

WILLOWS UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting – October 13, 2011

Regular Session 7:00 p.m.

Willows City Council Chambers

201 N. Lassen Street, Willows, CA 95988

MINUTES

1. OPEN SESSION – CALL TO ORDER

1.1 Roll Call – President Geiger called the meeting to order at 7:02 p.m. Present were: Mr. Ward, Mrs. Knight, Mr. Geiger, Mr. Parisio, and Mr. Munguia.

1.2 Welcome to Visitors

1.3 Flag Salute was led by Janet Perez.

2. AGENDA/MINUTES

2.1 Approve Minutes for the Regular Meeting of September 1, 2011 and the Special Meeting of September 8, 2011. Mr. Parisio moved, seconded by Mr. Munguia, to approve the above mentioned minutes. The motion passed unanimously with 5 yes votes.

2.2 Approve Agenda for October 13, 2011. Mr. Geiger moved, seconded by Mrs. Knight, to approve the agenda to this evening's meeting. The motion passed unanimously with 5 yes votes.

3. PUBLIC COMMENTS

4. REPORTS

4.1 **Employee Associations (WUTA & CSEA)** – No reports. Ms. McLaughlin did share that Mrs. Amaro was busy this evening preparing for the Murdock Penny Carnival.

4.2 **Principals**

(MES) Ms. McLaughlin reported:

- She reported that on Friday there will be a famous person getting dunked in the dunk tank (her) beginning at 1:40 p.m. and the kids are very excited about it.
- The Penny Carnival will begin on Friday afternoon and invited everyone to attend.
- The teachers at MES are taking on a lot this year and working very hard. The Treasures training will take place during the next collaboration day and the staff is excited about it.

(WIS) Mr. Sailsbery reported:

- A handout was given to the Board on current activities.
- California Treasures workshop took place yesterday and the teachers are very excited to get it implemented. It has been proven to be effective.
- He is very pleased with the magazine sales fundraiser. Even in these tough economic times, the students brought in over \$16,000.00 of which they will receive 40% to use toward their activities during the year.
- He is very pleased with his new staff members: Lisa Michael and Julio Garcia are the new opportunity teachers and are good additions to the WIS staff. Although not new, he is very pleased to have Erin Taylor back as part of Team WIS.

(WHS) Mr. Smith reported:

- He gave a handout to the Board of upcoming activities happening at the high school.
- He shared that he is very pleased with the collaboration days. They have been very productive for the staff. Their concentration has been on WASC and lesson delivery. It has been very positive.
- October 19th is EDI Training district-wide and feels like his staff is excited about it.
- Mrs. Teresa Woods, the WHS WASC Lead, and Mr. Smith met with their lead from the WASC Accreditation Team. He will make multiple visits to WHS during this process. The WASC visitation will take place on March 26, 27, & 28, 2012. Mrs. Woods is doing a great job as the WASC lead.
- He wanted to publicly thank the Enos, Perez, & Carriere families for their very generous donation on behalf of their parents, Henry and Mildred Enos. The donation includes the sprinkler system at the track, the asphalt in front of the stands at the football field for individuals with wheelchairs,

and the entrance arch, gate, and fencing at the football field. All of these are great additions to our school.

- The fall sports seasons are winding down and getting ready for playoffs.

(WCHS) Dr. Geivett reported:

- WCHS added three more students in the last few weeks. This brings their enrollment up to 21 students with possibly more coming over from the high school after quarter grades come out.
- Their student forum is next Friday and they will give out awards for good attendance and behavior.
- Dr. Geivett shared that Mr. Prinz is doing a good job – he understands the students and gets success out of them.

4.3 Director of Business Services – Ms. Skala reported:

- Jolene Flanagan, Cafeteria Manager, and her staff have been doing fun things to stimulate sales. They have been having “Dot Days” on Fridays at both MES and WIS. If the student has a dot on the bottom of their plate, they can win a prize. She has also been working with WIS and WHS on “Meal Deals” which has been successful. The WHS cafeteria staff is extremely thankful and pleased with the maintenance department. They worked over the break in the snack bar to make room for a new refrigerator.
- Roberto Herniman, our technology lead, will come and report next month on the E-Rate fundable Infrastructure Plan and would like to get approval from the Board so he can move forward with it.
- The audit has been completed and we are down to only four findings. All of the CBOs within the county are working with GCOE because they were upset about one of the findings – they feel it should be a recommendation and not a finding. It has to do with requisitions and purchase orders. While the CBOs respect the auditors reason, it is not reality. The other findings were minor. The audit should be back to the Board sometime in December or January.
- On September 7th she received a letter from Randy Jones from GCOE approving our adopted budget for 2011-12. In the letter he commended our WUSD Board, leadership and staff in the improvement of the District’s fiscal health. He said the actions WUSD took were significant and noted.
- She is working on the First Interim and updating all of our documents. She gave a handout to the Board of the most recent Dartboard from School Services. She discussed the current changes. She will have the First Interim Report to the Board in December.

