

# WILLOWS UNIFIED SCHOOL DISTRICT

Regular Meeting – April 3, 2014

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 Ward called the meeting to order at 7:02 p.m. Board members present were: Mr. Geiger, Mrs. Knight, Mr. Ward, Mr. Parisio, and Mr. Munguia.
- 1.2 Welcome to Visitors
- 1.3 Flag Salute was led by Mrs. Perez.

### 2. AGENDA/MINUTES

- 2.1 Approve the Minutes of the Regular Meeting of March 6, 2014. Mr. Geiger moved, seconded by Mr. Munguia, to approve the Minutes of the Regular Meeting of March 6, 2014.  
**AYES: Geiger, Knight, Ward, Parisio & Munguia**  
**NOES: None**  
**MOTION PASSED 5-0**
- 2.2 Approve the Agenda for April 3, 2014. Mr. Munguia moved, seconded by Mrs. Knight, to approve the Agenda for April 3, 2014.  
**AYES: Geiger, Knight, Ward, Parisio & Munguia**  
**NOES: None**  
**MOTION PASSED 5-0**

### 3. PUBLIC COMMENTS

Mr. Eddie Woods addressed the Board. He stated that he was married to WHS English teacher, Teresa Woods, and gave some information on his background and how he works with many school districts. He shared that he disagreed with a recent decision of the Board not to rehire a teacher at the high school, but that was not his main reason for being at the meeting. He said since all district employees are under the Board's supervision they needed to answer for the action of one of their staff members who he said had told students that they were not allowed to come to last month's board meeting and express their support of that teacher to the Board, which is their basic right to do. After he was finished with his comments the Board directed Dr. Geivett to check into the validity of the information provided by Mr. Woods. Dr. Geivett said he would look into the matter.

### 4. REPORTS

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

**(WUTA) Ms. Jessie Proctor, WUTA President, reported:**

- She stated that WUTA feels like both sides have made great progress at negotiations and is hopeful that the Board will have a good response for them.

**(CSEA) – No report**

#### 4.2 **Principals**

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

- The high school is busy with conducting the practice SBAC test for the 11<sup>th</sup> graders. With something brand new it has been stressful but they are taking it day by day and in stride. Next week they will start testing the 11<sup>th</sup> graders in English Language Arts and Math.
- Last week they had Open House/Spring Parent Forum and then had some departmental meetings. They have been crunching scheduling data and hope to plug that data into some draft block schedules for next year.
- There has been a lot of rain with the beginning of spring athletics, which is both good and bad – a lot of cancellations have happened, but we are happy about the much needed rain.

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

- He reported last month the WIS Fighting Cardinal Band was competing at CSUC. He is happy to report they received a "Superior" rating. He gave kudos to Mr. West and said he is very proud of their band program at WIS.
- He said the 8<sup>th</sup> grade trip to Butte College was a huge success. The students received exposure to both vocational and academic programs. He thanked Butte College for this opportunity they provided for the students.
- The 6<sup>th</sup> grade basketball program has ended very successfully. The girls finished 10-0 and the boys finished 7-3.
- WIS has also been practicing for the SBAC. They will begin testing the 6<sup>th</sup> graders on Monday and will continue through May 9<sup>th</sup> for all grade levels to be completed. The 8<sup>th</sup> graders will take the traditional CST in Science for the last time on April 29-30 and May 1<sup>st</sup>.
- WIS Open House is on April 16<sup>th</sup> at 6:00 p.m. He invited everyone to attend.
- On April 18<sup>th</sup> from 7:00-9:00 p.m. there will be a dance.
- WIS had many participants in the annual Science Fair and many of them received numerous placements and special recognition.

