

**WILLOWS UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION**

**Regular Meeting – September 1, 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 7:00 p.m. Present were: Mr. Munguia, Mrs. Knight, Mr. Geiger, Mr. Ward, and Mr. Parisio.

1.2 Welcome to Visitors

1.3 Flag Salute was led by John Alves.

**2. AGENDA/MINUTES**

2.1 Approve Minutes for the Regular Meeting of August 4, 2011. Mr. Ward moved, seconded by Mr. Munguia, to approve the minutes of August 4, 2011. The motion passed unanimously with 5 yes votes.

2.2 Approve Agenda for September 1, 2011. Mr. Munguia moved, seconded by Mrs. Knight, to approve the agenda for September 1, 2011. Dr. Geivett stated that we need to remove Melody Bettencourt from Item 5C-15. The motion passed unanimously with 5 yes votes with the above correction.

**3. PUBLIC COMMENTS - None**

**4. REPORTS**

4.1 **Employee Associations (WUTA & CSEA)** ó No report

4.2 **Principals**

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

- Collaboration is underway and the work is very serious and reflective. There is a lot of work to do.
- She has submitted a modification to the bell schedule for the Board's approval. Her staff is looking at the bell schedule very seriously to find more effective time on task opportunities.
- The computer lab is up and running with 32 new laptops that were purchased through the EETT Competitive Technology Grant.
- She is glad to have Evelyn Niehues on board in the library. She is doing a great job and Mrs. Niehues is keeping the library opening during lunch for the students.
- MES had a fantastic rally put on by the students of Willows High School. The kids were taught the fight song and the "jump". The MES students thoroughly enjoyed it and appreciated the high school students taking the time to come over.
- "Fabulous Fridays" are popular with the students. Mr. Bazan, Mrs. Funke, and Ms. McLaughlin are in charge of planning this activity.
- Corey Richards has designed the MES t-shirt. They are \$10.00 and the profits will go into ASB to purchase more t-shirts. They want every student to get a t-shirt.

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

- The newly formed WIS Parent League is promoting WIS with a new WIS t-shirt that will sell for \$8.50. Their goal is to have every parent, student, all staff members, and board members to have one.
- WIS has had two collaboration days this year. One of those days was to go over the PLC survey that was given to the staff at the end of last year to get their opinion of how effective they thought the PLC was. They shared the results with the staff which was very interesting and telling to both the staff and administration. He also informed his staff about what the District Leadership Team was all about as well as sharing the API and AYP results.
- Back to School Night was successful and had a decent turnout.
- They kicked off the annual magazine sale/cookie dough fundraiser which is their major fundraiser for the school year to help with student activities.
- The fitness award will be announced on September 15, 2011. WIS will be presented with an award in late October.

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

- Mr. Smith gave a handout of upcoming activities to the Board.
- Back to School Night was last night and had a decent turnout.
- WHS is working on reaching out to parents through a parent portal.
- The MES rally was a great time for students of both MES and WHS. Herkimer attended and was a star attraction.
- Test scores are down some at the high school and the school is going to work hard to raise them. To put things into perspective WHS has great kids and does great things for their students on a daily basis.
- Tomorrow is the first "Goose Island" day of the year and first home football game. WHS also has t-shirts for sale. WHS students get a t-shirt for \$1.00 each and they are for sale to the public for \$15.00 each.
- He will be attending a Common Core Standards Conference soon.
- Mr. Smith thanked the maintenance department for going over and above to help WHS. He also thanked our community members and staff for all they do.

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

- The year is off to a good start with 18 students. Some former students that returned to the high school are fitting in well at this point.
- WCHS has had zero referrals to date and attendance has been good so things are moving in a positive direction.
- Dr. Geivett thanked and gave words of praise to Randy Prinz as the new WCHS teacher. The support he gives to the students is very important. Dr. Geivett is happy to have him on board.
- Back to School Night will be September 7<sup>th</sup> at 6:00 p.m.

4.3 **Director of Business Services** ó **Ms. Skala** deferred until later in the agenda.