4.4 Director of Categorical Programs – No report

4.5 Director of Transportation/Facilities Operations – Mrs. Taylor reported:

- The retrofits have been completed. The CHP has inspected and they have used the regeneration station for the first time this month. She gave handouts to the Board of the electrical panels that the buses are plugged into at night. On October 24th there will be a State inspection on the electrical panels and then everything will be finished.
- All buses now have digital video recorders. They used to have a VHS video recorder and one camera. Now each bus has a digital video recorder and four cameras. This is an important safety measure.
- She is very proud of the MES cleaning that took place during the summer and throughout the year. They are back to everyday cleaning at MES which hasn’t happened in the last 3-4 years. This is a goal for all sites and she will continue to work to achieve that. She wanted to recognize all the custodians for their hard work.

4.6 Superintendent: Dr. Geivett reported:

- He thanked Carol Anderson and the site administrators for their work with the TDAP requirement. We didn’t lose very much ADA.
- Regarding the new textbooks, *Treasures*, he is looking forward to working with the staff members on establishing adequate lesson delivery strategies in the classrooms. This goes along with the DLT goals of creating PLCs and improving lesson delivery.
- He had a meeting with Mary Viegas of GCOE in regards to renting out the 700 wing at MES. Thanks to the GCOE leadership, it appears that upgrades can be made to the buildings.
- EDI Training will take place on Wednesday. Dr. Cynthia Kampf of Data Works is a very good trainer and will be conducting the in-service on lesson delivery. While we have the tools in hand, our staff members need a good solid foundation on how to use those tools. This in-service is free of charge for all staff members. EDI is a Cadillac program and doesn’t come cheap. It is going to take some training and professional development which will cost approximately \$30,000. It will be categorically funded. We are going to spend good money for a good cause with good results.
- He commended Janet Perez for her direction of the Safety Committee Leadership Team. We formerly had site level plans; we now have a district level plan. She worked with the Willows

Police Department and assembled identical safety boxes for all sites, the WPD, and the district office. It was a very labor intensive project.

- Dr. Geivett talked to Zane Schreder regarding the solar project discussed last year. Mr. Schreder will meet with Greg Isom who did some bond work for the District in the past, and does offer funding. Mr. Isom would like to come to the November meeting to discuss a bond campaign.
- He commended Ms. Skala with how she has handled all the changes in personnel that have happened in the last year at the District Office. The auditors had very good comments about Ms. Skala and her staff. He also said that findings are the auditor's job security and the findings we had were very minor.
- The Budget Committee met today. He thanked Linda Ell (CSEA), Karen Hanson (CSEA), Teresa Woods (WUTA), Steve Sailsbery (Management), and Michelle Knight (WUSD Board/parent) for attending. They met with him and Ms. Skala. The purpose of this committee is to provide an avenue for different stakeholders to understand the fiscal part of the District. January 12, 2012 is their next meeting. It is a budget committee meeting, but invited anyone who would like to be involved. They still need a parent or two to join and invited all board members to attend. The role of the committee is to act as an advisory.
- There have been many donations from community members with time and money. Our volunteers have all done a phenomenal job to help our schools and District. Per Board Policy the Board can give direction to the Superintendent on how they would like to publicly thank them. Ideas were discussed on how to publicly thank all of our volunteers. The Board directed the Superintendent to meet with site leadership to recommend appropriate action for our volunteers. Dr. Geivett will have something for the November meeting.
- Response time from WPD to our schools was discussed since we no longer have a SRO. Dr. Geivett said he would get in contact with Chief Spears and discuss this matter.

4.7 Governing Board Members

Mr. Ward – No report

Mrs. Knight – No report

Mr. Munguia – He had the opportunity to participate in the WHS Homecoming Parade and really enjoyed it. He said he thought it was nice to see the participation from the schools and community.

Mr. Parisio – He thanked all of the people listed on the Consent Calendar for their donations to the District. Volunteerism is huge for our District. He thought Homecoming Week was great and that the WHS teams have been successful. The WIS volleyball teams have also been having a lot of success. He thinks Willows is a great place to raise kids and WUSD is a great place for them to attend school.

Mr. Geiger – He also thinks Willows is a great community to live in and he is proud to be on the WUSD School Board.

