

**WILLOWS UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

**Regular Meeting – August 4, 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 ó President Geiger called the meeting to order at 7:02 p.m. Present were: Mr. Ward, Mr. Geiger, Mr. Parisio, and Mr. Munguia. Absent: Mrs. Knight
- 1.2 Welcome to Visitors
- 1.3 Flag Salute was led by Holly McLaughlin.

**2. AGENDA/MINUTES**

- 2.1 Approve Minutes for the Regular Meeting of June 23, 2011. Mr. Ward moved, seconded by Mr. Munguia, to approve the minutes of June 23, 2011. The motion passed with 4 yes votes.
- 2.2 Approve Agenda for August 4, 2011. Mr. Munguia moved, seconded by Mr. Parisio, to approve the agenda for August 4, 2011. The motion passed with 4 yes votes.

**3. PUBLIC COMMENTS - None**

**4. REPORTS**

**4.1 Employee Associations (WUTA & CSEA)**

**(WUTA) Shelley Amaro, President,** addressed the Board. She reported that WUTA is very pleased with negotiations and that they have reached an agreement. Good relationships have formed between WUTA, the District, and the Board, and she and her bargaining team have enjoyed brainstorming and problem solving together as a unified district. She is looking forward to a great year.

**(CSEA) - No report.**

**4.2 Principals**

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

- It has been a very busy summer so far. She has been meeting with several parents, teachers, and classified staff and learning a lot about Murdock Elementary School.
- Murdock wants to have a õstart strongö beginning with the first day of school.
- She will meet with Mr. Bazan soon regarding discipline.
- She is working with the leadership team to get an early assessment for all students.
- She wants the students of Murdock Elementary to have fun and feels the kids need a connection to school outside of academics.
- A meeting with the District Office is on her calendar to discuss budget matters.
- Murdock's public perception is a great challenge and Ms. McLaughlin hopes to be judged by results.

**(WIS) Dr. Geivett reported for Mr. Sailsbery:**

- Fifth Grade Orientation will be held on August 11, 2011 from 11:00 a.m.ó12:30 p.m. for the student focus portion. The parents'portion of the orientation will be held at the WIS cafeteria beginning at 6:30 p.m that evening.

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

- It has been a busy start for the high school. Athletics have already begun.
- Freshman Orientation will be held on August 12, 2011.
- Ms. Moore and Ms. Proctor will be co-activities directors for the 2011/12 school year.
- Mrs. Perry will help out with homecoming activities as she has for many years.
- August 31<sup>st</sup> is Back to School Night at the high school. Everyone is welcome to attend.

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

- Dr. Geivett shared that he was happy that Liz Beck was back as the WCHS secretary and is in the process of finalizing the student schedules, student handbook, and staff handbook.
- He announced that Randy Prinz is the new teacher and will teach four periods in the morning at WCHS and two periods in the afternoon at WHS.
- Dr. Geivett will meet with the staff regarding policies and procedures to help have a successful start at WCHS.
- Back to School Night for WCHS will be on September 7<sup>th</sup> at 6:00 p.m. He invited the Board to attend.

**4.3 Director of Business Services ó Ms. Skala addressed the Board.**

- Ms. Skala reported that she is closing the books for 2010/11 and is very close to being done. The auditors will be here the week of September 12<sup>th</sup>.
- Her estimated actuals are fairly close to her actuals.
- At the District Office we have had staffing changes: Erin Taylor is going to fill the 3.9 hr. Secretary I position at Murdock and that she will be missed. Dina Ibrahim is taking over Erin's position as District Bookkeeper, and has done payroll at GCOE in the past, so it should be a nice transition. Jackie VonSeggern is going to help out with Accounts Payable during the transition. Debbie Wallace may also come in and help out. We are very grateful for their help.
- Technology update: GCOE has been very active in the District with short and long term planning. Our infrastructure needs to be looked at and updated ó some can be done with E-Rate funds.
- A health insurance committee has been formed to try and save on the costs. They will spend time looking into it this year to hopefully have savings next year.
- We have budgeted flat funding and there is no modification to the budget at this time. There will be modifications when the First Interim comes up. At that time we will have more of a handle on our ADA.
- She handed out a Pocket Budget for the Board to look over.