4.4 **Director of Categorical Programs** ó Testing Information ó **Mrs. Perez reported:**

- Information has been received regarding test scores. Mrs. Perez reminded the Board of the State and Federal requirements. The Academic Performance Index (API) Report is required by the State. The API target for all schools to meet is 800. The Adequate Yearly Progress (AYP) Report is a federal requirement. Required AYP targets increase yearly until 2013-14 when all schools must have 100 percent of their students performing at or above the proficient level on statewide tests. The Program Improvement (PI) Report supplements the AYP Report by providing information on the PI status of schools and school districts.
- Mrs. Perez stated that letters to parents would be going out soon.
- Mrs. Perez then explained the report to the Board. She did state that one student could be identified in three different areas, (i.e., Hispanic, English Learner, and Socioeconomically Disadvantaged).
- Discussion ensued regarding test scores and their value. Dr. Geivett stated that we are being judged on test scores by the State and the public and we need to close the gap and raise our test scores. Test scores are tied to Title I funding and at the federal level the politicians want to make sure school districts are spending our dollars effectively and they want accountability.

4.5 **Director of Transportation/Facilities Operations** ó No report

4.6 **Superintendent** ó **Dr. Geivett reported:**

- Dr. Geivett publicly thanked the teachers who put together the Kinder Camp, Fifth Grade Orientation, and the Ninth Grade Orientation.
- WUSD is off to a good start because of the good attitudes of the teachers, students, parents, and community members. The atmosphere at the school sites is very positive.
- He said that the parent portal is a very important piece of communication with parents. He has discussed this with Mr. Herniman, who is in charge of our technology. He informed Dr. Geivett that the portal is up and running technologically. What needs to happen next is to have an in-service for staff and parents to show them how to access the parent portal.
- WCHS is now housing classes for Butte College. Thirty-eight students are enrolled in math and 30+ are enrolled in English.
- Adult Ed and ROP classes have rented out all the spaces at WCHS, except for the one class and office that is being used for our WCHS students. It is working out very well.
- There was an article in last Saturday's newspaper on the contract settlements. Dr. Geivett commended both bargaining units for the positive relationships and atmosphere at the table.
- The District Leadership Team is going to focus on lesson delivery in the classroom and PLC work. These are two huge goals that we will be working on for the next few years.
- Back to School Nights were successful as well as the MES rally put on by WHS students.

- Dr. Geivett had the opportunity to visit Allan Junkø's ROP printing and graphics class today and Golden State Risk Management talked about work place safety and will come in periodically throughout the year to talk to the students, culminating with the students receiving certificates to show they are certified in work place safety.
- Dr. Geivett asked for a representative from the Board to participate on the Budget Committee. There will be a meeting on October 13<sup>th</sup> at 3:15 p.m. Michelle Knight volunteered.

**4.7 Governing Board Members**

**Mr. Ward** ó Mr. Ward stated it has been a busy and fun month. He attended all three Back to School Nights and enjoyed that. He is very happy to see a lot of enthusiasm at all the sites. He attributes the positive attitude to the leadership of our District. He is also very happy with the bargaining units of WUTA and CSEA and Dr. Geivett for working together and reaching their agreements. He attended the District Leadership Team meeting last week and has been assigned to the lesson delivery portion and realizes how important that focus is to help get our test scores up.

**Mrs. Knight** ó She also wanted to thank CSEA, WUTA and Dr. Geivett and their teams for all their work with negotiations. She saw many positive attitudes at the Back to School Nights and energetic teachers. She was pleased that the high school ag teachers hosted a mini back to school night this evening on their own time because they had meetings on the scheduled evening. She helped with the Golf Tournament and appreciated all the help from the volunteers from the WHS Boosters.

**Mr. Munguia** ó No report

**Mr. Parisio** ó He played at the WHS Boosters Golf Tournament along with Dr. Geivett, Dr. Geivett's brother-in-law, Mr. Smith, Mr. Geiger and his son, Colton, and had fun. Their team took third place and he said it was a great event. He also attended Back to School Night at WIS and WHS. He has also had the opportunity of going to some of the volleyball games at WIS and football games at WHS. He thinks the teams look good. He appreciates the calls from the school sites keeping parents informed. He stated in his almost ten years serving on the Board he can't remember ever settling so early in the year and thanked CSEA, WUTA, Dr. Geivett, and members on the bargaining teams. He said now we can focus on what is needed for our students. He thinks we live in a great community, but we still have a lot of work to do academically. He thinks there are good things to come for our District.

