Director of Transportation, Operations & Facilities, addressed the Board regarding Items #3-#9. She said that we are looking at laying off very good employees for an "in case"

dilemma. She said we are already down to bare bones in all classified areas. She expressed her concern over the Murdock custodian position and said the facility needs to have a safe-clean environment for our students. She also spoke of her concerns of losing trained bus drivers. She asked about the possibility of using reserves instead of having layoffs. Ms. Skala, Director of Business Services, stated that with the trigger being pulled by the State, we need to cut \$83,000.00 this year. Mr. Parisio stated that the Board does not enjoy implementing these cuts, but that they have to have a balanced budget and asked the public for any ideas. Ms. Skala said we do have reserves between 5-6%. The minimum we need is 3%, but we have to look at things from a multi-year perspective.

- Item 5 – Reduce Nurse's Aide to 3.9 hr. position – Karen Hanson spoke out in support of keeping this position and asked if Item #2 could take care of the deficit for this year. She stated she also thought we should use our reserves for this year or use the furlough days that have already been negotiated. Mrs. Knight brought up checking into why we pay for Butte College on our tax bills and not for WUSD.
- Item 6 – Reduce 5 days for the current year from the Instructional II Aide contracts. This would come out of categorical funding. Mrs. Perez stated she thought this would happen the last week of school which would have the least impact on students and could possibly help with offsetting the counseling costs.
- Item 7 – Relinquish 4 hr. bus driver position – Jamie Thorpe, bus driver, addressed the Board and spoke in favor of retaining this position. Karen Hanson also commented and talked about the responsibilities of the bus drivers and the training expense and time that is invested in our trained bus drivers. Mrs. Hanson said for the amount of responsibility that is on the bus drivers, to do this job without benefits is asking a lot. She also questioned modifying the current transportation director position to a bus driver lead. She said that currently there is no bus driver lead job description on the CSEA roster and it would have to be negotiated. She stated there is a bus driver trainer lead on the roster. She asked for this item to be removed from the list.
- Item 8 – Attendance/Account Clerk (district office position) – reduce 1.5 hrs. per day for the remainder of the year – No comments.
- Item 9 – Account Clerk (3.9 hr. position at WIS/MES) – Julie Soeth, WIS Secretary II and Erin Taylor, WIS Secretary I and WIS/MES Account Clerk, addressed the Board. Mrs. Soeth read a prepared statement on behalf of the site secretaries and account clerks in the district. She spoke of the wide range of responsibilities and duties the account clerk position holds. She expressed her concerns about the consequences of cutting this position. Her request on behalf of the secretaries was for the Board to consider Item #2 to reduce the budget because it affects everyone equally.
- Mrs. Knight made a motion to move forward with cuts for Items #1, #2, and #3 and remove Items #4, #5, #6, #7, #8, and #9 from the 2011/12 Fiscal and Program Sustainability Plan. No action was taken due to a lack of a second on the motion.
- Mr. Geiger stated he doesn't want to wait until after the district-wide break to meet with the bargaining units. He asked Dr. Geivett to try and meet sooner, if possible. Mr. Geiger made a motion to cut Items #2, #4, #5, and #6 for the 2011/12 school year (Item #1 has already been done). Mr. Munguia seconded the motion. Discussion ensued. Mr. Smith, WHS Principal, addressed the Board. He suggested the possibility of reducing the days in Item #2 by one day because we could still meet the needs of the 2011/12 school year. This was his opinion only and he was not trying to side bargain with the units. Mrs. Samons, WHS Ag. Teacher, addressed the Board. She addressed Item #2 and asked if the reduction in the calendar did take place to please consider having one of the furlough days be on May 16<sup>th</sup> since the younger students are involved at the Glenn County Fair on that day. The motion passed with a vote of 4 yes votes and 1 no vote (Mr. Ward).

A short recess was held.

The **2012/13 Fiscal & Program Sustainability Plan** is needed for the 2<sup>nd</sup> Interim and discussion of this item was handled in the same manner as the 2011/12 school year.

- Items 1-4 have already been negotiated.
- Items 5-9 need to be negotiated with the union before the Board makes a decision.
- Item 10 – Eliminate approximately 5 FTEs – Mr. Ward questioned if Dr. Geivett had received any official retirement requests and he said that he had not. He will send out an offer of a \$1,000 award for giving the District an early notice so we know how many FTEs have to be noticed.
- Item 11 – Eliminate full time Custodian – rollover from the 2011/12 list.

- Item 12 – Reduce Nurse’s Aide position - rollover from the 2011/12 list.
- Item 13 – Reduce Instructional Aide II days - rollover from the 2011/12 list.