**4.4 Director of Transportation/Facilities Operations ó No report.**

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

- He stated that there was a board calendar in their packet and it will be updated for each meeting
- Dr. Geivett shared that he has also been very busy with both WUTA and CSEA negotiations. He said they have gone very well and it has been very positive for the District and both unions. He has enjoyed problem solving together and coming to agreements with each union. He commended and thanked both WUTA and CSEA.
- The District is filling last minute vacancies and bringing back staff that had been laid off.
- WUSD is committed to lowering class sizes, but still has to be cautious that the numbers are there.
- The needs of CSEA will also be looked into.
- Both maintenance and custodial crews have worked very hard over the summer. There has been a huge movement of classrooms at Murdock, as well as re-siding buildings, painting, and a multitude of other tasks that have taken place throughout the District.
- Dr. Geivett stated that it is great to see the excitement among the staff.
- Promoting and celebrating our District is important and Dr. Geivett doesn't think you can say thank you enough. He thanked Lauren Albert, Jessie Proctor, and Amy Steele for doing a fantastic job with Summer School. Seventy-four percent finished and he said it was very easy being the administrator with such a fine staff.
- A lot of the successes we see around our District revolve around relationships. Some he would like to promote and make better than they have been in the past. We don't have our own technology department this year but have contracted out with GCOE and they are doing a fine job.
- WCHS will have one classroom and the rest of the classrooms on that site are being rented out to GCOE for Adult Ed and ROP classes. Dr. Geivett has been working with both Jess Modesto and Tracey Quarne on this venture.
- Dr. Geivett wanted to thank "The Painted Ladies", a volunteer group, for stepping up to help the District. They have spent many hours helping out our sites and have done an amazing job.
- He also wanted to thank both Mr. Geiger and Mr. Parisio for the tree project on the track.
- Dr. Geivett also wanted to give a big thank you to Shelley Amaro for organizing and manning the WUSD booth on National Night Out. She presented WUSD well with a very nice booth.
- He also stated that it has been a pleasure to work with a positive staff and looks forward to an outstanding year. He is proud to be the superintendent of WUSD.

**4.6 Governing Board Members**

**Mr. Ward** ó During the summer he has had the chance to talk to employees from grounds, maintenance, the custodial staff, and teachers and everyone is very positive about the upcoming school year. Murdock teachers are relocating classrooms and are very optimistic for the upcoming year. He mentioned that he had met the new Walden Academy principal and invited him to attend our board meetings.

**Mr. Munguia** - No report except to say it was nice to see WUSD's booth at National Night Out. He thanked Dr. Geivett and Shelley Amaro for representing the District.

**Mr. Parisio** ó WUSD is buzzing with a lot of activities. Mr. Boyd did a great job with his painting in the WHS foyer. The booth at National Night Out looked very good. He congratulated the junior girls' softball team for a great season and he, also, is looking forward to a good year.

**Mr. Geiger** ó It has been a very busy summer. He thanked both WUTA and CSEA for how well negotiations went and also Management and Confidential for their concessions. We all have to remember that we are here to serve our students. He read a thank you note from Babs Berens to the Board. Mr. Geiger also stated he is thankful to the people of our community for all that they do.

**5. CONSENT CALENDAR**

**A. GENERAL**

**B. EDUCATIONAL SERVICES**

1. Approve Interdistrict requests for Students #11-12-17 through #11-12-26 to attend school in the WUSD for the 2011/12 school year.
2. Approve Interdistrict requests for Students #11-12-50 through #11-12-55 to attend school in another district for the 2011/12 school year.

**C. HUMAN RESOURCES**

1. Accept letter of resignation from James Stevens, MES Library Media Specialist, effective June 11, 2011.
2. Accept letter of resignation from James Stevens, WUSD Technology Assistant, effective July 23, 2011.
3. Accept letter of resignation from Elvira Sandoval, WIS Instructional Aide II, effective June 11, 2011.
4. Accept letter of resignation from Ben Garrett, WHS Certificated Teacher, effective July 29, 2011.
5. Ratify transfer of Erin Taylor from District Bookkeeper to MES 3.9 hr. Secretary I, effective July 25, 2011.
6. Ratify transfer of Dina Ibrahim from District Account Clerk to District Bookkeeper, effective July 25, 2011.
7. Ratify employment of Amy Baker as a 3.9 hr. WHS Account Clerk, effective July 25, 2011.
8. Ratify employment of Elizabeth Beck as a 3.9 hr. WCHS Secretary II, effective July 25 2011.
9. Ratify employment of the following position at WHS:  
Cheerleading Advisor                      Becky Biggs
10. Ratify employment of the following WHS Fall Coaches:  
Varsity Football ó Head                      Jim Ward  
Varsity Football ó Assistants                      Mike Biggs & Manuel Rakestraw  
Varsity Football ó Volunteer                      Tony Wagenman  
J.V. Football ó Head                      Forrest Bateman  
J.V. Football ó Assistant                      Forrest Bateman, Jr.  
J.V. Football ó Volunteers                      Darren Reed & Byron Sites  
Varsity Volleyball ó Head                      Carol Martin  
J. V. Volleyball ó Head                      Lisa Vlach  
Varsity Girls Tennis ó Head                      Don Byrd

**D. BUSINESS SERVICES**

1. Approve budget revisions.
2. Approve warrants from 6/22/11 through 7/27/11.

Mr. Geiger moved, seconded by Mr. Munguia, to approve the Consent Calendar. The motion passed with 4 yes votes.

**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 4020	Drug and Alcohol-Free Workplace
BP 5117	Interdistrict Attendance
BP 5141.21	Administering Medication and Monitoring Health Conditions
BP 6161.1	Selection and Evaluation of Instructional Materials
BP 6163.2	Animals on School Property or at School Sponsored Programs and Activities
BP 6164.4	Identification and Evaluation of Individuals for Special Education

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

Mr. Munguia moved, seconded by Mr. Ward, to approve the Board Policies per CSBA's Recommendations. The motion passed with 4 yes votes.