**(MES) Mrs. Brown reported:**

- The other day MES celebrated Autism Awareness Day by dressing in blue and releasing many blue balloons.
- Beginning on Tuesday they will begin testing and with so many students to test, they will probably go all the way until May 9<sup>th</sup> to finish. She thanked John Alves and his team and the GCOE technology team for creating their computer lab. It is a stunning room and they are all very excited about it.
- Over the past few weeks bullying has been brought to her attention frequently. They are implementing a clear and concise anti-bullying program at MES. They will begin by establishing very easily understood rules for all students. She is planning on implementing the Positive Behavior Intervention & Support Program (PBIS) school-wide making sure everyone is using the same language by posting some simple rules and teaching the children what that looks like on the playground. They will reinforce fair and consistent consequences and reward good behavior.

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

- He had two students graduate in the last two weeks. He expects six students to walk the stage in June.
- Total enrollment is now at 24 with the possibility of one additional student coming in the next few weeks.
- Six students were put on the Wall of Fame during the third quarter for outstanding attendance, good behavior, and academic credits earned.
- Open House is on April 15<sup>th</sup> at 6:00 p.m. and he invited everyone to attend.

**4.3 Director of Business Services – Mrs. Beymer reported:**

- The State has rolled out the new attendance software for the P2 reporting period.
- She will be attending a FCMAT conference in Redding early next month and another related to the May Revise at the end of the month to further her knowledge with the LCFF.
- She thanked Mrs. Ksander for arranging the fully funded Butte College field trip for the 8<sup>th</sup> graders. Butte College also reimbursed the District for the transportation costs.

**4.4 Director of Categorical Programs – Mrs. Perez reported:**

- The world of testing has begun. The Smarter Balanced Assessment Consortium (SBAC) is the system that will assess our students on their progress. Testing will take place at all the schools at different dates/times between April 7<sup>th</sup>-May 16<sup>th</sup>. As she has emphasized in the past, this is a test of the test. Some grade levels (5<sup>th</sup>, 8<sup>th</sup>, & 10<sup>th</sup>) will still be taking the traditional tests, CSTs and CMAs, and that takes place during the same time frame.
- She has been working diligently on the LCAP and presented a rough draft of the report to the DSLT at their last meeting. There is a meeting district-wide for all interested parties on April 14<sup>th</sup> at 4:00 p.m. for stakeholder input. If anyone is unable to make it, there is a link on the district website for the stakeholder survey. Mr. Ward asked Mrs. Perez to explain the LCAP (the Local Control and Accountability Plan) for members of the audience. She stated that monies are coming to the districts through the LCFF and as a result of that, the State has instructed the districts to put together a plan on how they are going to spend those dollars.
- Mrs. Brown interjected that there is a link on the website to vote for the MES Garden. They are trying to get a grant for their garden project. It is called Maggie's Mallard Garden in memory of Margaret Ryon, a MES teacher who passed away earlier in the school year.

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

- He is very happy to report that the solar project is completed. He, John Alves and Tim Hall met with IEC's chief electrical engineer, Aaron Leach, today and received the as-built plans, binders, instructions, etc. The only item left to work out is the Operation & Maintenance Agreement with IEC and hopes to complete that very soon.
- Testing begins next week and he thanked John Alves and Roberto Herniman and their teams for the new, up and running computer lab at Murdock. Willows Unified's partnership with GCOE's technology department has been very positive for our district and we do appreciate them.

**4.6 Governing Board Members:****Mr. Munguia:**

- He thanked Mr. Niehues and Mrs. Brown for participating in the celebration of Autism Awareness Day.

**Mr. Parisio:**

- He attended WHS Open House and he thought those who attended got a lot out of it and received good input.
- The eighth grade class had a fundraiser at Round Table which was very successful. The dessert table alone brought in over \$800. He appreciates the all calls from the schools and believes they are very informative for the parents.
- He has been following girls' softball and it has been hit and miss because of the rain, but overall, they are off to a good start. He encouraged everyone to get out and support the teams and said they are fun to watch.
- The fair is coming up soon!

