

**WILLOWS UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

**Regular Meeting – August 9, 2012**

**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 Parisio called the meeting to order at 7:01 p.m. Present were: Mr. Ward, Mrs. Knight, Mr. Parisio, Mr. Geiger, and Mr. Munguia.

1.2 Welcome to Visitors

1.3 Flag Salute was led by Mr. Bazan.

2. **AGENDA/MINUTES**

2.1 Approve Minutes for the Regular Meeting of June 21, 2012 and for the Special Meeting of July 9, 2012. Mrs. Knight moved, seconded by Mr. Geiger, to approve the minutes of the June 21, 2012, Regular Meeting, and the minutes for the July 9, 2012, Special Meeting. The motion passed unanimously with 5 yes votes.

2.2 Approve Agenda for August 9, 2012. Mrs. Knight moved, seconded by Mr. Geiger, to approve the agenda for August 9, 2012 with the exclusion of Item B-2 #12-13-45, which is an interdistrict agreement where the parent rescinded their request. The motion passed unanimously with 5 yes votes with the noted pulled item.

3. **PUBLIC COMMENTS** – None.

4. **REPORTS**

4.1 **Employee Associations (WUTA & CSEA)** No reports from either unit were made.

4.2 **Principals**

**(WCHS) Dr. Geivett reported:**

- Incoming enrollment is up to 22 students with the possibility of more additions.
- He thanked Mrs. Beck and Ms. Steele for doing a good job preparing for the first week of school.
- He said he is looking forward to working with Mr. Prinz again and Mr. Bazan as this year's new Assistant Principal at WCHS.
- Back to School Night will be held on September 5<sup>th</sup> at 6:00 p.m.
- Dr. Geivett said he is looking forward to a good year at WCHS.

**(WHS) Mr. Smith reported:**

- He gave a handout to the Board of upcoming events and athletic schedules for the fall.
- Freshman Orientation is this Friday, August 10<sup>th</sup>. Four groups will show students the campus and talk about the different programs offered at WHS.
- The Booster's Annual Golf Tournament is this Saturday, August 11<sup>th</sup>. Last year the Boosters donated \$22,000.00 to various WHS clubs and programs.
- He said he believes Mr. Bazan will be a great addition to the high school
- He reported to the Board the new 2012/13 WHS teachers: Tom Cox, GCOE Special Ed. Teacher; there will be a long term substitute in the other Special Ed. classroom to start the year; Travis Hayes, math; and Jessica Campbell, social studies. He said he thinks they will all be great additions to the campus.
- He is very excited for the 2012/13 school year.

**(WIS) Mr. Sailsbery reported:**

- He said that WIS is ready for the start of school.
- Mr. Gallaty has been getting indoctrinated at WIS.
- The Step Up Academy has been taking place at Murdock the last few weeks. Three WIS teachers said that they benefited from the program.
- He thanked maintenance, grounds, custodial, and transportation crews for their outstanding jobs of getting the campuses ready for the school year. He said everyone stepped up to the plate and he appreciated their efforts.
- Back to School Night at WIS will be on August 30<sup>th</sup>.

- WIS’s motto is: “Make WIS Better for Students and Staff”.

**(MES) Ms. McLaughlin reported:**

- She thanked John Alves and his team for all their help and support for their summer projects. They mounted projectors in all classrooms and prepared for the fifth graders to be part of the MES campus.
- The Step Up Academy was very inspirational. She said Adolpho Malara was a rock star trainer. The teachers are very positive about the experience. They saw students become successful.
- They are trying something new this summer. They are having a Kick-off Registration Day. They will greet parents and familiarize students with the campus. This will help out the office staff with all of the paper work.
- She spoke about the fifth grade teaching position that opened up. She said she had a phenomenal pool of local teachers to choose from. Mr. Josh Niehues was the candidate that was selected by the interviewing committee. The Board will be acting on her recommendation this evening.
- Traffic gridlock questions were addressed with the addition of the fifth grade class.

