

WILLOWS UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Regular Meeting – November 3, 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 7:00 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 Karen Alves.

2. AGENDA/MINUTES

- 2.1 Approve Minutes for the Regular Meeting of October 13, 2011. Mr. Munguia moved, seconded by Mr. Parisio, to approve the above mentioned minutes. The motion passed unanimously with 5 yes votes.
- 2.2 Approve Agenda for November 3, 2011. Mr. Ward moved, seconded by Mr. Parisio, to approve the agenda for this evening's meeting. The motion passed unanimously with 5 yes votes.

3. PUBLIC COMMENTS - None

4. REPORTS

4.1 **Employee Associations (WUTA & CSEA)** – No report.

4.2 **Principals**

(MES) Ms. McLaughlin reported:

- MES is wrapping up their first trimester. Parent-Teacher conferences are coming up in a few weeks, as well as Trimester Award assemblies for academics, citizenship, improvement, and attendance.
- The Willows Christian Church has purchased an assembly for MES with Jack Pearson, a songwriter-story teller. He promotes character education and has character incentives for the students. It is not a religious themed assembly. The assembly will be on November 10th. She really appreciates this generous donation.
- The Book Fair is going on right now and she has enjoyed strong parent support. She looks forward to working with the PTO and supporting them on campus.

(WIS) Mr. Bazan reported:

- He wanted to thank Ms. McLaughlin publicly for her positive direction at MES.
- He gave a handout to the Board of upcoming activities at WIS and October events he wanted to highlight with the Board.
- The language arts curriculum has been implemented.
- On October 19th a presentation was given to the District on implementing Explicit Direct Instruction Principles. The presentation was very positive. WIS then held an assembly for the WIS students on October 25th with some of the principles incorporated into their PowerPoint presentation. They had a very interactive assembly with their students. By having this assembly so soon after their introductory presentation shows WIS is committed to EDI and that they are very excited about it.

(WHS) Mr. Smith reported:

- Mr. Smith gave a handout of upcoming activities to the Board.
- On November 9th the high school will be having an EDI training in lesson delivery models – Mr. Perry and Mrs. Lopez will both be doing lessons for the rest of the staff; Mr. Bill Stirnus, the WASC lead, will be on campus on November 9th to get introduced to the faculty and watch the EDI training.
- Mr. Smith has been observing EDI already being implemented in the classrooms by the WHS teachers. Students are “buying in” to the use of the whiteboards and are excited about it.
- The football team has a chance of being in the Division III Finals on November 23rd.

- WHS Boosters will be selling Christmas trees on the WHS football field beginning on November 25th, along with wreaths, garlands, and ornaments. The fundraiser is called “Herkimer’s Home Town Christmas”.
- WHS has had a challenging few weeks – he and Mr. Perry have had to make some tough decisions and take some strong discipline with a few students. He wanted the Board to know that WHS is committed to continuing to keep their campus safe and drug free. Recommendations for expulsions will be coming before the Board next month to consider for students that made bad decisions.
- He introduced Karen Alves, WHS Booster’s Treasurer, to give their annual report.

Karen Alves – WHS Boosters’ Treasurer

- She gave a handout to the Board that detailed their board make-up; meeting day and time; purpose; fundraisers; members; and requests.
- Major fundraisers are the golf tournament, tri-tip booth at the football games, and the Century Farm to Forest Bike Ride (April 9, 2012). The football signs have been switched to banners and will be moved to the gym for the winter sports season, and also to the baseball field in the spring. Added this year, as Mr. Smith already mentioned, is the Christmas tree sale.
- Membership is open to any parent/guardian who has a student enrolled in WHS – the public is always welcome to attend meetings.
- From 10/1/10 to 9/30/11 they donated \$21,083.04. Some of the recipients were various athletic teams, clubs, athletic uniforms and awards, Grad Night, and Goose Island t-shirts.

(WCHS) Dr. Geivett reported:

- WCHS is now up to 22 students with one to two more anticipated to move over soon from WHS. The target number is 25 – he doesn’t really want to exceed that number.
- Their student forum was last week and awards were handed out. There was also a lot of praise given to Mr. Prinz by the students. He recognized four students for earning 17 credits this quarter, which they hadn’t done before.
- The school is still working on some attendance and tardy issues, but on the whole, things are going well. They are seeing success with the students and making positive strides.
- Mr. Prinz met with the manager of Sun Bridge Center in town and for part of his students’ P.E. credit, they are planning to start taking patients for a walk in the park. This will be an outreach project to the community and community service.
- The WCHS Thanksgiving Feast will be on Wednesday, November 16th at 11:00 a.m. He invited the Board members to attend and enjoy a good lunch.