**Mrs. Knight:**

- She stated that today's baseball game was very close but Willows won.
- She attended the FFA State Awards Banquet at CSUC and eight students from WHS received state awards. Several were only juniors. She said it was an amazing event.

**Mr. Geiger:**

- He thanked John Alves and his department for the fantastic job they do for our district with the very small amount of funding available. He also told Mr. Alves he could never retire.
- He gave Mr. West "kudos" on the CSUC concert competition that he was able to attend. He said it was an enjoyable afternoon and our 7<sup>th</sup> & 8<sup>th</sup> graders were very, very good.
- He has also attended some athletic events that haven't been rained out.
- The Facilities Needs Assessment Report will be discussed in Item 6A-5 and shows how badly our facilities need repairs and/or upgrades. Hopefully on June 3<sup>rd</sup> we will get the "Yes" votes necessary to make those necessary repairs.

**Mr. Ward:**

- He thanked Mr. West and said he is very proud of our district's music program.
- He also thanked John Alves for his services he provides the District.

**5. CONSENT CALENDAR****A. GENERAL**

1. Accept donation from David McDonald in the amount of \$60.00 for the Murdock Music Program.
2. Accept donation from the Willows Rotary Club in the amount of \$1,000.00 for the WHS Girls & Boys Soccer Programs (\$500.00 each).
3. Accept donation from Priority Farms in the amount of \$2,000.00 for the WHS Welding Program.
4. Accept donation from Rolling Hills Casino in the amount of \$500.00 for the WHS Softball Program.
5. Accept donation from Carol Burrows in the amount of \$200.00 for WHS Associated Student Body.
6. Accept donation from Michaud Aviation in the amount of \$250.00 for the WHS Baseball Program.

**B. EDUCATIONAL SERVICES**

1. Approve Interdistrict Requests for Students #13-14-30 through #13-14-32 to attend school in the WUSD for the 2013/14 school year.
2. Approve Interdistrict Requests for Students #14-05-01 through #14-05-05 to attend school in the WUSD for the 2014/15 school year.
3. Approve Interdistrict Requests for Students #14-15-03 through #14-15-05 to attend school in another district for the 2014/15 school year.

**C. HUMAN RESOURCES**

- 1. Accept resignation from Carol Anderson, WUSD School Nurse, effective June 7, 2014.

**D. BUSINESS SERVICES**

- 1. Approve budget revisions.
- 2. Approve warrants from 3/5/14 through 3/26/14.

Mr. Ward moved, seconded by Mr. Geiger, to approve the Consent Calendar. Both Mr. Parisio and Mr. Geiger thanked the individuals and businesses for their generous donations in Item 5A-1. Mrs. Knight thanked Mrs. Anderson for all of her years of service as our School Nurse.

**(CONSENT VOTE)**

**AYES:** Geiger, Knight, Ward, Parisio & Munguia

**NOES:** None

**MOTION PASSED 5-0**

**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 0420	School Plans/Site Councils
BP 1340	Access to District Records
BP 1431	Waivers
BP 3311	Bids
BP 3350	Travel Expenses
BP 3513.3	Tobacco-Free Schools
BP 3580	District Records
BP 4040	Employee Use of Technology
BP 4112.42/4212.42/4312.42	Drug and Alcohol Testing of Bus Drivers
BP 5131.61	Drug Testing
BP 5131.62	Tobacco
BP 5141.27	Food Allergies/Special Dietary Needs
BP 6144	Controversial Issues
BP 6162.6	Use of Copyrighted Materials
BB 9010	Public Statements
BB/E 9250	Remuneration, Reimbursement and Other Benefits

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

Mr. Geiger moved, seconded by Mrs. Knight, to approve the second reading of the Board Policies per CSBA’s Policy Guidesheet Recommendations.