**4.3 Director of Business Services – Mrs. Beymer addressed the Board:**

- She thanked the Board and Dr. Geivett for giving her the opportunity to work for WUSD.
- She said she is getting acclimated to her new position.
- Her goal is to have the books closed no later than September 10, 2012 and then will work on refining the current budget.
- She has spent time with Steven Rudy and appreciated his guidance.
- Dr. Geivett interjected that it was great to have Mrs. Beymer on board.

**4.4 Director of Categorical Programs – Mrs. Perez addressed the Board:**

- She informed the Board that the STAR Testing results would be available after August 22<sup>nd</sup>.
- She gave a handout on the California Physical Fitness Test that was given to our 5<sup>th</sup>, 7<sup>th</sup>, and 9<sup>th</sup> grade students last spring (2012). She had reported to the management team on the results at their last meeting. The principals are going to talk to their P.E. teachers on how to improve in the areas needed.
- She stated that the Step Up Academy was a very exciting time for the District and is hoping for good results from it.

**4.5 Superintendent - Dr. Geivett reported:**

- He said that it had been a very busy summer. He commended staff members who had stepped up this summer in order to have projects completed so school could begin in an orderly manner.
- The maintenance department has mounted digital projectors at Murdock, WIS, and WHS. The fifth graders will move into the 700 wing at Murdock and a ramp was added to Room 504, the new band classroom. He commended the maintenance department for their outstanding work this summer on the many projects they completed.
- We want to create a positive environment for our students. This sometimes hurts us trying for a bond measure because we keep our sites looking good from the outside.
- The custodial staff has worked very hard with a short-handed staff. He commended Jaime Thorpe and Rosa Hernandez for stepping up in Valerie’s absence in the transportation department. He thanked Sharon McMahan for coming out of retirement and helping the district with the shortage of personnel.
- He said that over the summer several teachers participated in the Step Up Academy and GCOE’s Expect Success Camp, which helped students that needed some remediation.
- He thanked Shelley Amaro for her leadership in the National Night Out and thought that WUSD had a very successful booth and enjoyable evening.
- The “Painted Ladies” have once again done an outstanding job with their community support in helping spruce up our schools.
- He welcomed Mr. Gallaty and Mrs. Beymer again to WUSD and thinks they will enhance the skill level for the management team as well as for the teachers.
- With the shortage of funds again in the State budget, larger class sizes are a concern again this year. He will be looking at numbers when students actually show up to see if extra sections are needed.
- He is still pursuing the preschool moving to Murdock with Mary Viegas from GCOE..
- The solar project with IES is still being looked into seriously.
- He is looking forward to an outstanding year working with our great staff and community members.

**4.6 Governing Board Members**

**Mr. Ward:**

- He is excited about the new school year.
- He thanked John Alves and his crew and the Painted Ladies for working hard to make our facilities look good. A lot of people have done a great job.

**Mrs. Knight:**

- She reported that she has heard good feedback with the Step Up Academy program.
- She stated that in our small community the local police and sheriff's department come to the aid of many, including our schools. She shared that recently a retired sheriff had passed away, Steven Monck, and wanted to inform the audience.

**Mr. Munguia:**

- He shared that he thinks WUSD is heading in a good direction.

**Mr. Geiger:**

- He thanked the members of the transportation department, Mrs. Taylor for obtaining the grant for the new bus, and to both Rosa and Jamie for their help. Rosa was involved in the ordering of the new bus with both Mr. Geiger and Dr. Geivett, and has really stepped up during Valerie's absence. He stated that he has really appreciated her help.
- He also wanted to say that he appreciated Susan Meeker's article in the *Journal* about WHS being the recipient of two picnic tables placed at the track from Rotary, in memory of past Rotarians. He said the track is looking great and he appreciates the support from the community.

**Mr. Parisio:**

- He welcomed everyone back and thought we had some good new hires for the District. He said he thinks WUSD is off to a good start.
- He acknowledged Alex Alves for representing WHS at the Lions All-Star Football Game.
- He has talked to some teachers attending the Step Up Academy and they seem very excited about it. He talked to some students in the program as well and seemed to be enjoying it. All in all, he thinks it has been very positive.