4.3 Director of Business Services – Ms. Skala reported:

- She gave a handout to the Board from School Services on the Trigger Tracker. She said it is hard to say at this point if we will have to make mid-year cuts.
- She is working on the First Interim Report. She is building up our assumptions, but whether a COLA should be included or not is still in question – we haven’t been paid a COLA in years. This is the last of the federal one time dollars which supported two FTE positions so she has to look at how to backfill that loss of revenue. She will bring the report to the Board next month.
- The K-3 class size waiver expires at the end of this fiscal year. She is going to apply for a two year waiver for grades K-8 of 33/1 as a safety net, in the event it would be needed.
- Something new on the warrant register was a check issued to Walden Academy for in lieu of taxes. In lieu taxes are not new; we have paid them to Wm. Finch since they became a charter, but it was done through a journal entry. Since Walden Academy is an outside entity, we have to pay them by check. It is their fair share of property taxes.

4.4 Director of Categorical Programs – Dr. Geivett reported for Mrs. Perez:

- Mrs. Perez wanted to let the Board know that she has been working closely with the School Site Councils. She wanted to thank the teachers, students, parents, and staff who volunteer their time to serve on the councils.
- She is close to certifying for the fall CALPADS. It is not due until January, so she is pleased that she is ahead of schedule.

4.5 Director of Transportation/Facilities Operations – No report

4.6 Superintendent – Dr. Geivett reported:

- Last Thursday through Saturday he attended the CASBO Chief Business Officials Boot Camp. It was a one of best workshops he has attended in a long time and answered many of his questions. He will discuss some of the issues that came up with Ms. Skala. There were many great speakers.

- One of his goals he had shared with the Board was to establish and maintain a real positive relationship with GCOE. We have an outstanding relationship with Roberto Herniman, Technology Director for GCOE. We are also doing some groundskeeping work for them and have always worked well with the Special Education Department. Periodically he meets with the County Superintendent, Tracey Quarne, to share what is happening in our District as well as what GCOE has going. The other day they discussed four main topics:
 - (1) The accounting software issues revolving around the purchase of a new program;
 - (2) The establishment of a transitional kindergarten;
 - (3) His discussions with Mary Viegas, Paul Barr, and Ms. Skala regarding the moving of the pre-school program and a County K-2 Special Ed. Program at Mill Street over to Murdock next year.
 - (4) Walden Academy's opening up and how it affects our enrollment and facilities use.
- As announced at our last Board meeting, we are getting very involved with Explicit Direct Instruction (EDI). We have some trainings coming up in the next few months. All expenses for the trainings are paid through categorical funds. He is happy to see teachers and administration using EDI strategies and commended Mr. Smith and Mr. Bazan for taking on the responsibility of modeling those strategies.
- He is happy to report that Judge Don Byrd has agreed to sponsor him as a member of Kiwanis. The Board had previously made a suggestion for him to try and get more involved with the community and their breakfast meetings work better with his schedule.

4.7 Governing Board Members

Mr. Munguia – No report

Mr. Parisio – The 7th & 8th grade girls are playing in a Durham Basketball Tournament this weekend and invited everyone to get out and watch them. He has been going to the football games and visiting the campuses. Now that harvest season is over he hopes to get around more.

Mrs. Knight – She had the privilege as a parent to attend GCOE's Transitional Youth for Disabled Children's Conference in Corning last Monday and Tuesday. She wanted to share with everyone that it was not only a privilege to attend but also that GCOE is doing good work with our students. There were many other counties attending and what she discovered was how great Willows Unified School District is and how well our administrators and teachers work together with GCOE at the student's IEP meetings to encourage and support each student. Apparently, it doesn't happen with all the other counties. They were impressed with Willows and talked to our Willows staff and asked questions about how they got this done so effectively. It made her proud as a parent, board member, and citizen of Willows to see the great work that our WUSD teachers, staff, and GCOE staff are doing.

Mr. Ward – He had the opportunity to attend some PLC meetings and is amazed at what it entails. He also attended the district-wide training session with Dr. Cynthia Kampf and said she was a dynamic speaker. He is overwhelmed with the enthusiasm of the District and thinks we are making some very positive strides.