**AYES:** Geiger, Knight, Ward, Parisio & Munguia

**NOES:** None

**MOTION PASSED 5-0**

- 2. **(Information)** Williams Uniform Complaints Quarterly Report (There were no complaints). This was an information item only – no action was taken.
- 3. **(Action)** Accept selection committee’s recommendations for the 2014 Glenn County Educators’ Hall of Fame Award. (Mr. Parisio and Mr. Geiger). Mr. Parisio announced that there was an impressive list of possible candidates for this award. He said he is very pleased to announce this year’s recipients, Donald G. Murray-certificated teacher, and Delbert Mauzey-maintenance/grounds department. Both candidates served the district well for many years. They will be inducted on Saturday morning of the Glenn County Fair. Mr. Geiger moved, seconded by Mrs. Knight, to accept the selection committee’s recommendation of Donald G. Murray and Delbert Mauzey for the 2014 Glenn County Educators’ Hall of Fame Award.

**AYES:** Geiger, Knight, Ward, Parisio & Munguia

**NOES:** None

**MOTION PASSED 5-0**

4. **(Action)** Approve the disposal of the attached list of district-wide obsolete electronic equipment. Mrs. Knight moved, seconded by Mr. Geiger, to approve the disposal of the attached list of obsolete electronic equipment.  
**AYES:** Geiger, Knight, Ward, Parisio & Munguia  
**NOES:** None  
**MOTION PASSED 5-0**
5. **(Informational)** Facilities Needs Assessment Report – Jeff Grau, Rainforth Grau Architects. Dr. Geivett introduced the principal architect, Mr. Jeff Grau, and Mr. Paul Hendricks, a retired architect, who has done extensive work throughout WUSD and Glenn County over the years. They gave a presentation on the Facilities Needs Assessment that was commissioned by our Board last month. They have met with staff members, parents, community members at the three main school campuses and after that input, they relayed their findings. Mr. Grau handed out the WUSD Facilities Master Plan – Board Draft Copy to the Board and the audience. Mr. Grau stated they are school specialists and have partnered with Mr. Hendricks because of his history in this area. He went through the report (a copy is attached to the official copy of the minutes). The intent of the Master Plan is to identify improvements needed to provide safe, healthy, and effective learning environments for all WUSD students and to develop improvement costs and priorities for implementing the work. This report is primarily a Facility Needs Assessment but does take into account future needs that are anticipated over the next 5-10 years. Goals and Objectives, District Standards, Assumptions, Funding Options and Costs were reviewed. Each site included a section on Overview, Previous Work, Scope of Work and Cost Estimates. In the Scope of Work section there are Priority 1 and Priority 2 needs listed. ADA (Americans with Disabilities Act) Improvements are required for all public facilities when any constructions project occurs on the site. These include parking stalls, doors and hardware and toilet rooms, to name a few. ADA work is far ranging and expensive. He stated there is no leeway for ADA compliance for toilet rooms and it is a big cost item.

He stated MES probably has the most needs because of the size and age of the buildings – ADA Improvements; Classroom Finishes; Technology; Signal Systems; HVAC; Roofing; Exterior Painting, Windows; Kitchen; and Office Configuration. WIS is in better condition than MES. Their needs include ADA Improvements; Technology; Exterior Painting; Interior Finishes; Locker Rooms; Portables Building Replacement; Toilet Building Replacement; Asphalt Paving/Hard Courts Replacement; and Sidewalks. WHS also has many needs because of the size of the campus – ADA Improvements; HVAC; Roofing; Interior Finishes (Partial); Fire Alarm & Intercom; and Acoustics; Lockers & Showers. They put in a small allowance in the estimate for ADA upgrades at WCHS.

Costs were discussed and are generated by a specific project/unit cost basis. They want to furnish the District with fair and reasonable prices. Soft costs usually run between 25-30% and are included in the estimates. These items are included in soft costs: architect/engineering fees; DSA fees; furniture and equipment allowance; testing and inspection; project inspector; plus a 5% contingency is built in. A site allowance of \$2.00/sq. ft. is built in for sites for discretionary funding. Exclusions include computers and software because technology changes so quickly. Capital funds need to be used for capital improvements. Their summary of costs shows 2014 and 2017 cost amounts to show inflation amounts.