**5. CONSENT CALENDAR**

**A. GENERAL**

**B. EDUCATIONAL SERVICES**

1. Approve Interdistrict request for Student #12-13-16 to attend school in the WUSD for the 2012/13 school year.
2. Approve Interdistrict requests for Students #12-13-43 through #12-13-48 to attend school in another district for the 2012/13 school year.

**C. HUMAN RESOURCES**

1. Ratify employment of the following employees for the 2012/13 school year:

Kathryn Parsons	Certificated Teacher (rescinded layoff)
Grace Lozano-Trujillo	Certificated Teacher (rescinded layoff)
Kim Welsh	Certificated Teacher (rescinded layoff)
Jessamin Proctor	Certificated Teacher (rescinded layoff)
Lillian Martinez Xanthus	Certificated Teacher (rescinded temporary position)
Travis Hayes	WHS Math Teacher (8-14-12)
Jessica Campbell	WHS Social Studies Teacher (8-14-12)
Joshua Niehues	MES Fifth Grade Teacher (8-14-12)
2. Approve employment of the following for extra duty assignments at WIS for the 2012/13 school year:

Intervention Teachers

Abold, Dianna	Huntley, Mark
Barley, Heidi	Kamienski (Stewart), Christine
Fleming, Cathy	Shively, Bill
Furtado, Karen	Tate, Mike

Breakfast/Noon Duty Aides:

McClain, Laura  
Nava, Jocabeth  
Taylor, Samantha  
Villicana (Galvan), Patricia

Other:

Noontime Activity – Huntley, Mark/Ksander, Joyce  
ISS – Landberg, Sondra  
ASB Activities Director – Abold, Dianna  
Yearbook Advisor – Abold, Dianna  
Ind. Study Coordinator – Abold, Dianna

Intramural Coaches:  
Fleming, Cathy  
Howard, Inette  
Kamienski (Stewart), Christine  
Landberg, Sonda

Lunch Detention  
Ksander, Joyce  
Steward, Pam

**D. BUSINESS SERVICES**

1. Approve budget revisions.
2. Approve warrants from 6/20/12 through 8/1/12.
3. Approve ASB Quarterly & Annual Report – WHS, WIS & MES

Mr. Parisio pulled Items B-2, C-1 & C-2. Mr. Geiger moved, seconded by Mr. Munguia, to approve the Consent Calendar, excluding Items B-2, C-1 & C-2. The motion passed unanimously with 5 yes votes. Item B-2: Interdistrict Transfer #12-13-45 request was rescinded by the parent. Mr. Geiger moved, seconded by Mr. Munguia, to approve Item B-2, excluding the abovementioned #12-13-45 Interdistrict Transfer Request. The motion passed unanimously with 5 yes votes. Item C-1: Mr. Parisio mentioned that the March board meeting was a hard meeting because of the layoffs. He is happy to note that all people on the 39 month rehire list have been brought back in addition to the new hires. Mr. Parisio moved, seconded by Mr. Geiger, to approve Item C-1. The motion passed unanimously with 5 yes votes. Item C-2: Mr. Geiger moved, seconded by Mr. Munguia, to approve Item C-2. The motion passed with 4 yes votes and 1 abstention (Mr. Parisio).

**6. DISCUSSION/ACTION CALENDAR**

**A. GENERAL**

1. **(Action)** Approve Resolution No. 2012-13-02, “Adopting a Conflict of Interest Code”. Mr. Munguia moved, seconded by Mr. Geiger, to approve Resolution No. 2012-13-02. There was a brief discussion stating that this resolution was needed to update our Conflict of Interest Code to add the Dean of Students, K-8 position. Roll call vote was taken. The motion passed unanimously with 5 yes votes.
2. **(Information)** Williams Uniform Complaint Quarterly Report (There were no complaints.) Information item only – no action was taken.
3. **(Information)** First Reading of the following additions/deletions/changes to Board Policies per CSBA’s Policy Guidesheet Recommendations:

BP 0450	Comprehensive Safety Plan
BP 2121	Superintendent’s Contract
BP 3110	Transfer of Funds
BP 3513.1	Cellular Phone Reimbursement
BP 3553	Free and Reduced Price Meals
BP 4140/4240/4340	Bargaining Units
BP 5111	Admission
BP 5113	Absences and Excuses
BP 5131.7	Weapons and Dangerous Instruments
BP 5141.21	Administering Medication and Monitoring Health Conditions
BP 6143	Courses of Study
BP 6145.2	Athletic Competition
BP 6146.1	High School Graduation Requirements
BP 6161.1	Selection and Evaluation of Instructional Materials
BP 6170.1	Transitional Kindergarten
BB 9223	Filling Vacancies
BB 9320	Meetings and Notices

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

Information item only at this time – no action was taken.

4. **(Action)** Approve changing dates for the remaining 2012/2013 board meetings from the first Thursday of the month to:

October, 2012 meeting to October 11, 2012

January, 2013 meeting to January 10, 2013

June, 2013 meeting to June 20, 2013

Mr. Geiger moved, seconded by Mrs. Knight, to approve changing the above stated dates from the first Thursday of the month. Dr. Geivett stated that there is a year-long Board Calendar available to the public. The motion passed unanimously with 5 yes votes.

**B. EDUCATIONAL SERVICES**

1. **(Action)** Approve 2012/13 Certificated/Student Calendar (includes Collaboration Days, Furlough Days, and Minimum Days). Mr. Geiger moved, seconded by Mr. Munguia, to approve the 2012/13 Certificated/Student Calendar. The motion passed unanimously with 5 yes votes.
2. **(Action)** Approve 2012/13 School Bus Routes. Mr. Parisio stated this is an ongoing process and is how they begin the year. Mr. Geiger moved, seconded by Mr. Munguia, to approve the 2012/13 School Bus Routes. Dr. Geivett said both Rosa Hernandez and Jamie Thorpe were to be commended for putting together the new routes. The motion passed unanimously with 5 yes votes.
3. **(Action)** Approve the attached list of starting times and bell schedules for WUSD schools for the 2012/13 school year. Mrs. Knight moved, seconded by Mr. Geiger, to approve the starting times and bell schedules for WUSD schools for the 2012/13 school year. The motion passed unanimously with 5 yes votes.

**C. HUMAN RESOURCES**

1. **(Action)** Approve 2012-2013 Management Salary Schedule. Mrs. Knight moved, seconded by Mr. Geiger, to approve the 2012/2013 Management Salary Schedule. The motion passed unanimously with 5 yes votes.
2. **(Action)** Approve Agreement between the WUSD and CSEA and Willows Chapter #119, dated 7/10/2012. Mrs. Knight moved, seconded by Mr. Geiger, to approve the Agreement between WUSD and CSEA, dated 7/10/2012. Mr. Geiger said that he appreciates both bargaining units for working together without attorneys. The motion passed unanimously with 5 yes votes.
3. **(Action)** Approve Classified Job Descriptions:
  - a. Lead Custodian (District-wide) - Mr. Geiger moved, seconded by Mrs. Knight, to approve the job description for Lead Custodian (District-wide). The motion passed unanimously with 5 yes votes.
  - b. Bus Driver/Lead - Mrs. Knight moved, seconded by Mr. Munguia, to approve the job description for Bus Driver/Lead. The motion passed unanimously with 5 yes votes.
4. **(Action)** Approve Resolution No. 2012-13-03, "Board Member Compensation". Mrs. Knight moved, seconded by Mr. Geiger, to approve Resolution No. 2012-13-03. Roll call vote was taken. The motion passed with 3 yes votes and 2 abstentions (Mr. Parisio and Mr. Munguia).
5. **(Action)** Approve Declaration of Need for Fully Qualified Educators for the 2012/13 school year (Annual Requirement). Mrs. Knight moved, seconded by Mr. Geiger, to approve the Declaration of Need for Fully Qualified Educators for the 2012/2013 school year. The motion passed unanimously with 5 yes votes.
6. **(Action)** Approve Classified Substitute List for the 2012/13 school year. Mrs. Knight moved, seconded by Mr. Geiger, to approve the 2012/13 Classified Substitute List. The motion passed unanimously with 5 yes votes.