Re: Item 11 – Karen Hanson, CSEA President, addressed the Board in support of not cutting this position. She said she didn’t see how we can reduce or cut custodians any deeper because they are really short in that area already. She asked to keep this a full time position. Re: Item 12 – She thinks with the possibility of Head Start and the fifth graders going over to Murdock that a full time Nurse’s Aide is needed.

- Item 14 – Eliminate 3.9 hour Custodian – Karen Hanson stated she doesn’t agree with any of the classified cuts.
- Item 15 – Eliminate bus driver/Modify Director of Transportation/Facilities/Operations to Bus Driver Lead with responsibility adjustment – rollover from 2011/12 list. Dr. Geivett stated that at this time there is no indication from the State that there will be any help with next year’s transportation budget. Karen Hanson stated again that this item would need to be negotiated. Dr. Geivett recommended keeping transportation due to a domino effect from other districts providing transportation to our students. Valerie Taylor stated transportation has been cut in the past and she has received threats from parents that they would take their kids elsewhere. Discussion ensued regarding safety vs. what is legal with transportation. She said we need to keep qualified, trained people. There are between 120-130 activity trips per year. Several trips are funded by other sources other than the general fund, such as ASB. Mrs. Knight asked how much general fund dollars are being paid toward the activity trips. Increasing the reimbursement amount for mileage to bring it to a more up to date amount was also discussed. The District will look into those figures for the Board.
- Item 16 – Eliminate Instructional Aide I positions – No comments.
- Item 17 – Reduce one full time Counselor at WHS/WCHS – No comments.
- Item 18 – Reduce categorically funded Counselors at MES/WIS – Mrs. Perez stated that at this time funding is unknown for the 2012/13 school year. To be on safe side and for the greater need of students, Mrs. Perez doesn’t want to see these positions cut.
- Item 19 – Eliminate MES Library Media Specialist - needs a 45 day notice.
- Item 20 – Eliminate WIS Library Media Specialist – needs a 45 day notice.
- Item 21 – Eliminate WHS Library Media Specialist – needs a 45 day notice. Mrs. Perez stated we are in the school business and would not like to see Items 19-21 cut.
- Item 22 – Reduce Attendance/Account Clerk (DO) – rollover from 2011/12
- Item 23 – Account Clerk – rollover from 2011/12
- Items 24-28 – Eliminate Assistant Principal, WIS & WHS Music Programs, Ag. Programs and WHS Sports were discussed. Mr. Geiger stated if we cut these items we are past being in trouble. Dr. Geivett said the Board could remove any items from the current list if they wish to do so. Different things can be done. Sports can be a site level decision. In his opinion, Item 28 is too global. He thinks it should be a site administration decision to cut a sport, based on the participation level, the same way they modify their master schedule if there are not enough sign-ups for a particular class. We need to meet the needs of students – most sports are not self-supporting, but have the numbers to justify the program. Mr. Smith addressed the Board and stated that transportation for WHS sports is paid in part by the students. Mr. Ward and Mr. Geiger discussed Items 24-28 vs. cutting individual positions. Ms. McLaughlin addressed the Board regarding the prep periods teachers are contractually entitled to with regard to Music and P.E. She also noted that with the new medications being time-released it helps keep kids out of the nurse’s office. She also said the account clerk position is incredibly important to her site. She also stated the counselor and assistant principal help to bring kids to school and keep them there. Ms. Samons spoke of the value of the Ag. Program at WHS.

Mr. Ward moved to remove Items #24 through #28 from the 2012/13 Fiscal and Program Sustainability Plan, but contain it in the history narrative of the list. Mrs. Knight seconded the motion. The motion passed unanimously with 5 yes votes.

Mr. Geiger moved, seconded by Mrs. Knight, to cut Items #10, #12, #13, #14, #16, #17, and #18 from the 2012/13 Fiscal and Program Sustainability Plan. Mr. Smith asked if there was an order of restoration. Mr. Parisio stated that the Board gives the Superintendent the ability to work with site administrators to restore positions that are in the best interest of the District depending on

funding. Some positions have different funding than others so it depends on what funding becomes available as to what positions can be restored. The motion passed unanimously with 5 yes votes.

Dr. Geivett thanked the Board for going through the Fiscal and Program Sustainability Plan for 2011/12 and 2012/13. President Parisio announced that the next regular board meeting will be on March 8, 2012 at the Willows Civic Center.

**5. ADJOURNMENT**

The meeting was adjourned at 8:40 p.m.