In conclusion: The needs far out-weigh the funds even if a bond is passed with state matching modernization funds. The Master Plan is a tool for the District so we have a plan in place and we don't do something today that could interfere with plans in the future. The Plan should be updated every 3-5 years. The District needs to protect its investments and support educational needs. It should also vigorously pursue funding in different avenues.

6. **(Action)** Approve River Jim's Adventure Education overnight field trip to Stony Gorge Reservoir on May 15-16, 2014. Mr. Munguia moved, seconded by Mr. Geiger, to approve River Jim's Adventure Education overnight field trip to Stony Gorge Reservoir on May 15-16, 2014.  
**AYES:** Geiger, Knight, Ward, Parisio & Munguia  
**NOES:** None  
**MOTION PASSED 5-0**

**B. EDUCATIONAL SERVICES**

1. **(Action)** Approve 2014/15 Certificated/Student Calendar. Dr. Geivett handed out the proposed 2014/15 calendar to the Board and the audience. The calendar shows a start date of August 11<sup>th</sup>, an early return date of August 8<sup>th</sup> for the teachers, and a county-wide professional development day on September 22, 2014. In the WUTA contract the school year for teachers is 181 days which includes their early return day. This year the District has included two additional professional development days; the county-wide in-service day on September 22<sup>nd</sup> and the other will be a floating site day to be determined by the site which has to be a non-student contact day. This makes a total of 183 teacher days and 180 student days. It is not mandatory for teachers to attend the two professional development days; it is an opportunity for them to attend. If they take the opportunity to attend the professional development days they will be paid per diem and if they don't attend they won't be paid. Mr. Geiger moved, seconded by Mrs. Knight, to approve the 2014/15 Certificated/Student Calendar. Mr. Parisio asked about collaboration days and Dr. Geivett said they are still working on those days. Those days are usually held every other Wednesday.

**AYES:** Geiger, Knight, Ward, Parisio & Munguia

**NOES:** None

**MOTION PASSED 5-0**

**C. HUMAN RESOURCES**

**D. BUSINESS SERVICES**

1. **(Discussion/Possible Action)** Fiscal and Program Sustainability Plan. Dr. Geivett explained that this is an ongoing item and gives the Board an opportunity to examine the list and make comments. Dr. Geivett said he would like to propose an increase to the hourly rate of yard duty personnel, crossing guards, and food service supervision employees. Currently, these employees are paid on a three step system going from \$8.00/hr. - \$10.77/hr. He said Mrs. Beymer has developed a six step schedule and Dr. Geivett asked her to address the Board to explain that schedule. She stated that the first three steps were similar but has added three additional steps similar to that of classified employees, with the top level maxing out at \$12.60/hr. This schedule would become effective July 1, 2014 to be in alignment with the new minimum wage. These employees are a non-represented group and if wages are increased, board approval is necessary because there are not any negotiations. Mrs. Knight moved, seconded by Mr. Geiger, to approve the increased pay schedule for the non-represented employees to become effective on July 1, 2014.

**AYES:** Geiger, Knight, Ward, Parisio & Munguia

**NOES:** None

**MOTION PASSED 5-0**

The PIQE Program was discussed and Mrs. Brown said it was funded by Chico State. She just had the first meeting at Murdock with approximately 40 parents in attendance and 35 being Spanish speaking parents. Dr. Geivett stated this program is on a year to year basis as far as funding is concerned. Mrs. Knight brought up the chairs that needed to be replaced in the WIS faculty room. Discussion ensued. It was decided that Dr. Geivett would conduct an assessment from the sites on the number of chairs needed. No action was taken. The one-time classroom discretionary dollars for instructional supplies was discussed. Dr. Geivett stated he would talk to Ms. Proctor, WUTA president, and get her the formula used to be fair to every teacher. Other subjects discussed were: ROP Programs, the Ag Incentive Grant and AP classes. Mrs. Beymer said that on page two – Safety at all Sites - Bay Alarm has installed all cameras and she will move that item to page four since it has been completed. No other action was taken.