**D. BUSINESS SERVICES**

1. **(Action)** Approve Resolution No. 2012-13-04, Authorizing signatures to cash checks made payable to the Revolving Cash Fund of the District. Mrs. Knight moved, seconded by Mr. Geiger, to approve Resolution No. 2012-13-04. Roll call vote was taken. The motion passed unanimously with 5 yes votes.
2. **(Action)** Approve Resolution No. 2012-13-05, Authorizing signatures for the Willows Revolving Checking Account, which is deposited in Tri-Counties Bank. Mr. Geiger moved, seconded by Mrs. Knight, to approve Resolution No. 2012-13-05. Roll call vote was taken. The motion passed unanimously with 5 yes votes.
3. **(Action)** Approve Resolution No. 2012-13-06, Authorizing signatures for the Willows Cafeteria Account and the General Fund Transmittal Account, which is deposited in Umpqua Bank. Mrs. Knight moved, seconded by Mr. Geiger, to approve Resolution No. 2012-13-06. Roll call vote was taken. The motion passed unanimously with 5 yes votes.
4. **(Action)** Grant authorization to dispose of existing bus through a public auction. Mrs. Knight moved, seconded by Mr. Geiger, to grant authorization to dispose of the existing bus through a public auction. Mr. Geiger stated that we were discussing Bus #79. Discussion ensued regarding the guidelines of the grant. Dr. Geivett said that he would check into this matter further to make sure we are following the guidelines correctly. The motion passed unanimously with 5 yes votes.
5. **(Action)** Approve bid from A-Z Bus Sales, Inc. for the new bus order. This bus order is connected to the Bus Replacement Grant. Mrs. Knight moved, seconded by Mr. Geiger, to approve the bid from A-Z Bus Sales, Inc. for the bus with air conditioning in the amount of \$167,000.00. Discussion ensued about the items ordered for the bus. It was noted that a lot of time went into ordering the correct items needed. Air conditioning was discussed. The motion passed unanimously with 5 yes votes.

6. **(Action)** Grant authorization to dispose of surplus items. Mr. Geiger moved, seconded by Mr. Munguia, to grant authorization to dispose of the surplus items. The motion passed unanimously with 5 yes votes.

7. **ANNOUNCEMENTS**

- 7.1. The following is a list of dates and times for Back to School Nights at the different sites:  
August 30, 2012 at 6:30 p.m. Willows Intermediate School  
September 4, 2012 at 6:30 p.m. Willows High School  
September 5, 2012 at 6:00 p.m. Willows Community High School  
September 13, 2012 at 6:30 p.m. Murdock Elementary School
- 7.2 The next Regular Board Meeting will be held on September 6, 2012, at 7:00 p.m. at the Willows Civic Center.

8. **PUBLIC COMMENTS REGARDING CLOSED SESSION ITEM** – No comments were made.

At 8:03 p.m., the Board took a short recess after the Regular Meeting before going into Closed Session. President Parisio stated that he would report out in Open Session upon the conclusion of Closed Session.

9. **CLOSED SESSION**

Closed Session began at 8:15 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
- 9.2 Pursuant to Government Code §54957.6: Conference with Labor Negotiator – Agency negotiator: Mort Geivett. Employee Organization: WUTA/CSEA, Non-represented: Management and Confidential
- 9.3 Pursuant to Government Code §54956.9: Conference with Legal Counsel – Anticipated Litigation (one case)

10. **RECONVENE TO OPEN SESSION**

10.1 Announcement of Action Taken in Closed Session

At 8:34 p.m., the meeting reconvened to Open Session. President Parisio reported out:

- Item 9.1 Update given to Board.
- Item 9.2 Update given to Board.
- Item 9.3 Information given to Board.

11. **ADJOURNMENT**

The meeting was adjourned at 8:35 p.m.