Mr. Geiger – He thinks we are moving in the right direction, but it will take some time to get where we want to be. As an entire district everyone is trying to improve the District. He publicly acknowledged the work that Roberto Herniman is doing with the technology of the District. He said he and his staff are extremely dedicated to WUSD and he really appreciates it.

5. CONSENT CALENDAR

A. GENERAL

B. EDUCATIONAL SERVICES

1. Approve Interdistrict requests for Students #11-12-34 through #11-12-36 to attend school in the WUSD for the 2011/12 school year.
2. Approve Interdistrict requests for Students #11-12-66 through #11-12-67 to attend school in another district for the 2011/12 school year.

C. HUMAN RESOURCES

1. Ratify employment of John Bazan as the 3.9 hr. WIS Custodian, effective October 3, 2011.
2. Ratify employment of Christina Ocampo as the 3.9 hrs. WHS Cafeteria Helper II, effective October 24, 2011.
3. Ratify employment of Staci Roque as the 3.9 hr. WHS Cafeteria Helper I, effective October 10, 2011.

4. Ratify employment of the following WHS Winter Coaches:

Varsity Wrestling – Head Coach	Matt Steele
Varsity Wrestling – Volunteer	Richard Gridley
Varsity Boys Basketball – Head Coach	Darrell Schonauer
Varsity Boys Basketball – Volunteer	Mike Rutherglen
Varsity Boys Basketball – Volunteer	Richard Welsh
J.V. Boys Basketball – Head Coach	Carol Martin
Varsity Girls Basketball – Head Coach	Steve Ebell
J.V. Girls Basketball – Head Coach	Hillary Berens
Varsity Boys Soccer – Head Coach	Jose Cano
Varsity Boys Soccer – Volunteer	Martin Castillo
Varsity Boys Soccer – Volunteer	Alejandro Mercado
Varsity Girls Soccer – Head Coach	Bud Ramirez
5. Ratify employment of the following positions at WHS:

Cheerleading Advisor - Volunteer	Tina Reed
Cheerleading Advisor – Volunteer	Bernie Francis
6. Ratify employment of Marge Ansel and Jessica Adhin as WHS Yearbook Co-Advisors for the 2011/12 school year.

D. BUSINESS SERVICES

1. Approve budget revisions.
2. Approve warrants from 10/5/11 through 10/26/11.
3. Approve ASB Quarterly Reports – MES, WIS & WHS.

Mrs. Knight asked to pull Item C-3 from the Consent Calendar. Mr. Geiger moved to approve the Consent Calendar, excluding Item C-3, and the motion was seconded by Mr. Munguia. The motion passed unanimously with 5 yes votes. Mr. Geiger moved, seconded by Mr. Munguia, to approve Item C-3 of the Consent Calendar. The motion passed with 4 yes votes, 1 abstention (Mrs. Knight).

6. DISCUSSION/ACTION CALENDAR

A. GENERAL

1. **(Action)** Second 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)

Mr. Munguia moved, seconded by Mr. Parisio, to approve the additions/deletions/changes to Board Policies per CSBA’s Policy Guidesheet Recommendations. The motion passed unanimously with 5 yes votes.

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

BP 6163.1	Library Media Centers
BP 6163.2	Animals at School
BB 9123	Clerk
BB 9140	Board Representatives
BB 9323.2	Actions by the Board

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

This is an information only item at this time. No action was taken.

3. **(Information/Discussion)** Bond Election Presentation by Greg Isom of Isom Advisors. Dr. Geivett introduced Greg Isom and said he was here this evening to talk about a possible bond election in 2012. He gave the Board a handout – Funding Options Analysis. He went over his background and experience with the Board. He told them of districts that he worked for that had been successful with bond elections and said his company assisted in nearly 25% of all successful bond elections in 2010. He spoke of the services they provide from pre-election planning, election services, and financial advisory. He explained how bonds work. He said \$60 per \$100,000 of the assessed property value is the maximum amount the District could try for. The District would need 55% of the vote to pass the bond. With a flat parcel tax the District would need 2/3 of the vote. He said it is important to start early with the process. He said that bond money can help your general fund. He went over the voter demographics of the District. He discussed with the Board about different rates that other districts passed. Voter turnout was discussed and he thinks the best chance to pass a bond would be the November, 2012, election. He then discussed the timeline with the Board. Discussion ensued on how Isom Advisors would be paid. The Board gave direction to the Superintendent to explore the feasibility of a bond election for November, 2012.
4. **(Action)** Resolution #2011-12-08, Day of the Volunteer. Mr. Parisio moved, seconded by Mr. Munguia, to approve Resolution #2011-12-08. Roll call vote was taken. The motion passed unanimously with 5 yes votes. Dr. Geivett explained what his thoughts would be for December 5th. He wants to have every District employee issued a thank you card to send out to an individual that they know of that has volunteered to make WUSD a better district.