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

BP 5113.1	Chronic Absence and Truancy
BP 5118	Open Enrollment Act Transfers
BP 5141.3	Health Examinations
BP 5141.31	Immunizations
BP 6011	Academic Standards

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

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

3. **(Information)** Williams Uniform Complaint Quarterly Report (No complaints). This is an information only item ó no action was taken.
4. **(Action)** Approve changing dates for the following board meetings from the first Thursday of the month to:

October 2011 meeting to October 13, 2011  
December 2011 meeting to December 8, 2011  
January 2012 meeting to January 12, 2012  
March 2012 meeting to March 8, 2012  
June 2012 meeting to June 21, 2012

Mr. Parisio moved, seconded by Mr. Ward, to approve the changing of dates for the abovementioned meetings. The motion passed with 4 yes votes.

**B. EDUCATIONAL SERVICES**

1. **(Action)** Approve Certificated/Student Calendar for the 2011/12 school year (includes Collaboration Days, Furlough Days, and Minimum Days). Mr. Geiger moved, seconded by Mr. Munguia, to approve the Certificated/Student Calendar for the 2011/12 school year. The motion passed with 4 yes votes.
2. **(Action)** Approve School Bus Routes for the 2011/12 school year. Mr. Munguia moved, seconded by Mr. Ward, to approve the School Bus Routes for the 2011/12 school year. The motion passed with 4 yes votes.
3. **(Action)** Approve the attached list of starting times and bell schedules for WUSD schools for the 2011/12 school year. Mr. Parisio moved, seconded by Mr. Ward, to approve the starting times and bell Schedules for the 2011/12 school year. Dr. Geivett addressed the Board and handed out a modified bell schedule for WHS. The collaboration dates had been added and the release time on those dates will be 1:10 p.m. Mr. Parisio amended his motion, seconded by Mr. Munguia, to approve the bell schedules and starting times for the WUSD schools for the 2011/12 school year, including the modified bell schedule for WHS. The motion passed with 4 yes votes.

**C. HUMAN RESOURCES**

1. **(Action)** Approve employment of Cristina Cameron, Dianna Abold, and Sharon Busler as Certificated Personnel for the 2011/12 school year. Mr. Munguia moved, seconded by Mr. Geiger, to approve the employment of the above named teachers as Certificated Personnel for the 2011/12 school year. The motion passed with 4 yes votes.
2. **(Action)** Approve Declaration of Need for Fully Qualified Educators for the 2011/12 school year (Annual Requirement). Mr. Ward moved, seconded by Mr. Parisio, to approve the Declaration of Need for Fully Qualified Educators for the 2011/12 school year. The motion passed with 4 yes votes.

3. **(Action)** Approve Classified Substitute List for the 2011/12 school year. Mr. Munguia moved, seconded by Mr. Geiger, to approve the Classified Substitute List for the 2011/12 school year. The motion passed with 4 yes votes.

**D. BUSINESS SERVICES**

1. **(Action)** Grant authorization to dispose of surplus items. Mr. Munguia moved, seconded by Mr. Parisio, to approve the disposal of surplus items listed. Discussion ensued regarding this item. The motion passed with 4 yes votes.
2. **(Possible Action)** Cut List. Dr. Geivett stated that we are moving toward the positive and this list has been an on-going item for the last several months. The most recent actions on the öbring back listö commitment to bring back staff members that are going to help our organization. #19 ö The health aideö notice has been rescinded and brought back to full time status; a 3.9 hr. account clerk has been added to be shared between WIS and Murdock. It is currently being advertised in-house. He is still looking at different positions that existed in the past or have been on the cut list to bring them back. He also said they will continue to look for dollars to reinstate other positions as well. Item #16 ö Groundskeeper position is a 100% position, but 25% of his time is contracted out to GCOE. Modifying the name of the Cut List was discussed ö Dr. Geivett said it is part of our fiscal recovery plan and that he and Ms. Skala would try and come up with a new name. Discussion regarding Item #12 - the technology assistant followed. Dr. Geivett stated that he is still working with GCOE concerning this position. No action was taken.

**7. ANNOUNCEMENTS**

- 7.1 The next Regular Board Meeting will be held on Thursday, September 1, 2011, at 7:00 p.m. at the Willows Civic Center.

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.

**8. CLOSED SESSION**

Closed Session began at 8:04 p.m.

- 8.1 Pursuant to Government Code §54957.6: Conference with Labor Negotiator ö Agency negotiator: Mort Geivett. Employee Organization: WUTA/CSEA, Non-represented: Management and Confidential.
- 8.2 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

At 8:26 p.m. the meeting reconvened to Open Session. President Geiger reported out:

- Item 8.1: Update given to Board.  
Item 8.2: Update given to Board.

**9. ADJOURNMENT**

The meeting adjourned at 8:27 p.m.