5. CONSENT CALENDAR

A. GENERAL

1. Accept \$100.00 donation from Babs Berens to go to the Willows High School Associated Student Body.
2. Accept \$200.00 donation from Babs Berens to go to Murdock Elementary School teachers - Jill Egly, Stacy Lanzi, Julie Roessel, and Vickie Berens (\$50.00 each) for classroom supplies.
3. Accept donation from Tri Counties Bank and Charter Media for classroom supplies.
4. Accept \$740.00 donation from the Willows Alumni Association to go to the Murdock Elementary School Music Program.
5. Accept \$130.00 donation from the David McDonald Family to go to the Murdock Elementary School Music Program.

B. EDUCATIONAL SERVICES

1. Approve Interdistrict requests for Students #11-12-31 through #11-12-33 to attend school in the WUSD for the 2011/12 school year.
2. Approve Interdistrict requests for Students #11-12-61 through #11-12-65 to attend school in another district for the 2011/12 school year.
3. Approve Fall 2011 GCOE Regional Occupational Program (GAP) concurrent enrollment for WHS students.

C. HUMAN RESOURCES

1. Accept letter of resignation from Bao Chang, WHS Cafeteria Helper II, effective September 23, 2011.
2. Ratify employment of Angela Kohler as WHS Cafeteria Helper I, effective September 1, 2011.

3. Ratify employment of Evone LaCombe as part-time WIS Clerical Aide II, effective September 1, 2011.
4. Ratify employment of Erin Taylor as the 3.9 hr. WIS Secretary I, effective September 15, 2011.
5. Ratify employment of Yolanda Lederer as the 3.9 hr. MES Secretary I, effective October 10, 2011.
6. Ratify employment of the following position at WHS - Concession Manager: Kelly Michaud
7. Ratify employment of the following assignments at Murdock - Yard Duty Supervisors/Crossing Guards: Nikki Marquez, Lynda Walter (sub), Tarra Bettencourt (sub), Rhonda Compton (sub), and Rose Mary Wampler (sub).

D. BUSINESS SERVICES

1. Approve budget revisions.
2. Approve warrants from 8/31/11 through 9/28/11.
3. Approve ASB Quarterly and Annual Reports – MES & WIS.

Mr. Parisio moved, seconded by Mr. Ward, to approve the Consent Calendar. All five board members publicly thanked the people listed in Item 5A for their generous donations to our schools. The motion passed unanimously with 5 yes votes.

6. DISCUSSION/ACTION CALENDAR

A. GENERAL

1. **(Information)** First Reading of the following additions/deletions/changes to Board Policies per CSBA's Policy Guidesheet Recommendations:

BP 0520.1	High Priority Schools Grant Program
BP 1100	Communication with the Public
BP 1160	Political Processes
BP 2140	Evaluation of the Superintendent
BP 3513.3	Tobacco-Free Schools
BP 3550	Food Service/Child Nutrition Program
BP 3551	Food Service Operations/Cafeteria Fund
BP 3553	Free and Reduced Price Meals
BP 4158/4258/4358	Employer Security
BP 5022	Student and Family Privacy Rights
BP 5116.1	Intradistrict Open Enrollment
BP 5131.62	Tobacco
BP 5144	Discipline

(COMPLETE POLICIES ARE AVAILABLE FOR REVIEW AT THE DISTRICT OFFICE)

This is an information only item. No action was taken.

2. **(Information)** Williams Uniform Complaints Quarterly Report (There were no complaints). This is an information only item. No action was taken.

B. EDUCATIONAL SERVICES

1. **(Action)** Approve expulsion of Student #2011/12-01 through the spring semester of the 2011/12 school year. Student to comply with suggested remediation plan. Any violation of the Stipulated Expulsion Order will result in the student's immediate expulsion and lead to a change in placement that could include a neighboring school district without further Board Hearing. Mr. Munguia moved, seconded by Mr. Parisio, to approve the expulsion of Student #2011/12-01. The motion passed unanimously with 5 yes votes.
2. **(Action)** Approve expulsion of Student #2011/12-02 through the spring semester of the 2011/12 school year. Student to comply with suggested remediation plan. Any violation of the Stipulated Expulsion Order will result in the student's immediate expulsion and lead to a change in placement that could include a neighboring school district without further Board Hearing. Mr. Geiger moved, seconded by Mr. Parisio, to approve the expulsion of Student #2011/12-02. The motion passed unanimously with 5 yes votes.

C. HUMAN RESOURCES

1. **(Action)** Approve Classified Substitute List for the 2011/12 school year. Mr. Ward moved, seconded by Mr. Parisio, to approve the Classified Substitute List. The motion passed unanimously with 5 yes votes.