B. EDUCATIONAL SERVICES

C. HUMAN RESOURCES

D. BUSINESS SERVICES

1. **(Action)** Approve revised 2011/12 Confidential Salary Schedule. Mr. Munguia moved, seconded by Mr. Ward, to approve the revised 2011/12 Confidential Salary Schedule. The motion passed unanimously with 5 yes votes.
2. **(Action)** Grant authorization to dispose of surplus items. Mr. Geiger moved, seconded by Mr. Ward, to grant authorization to dispose of surplus items. The motion passed unanimously with 5 yes votes.
3. **(Action)** Approve Agreement for Professional Services with Burke, Williams & Sorensen, LLP through June 30, 2012. Dr. Geivett explained that Dino Velez was formerly with Dannis, Woliver, and Kelley and has since left that firm and is now with Burke, Williams & Sorensen, LLP. He has been handling an ongoing lawsuit for us and thinks it is in the best interest of the District to retain him rather than to have someone new. Mr. Parisio moved, seconded by Mr. Geiger, to approve the Agreement for Professional Services with Burke, Williams & Sorensen, LLP. The motion passed unanimously with 5 yes votes.
4. **(Action)** E-Rate Application for 2012/13 – Roberto Herniman. Mr. Herniman addressed the Board. He said the E-Rate application opening window is typically between now and January and is for the following year 2012/13. It is a federal grant program and everyone pays into this fund through the FCC charges on all communication bills. All schools and libraries can apply for this with the intent of improving their technology. You can't buy computers or servers with it, but they want to make sure schools are connected so it can be used for anything relating to network. There are two different types of funding levels – Priority One is your internet access and Priority Two is your internal cabling and infrastructure. He stated that since he came on board there are two glaring needs. One is for computers, which this program can't fund, and the other is the core infrastructure at each school site. It is his recommendation to apply for these federal funds. It is based on the District's free and reduced lunch counts and percentages. Because we are in a rural area, it looks like WUSD would qualify for a 90% discount rate for these projects, so costs to the District would only be 10%. He is recommending to improve all school sites – it wouldn't be a single project, but would go out to bid as individual projects, just in case they get denied or the District doesn't have the 10% to match. He stated he would like the Board's approval to start the application process and go out to bid and that the District is not committing to anything at this time. Mr. Geiger moved, seconded by Mrs. Knight, to give Mr. Herniman permission to start the application process. The motion passed unanimously with 5 yes votes.
5. **(Discussion/Possible Action)** Fiscal and Program Sustainability Plan Update. Ms. Skala addressed the Board. She has updated the dailies from the last meeting. On the last page she added a couple of restorations that weren't there the last time the Board reviewed the list. After the First Interim she will have to come back and put in amounts where there are zeros now for the amount needed for

sustainability. In January when the governor's budget comes out we will know what our target will be for 2012/13. No action was taken.

7. **ANNOUNCEMENTS**

- 7.1 November 11, 2011 is a school holiday – Veterans Day.
- 7.2 There will be a district-wide break from November 21 – November 25, 2011.
- 7.3 The Organizational Meeting will be held at the next Regular Board Meeting on December 8, 2011, at 7:00 p.m. at the Willows Civic Center.
- 7.4 WIS will host their Annual Holiday Band Presentation on December 15th at 6:30 p.m. in the WIS Cafeteria.

8. **PUBLIC COMMENTS REGARDING CLOSED SESSION ITEM** - None

At 8:48 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 8:56 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 §54956.9: Conference with Legal Counsel: Anticipated Litigation – (1 case)

10. **RECONVENE TO OPEN SESSION**

10.1 Announcement of Action Taken in Closed Session

At 9:37 p.m. the meeting reconvened to Open Session. President Geiger reported out.

Item 9.1 Update was given to the Board.

Item 9.2 Information was given to the Board.

11. **ADJOURNMENT**

The meeting adjourned at 9:38 p.m.