2. **(Action)** Approve 2013/14 Second Interim Budget Report (available at the District Office for preview). Mrs. Beymer said that the LCFE has totally changed how money comes to the District, but we are not getting a lot of new money. We are still in declining enrollment and until that trends stops, we are going to be fighting the funding level every year. At the end of the Second Interim our ending fund balance is projected to be about \$2.2 million. Based on the information at the time of Second Interim our deficit grew to approximately \$393,000. Since then we learned we will receive our ROP funding for this year and next (approximately \$100,000); the SELPA bill back is \$20,000 less than projected; we are still working on the \$118,000 refund on the solar project we fronted. We have received part of it but not all. Negotiations will possibly have some impact on the deficit. She feels WUSD is in much better shape than we have been in the past few years, but the 2020/21 goal is to get us back to the 2007/08 level of funding. The State still owes us \$2 million in mandated costs reimbursements; they have cut our district over \$50 million in deficits with no discussion in getting that money back to the districts; the Federal government still owes us \$200,000 in MAA revenue which is still under audit. She talked about Prop. 39 and what the money could be spent on. The ending fund

balance will decrease this year and next year, however, if our enrollment flattens out we will show a substantial increase in our fund balance the third year out. At this time we do have the finances available to fund our expenditures this year, next year, and the following year which gives our district a positive certification.

Mr. Geiger moved, seconded by Mr. Parisio, to approve the 2013/14 Second Interim Budget Report.

**AYES:** Geiger, Knight, Ward, Parisio & Munguia

**NOES:** None

**MOTION PASSED: 5-0**

3. **(Action)** Approve Local Control Funding Formula Certification. Mrs. Beymer stated that this is another component of the LCFE and it is this year's audit guide. They will be looking for the certification that the Board and Superintendent certify that we understand how the LCFE works and that the people filling out the reports and paperwork have been trained. Mr. Geiger moved, seconded by Mr. Parisio, to approve the LCFE Certification.

**AYES:** Geiger, Knight, Ward, Parisio & Munguia

**NOES:** None

**MOTION PASSED 5-0**

7. **ANNOUNCEMENTS**

7.1 The WHS & WIS Spring Concert will be held on April 10, 2014, at the Willows Memorial Hall.

7.2 The following are the dates and times for Open House at the different schools:

Tuesday, April 15, 2014, at 6:00 p.m.	Willows Community High School
Wednesday, April 16, 2014 at 6:00 p.m.	Willows Intermediate School
Thursday, April 17, 2014 at 6:00 p.m.	Murdock Elementary School

7.3 There will be a district-wide break from April 21-25, 2014.

7.4 Lamb Derby festivities will take place from May 5-10, 2014.

7.5 The next Regular Board Meeting will be held on May 8, 2014, at 7:00 p.m., at the Willows Civic Center.

7.6 The Glenn County Fair is from May 15-18, 2014.

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

At 9:02 p.m., the Board took a short recess after the Regular Board Meeting before going into Closed Session. Mr. Ward stated he will report out in Open Session upon the conclusion of Closed Session.

9. **CLOSED SESSION**

Closed Session began at 9:15 p.m.

9.1 Pursuant to Government Code §54957.6: Conference with Labor Negotiator – Agency Negotiator:  
Mort Geivett. Employee Organization: WUTA/CSEA, Non-Represented: Management and Confidential

10. **RECONVENE TO OPEN SESSION**

10.1 Announcement of Action Taken in Closed Session

At 9:58 p.m., the meeting reconvened to Open Session. Mr. Ward reported out:

Item 9.1 Information and update given by the Superintendent.

11. **ADJOURNMENT**

The meeting adjourned at 9:59 p.m.