2. **(Action)** Approve establishment of the District Plan for Committee on Assignments in accordance with Education Code §44258.7(d) (1) for the 2011/12 school year. Mr. Munguia moved, seconded by Mr. Geiger, to approve the District Plan for Committee on Assignments for the 2011/12 school year. The motion passed unanimously with 5 yes votes.

3. **(Action)** Approve assignments of the following teachers per designated Education Code §44258.3/§44258.7 as noted:

Mark Huntley	U.S. History	Grade 8
Inette Howard	U.S. History	Grade 8
Bill Shively	General Math	Grades 7-8
Mike Fleming	Algebra, Algebra A	Grades 7-8
Julio Garcia	Computer Literacy	Grades 7-8
Lisa Michael	Computer Literacy	Grades 7-8
Margaret Ansel	Economics	Grade 12
Maria Herrera	Reading	Grades 9-12
Patricia Perry	Economics	Grade 12
Tom Chisholm	World History	Grade 10
Amanda Samons	Earth Science	Grade 9

Mr. Munguia moved, seconded by Mr. Ward, to approve the assignments of the abovementioned teachers per Education Code §44258.3/§44258.7. The motion passed unanimously with 5 yes votes.

4. **(Action)** Ratify employment of the following for extra duty assignments at Murdock for the 2011/12 school year - Intervention Teachers: Susan Cameron, Jan Beaufait, Cherylle Waters, Janna Alves, Shelley Amaro, Kristen Schonauer, Grace Trujillo, Margaret Ryon, Karen Colombo, Aleta Goings, and Sharon Busler. Mr. Geiger moved, seconded by Mr. Ward, to approve the extra duty assignments of Intervention Teachers at Murdock for the 2011/12 school year. The motion passed unanimously with 5 yes votes.

D. BUSINESS SERVICES

1. **(Action)** Approve Resolution #2011-12-04, Authorizing signatures to cash checks made payable to the Revolving Cash Fund of the District. Mr. Parisio moved, seconded by Mr. Ward, to approve Resolution #2011-12-04. Roll call vote was taken. The motion passed unanimously with 5 yes votes.
2. **(Action)** Approve Resolution #2011-12-05, Authorizing signatures for the Willows Revolving Checking Account which is deposited in Tri-Counties Bank. Mr. Parisio moved, seconded by Mr. Munguia, to approve Resolution #2011-12-05. Roll call vote was taken. The motion passed unanimously with 5 yes votes.
3. **(Action)** Approve Resolution #2011-12-06, Authorizing signatures for the Willows Cafeteria Account which is deposited in Umpqua Bank. Mr. Ward moved, seconded by Mr. Geiger, to approve Resolution #2011-12-06. Roll call vote was taken. The motion passed unanimously with 5 yes votes.
4. **(Action)** Approve Resolution #2011-12-07, Authorizing signatures for the General Fund Transmittal Account which is deposited in Umpqua Bank. Mr. Parisio moved, seconded by Mr. Munguia, to approve Resolution #2011-12-07. Roll call vote was taken. The motion passed unanimously with 5 yes votes.
5. **(Action)** Approve Actuarial Analysis of Retiree Medical Benefits as Prepared by Dempsey Filliger & Associates. Mr. Geiger moved, seconded by Mr. Munguia, to approve the Actuarial Analysis of Retiree Medical Benefits. Ms. Skala addressed the Board. She state that this is a report required by GASB 45 and has to be done every three years. It assesses the District's post retirement liability and has to be reported as part of our audit obligation. The motion passed unanimously with 5 yes votes.

7. ANNOUNCEMENTS

7.1 The next Regular Board Meeting will be held on Thursday, November 3, 2011, at 7:00 p.m. at the Willows Civic Center.

8. PUBLIC COMMENTS REGARDING CLOSED SESSION ITEM - None

At 8:20 p.m. the Board took a short recess after the Regular Meeting before going into Closed Session. President Geiger will report out in Open Session upon the conclusion of Closed Session.

9. **CLOSED SESSION**

Closed Session began at 8:35 p.m.

9.1 Pursuant to Government Code §54956.9(a): Conference with Legal Counsel: Existing Litigation (3 cases) Tim Crews v. Willows USD, et.al, Case No. 09CV00697 and Case No. 10CV00860; and Muyassar Al-Rifai, on behalf of her children, v. Willows USD, et. al, Case No. 2:10-CV-02526-MCE-CMK

10. **RECONVENE TO OPEN SESSION**

10.1 Announcement of Action Taken in Closed Session

At 8:42 p.m., the meeting reconvened to Open Session. President Geiger reported out.

Item 9.1 Update given to Board

11. **ADJOURNMENT**

The meeting adjourned at 8:43 p.m.