**Mr. Geiger** ó He enjoyed playing in the Boosters Golf Tournament and was proud to represent the District with a third place finish with his team. He was able to attend Back to School Nights at WIS and MES and thought they were very nice. He also said he thinks change is coming to our District ó a good change. He publicly thanked WUTA and CSEA for settling contracts, a two year contract for WUTA and a three year contract for CSEA. Now we can focus on what we are all here for, óPreparing today's students for tomorrow's challengesö. Mr. Geiger also thanked John Alves and his staff for the portable job they completed at WIS ó he thinks it looks amazing. He appreciates everything the maintenance department does for our schools.

**5. CONSENT CALENDAR**

**A. GENERAL**

1. Accept \$200.00 donation from Susan Boyd to go to Murdock Elementary School for classroom supplies.

**B. EDUCATIONAL SERVICES**

1. Approve Interdistrict requests for Students #11-12-27 through #11-12-30 to attend school in the WUSD for the 2011/12 school year.
2. Approve Interdistrict requests for Students #11-12-56 through #11-12-60 to attend school in another district for the 2011/12 school year.
3. Approve Butte College concurrent enrollment for WHS students.
4. Approve the WHS FFA Member Calendar for the 2011/12 school year.

**C. HUMAN RESOURCES**

1. Accept letter of resignation from Melody Bettencourt, WHS Cafeteria Cook, effective August 8, 2011.
2. Accept letter of resignation from Ashley Beck, MES Cafeteria Helper I, effective August 3, 2011.
3. Ratify employment of Mark Perkins as the WHS Woodshop Teacher, for the 2011/12 school year.
4. Ratify employment of Lillian Martinez as a temporary, part-time, WHS Life Science Teacher, for the 2011/12 school year.
5. Ratify employment of Jessamin Proctor as a WHS English Teacher, for the 2011/12 school year.
6. Ratify transfer of Nekki Bateman from a 3.9 hr. WIS Secretary I to the 4.0 hr. District Account Clerk (Accounts Payable), effective September 6, 2011.
7. Ratify employment of Sherry Brott as the 3.9 hr. WHS Library Media Specialist, effective August 15, 2011.

8. Ratify employment of Debra Guzman as the 3.9 hr. MES Clerical Aide II, effective August 15, 2011.
9. Ratify employment of Sarah MacDonald as the 3.5 hr. MES Cafeteria Helper I, effective August 15, 2011.
10. Ratify employment of Evelyn Niehues as the 3.9 hr. MES Library Media Specialist, effective August 15, 2011.
11. Ratify employment of Erin Taylor as the 3.9 hr. MES/WIS Account Clerk, effective August 16, 2011.
12. Ratify employment of Maria Briones as Instructional Aide II at WIS, pending fingerprint clearance.
13. Ratify employment of Bao Chang as Cafeteria Helper II at WHS, effective August 29, 2011.
14. Ratify employment of the following WHS Fall Coaches:

Varsity Football ó Volunteer	B. J. Boyd
Swimming ó (non-paid)	Tater Parham
Cross Country ó (non paid)	Evone LaCombe
15. Ratify employment of the following positions at WHS:

Concession Managers	Teresa Niehues & Melody Bettencourt
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16. Approve employment of the following extra duty assignments at WHS:

Young Farmers Advisor	Alex Xanthus
FFA Advisor	Amanda Samons
Yearbook (co-advisors)	Marge Ansel & Jessica Adhin
ASB Activities Co-Directors	Jessamin Proctor & Terri Moore
<u>Saturday School</u>	<u>Detention</u>
Maria Herrera	Paul DiGrande
Jessamin Proctor	Amy Steele-Stemple
Tiphannie Lopez	Maria Herrera
Lauren Albert	Marge Ansel
Shawn Lessenger	Tom Bryant
	Jessamin Proctor
	Teresa Woods
17. Approve employment of the following for extra duty assignments at WIS for the 2011/12 school year:

<u>Intervention Teachers</u>	<u>Lunch Detention</u>
Dianna Abold	Joyce Ksander
Cathy Fleming	Pam Steward
Karen Furtado	
Mark Huntley	<u>Intramural Coaches</u>
Dacia Lackey	Mike Fleming
Bill Shively	Inette Howard
Christine Stewart	Sondra Landberg
Mike Buckley	
<u>Breakfast/Noon Duty Aides</u>	<u>Other</u>
John Bazan	Noontime Activity ó Mark Huntley/Joyce Ksander
April Darby	ISS ó Sondra Landberg
Laura McClain	ASB Activities Director ó Dianna Abold
Jocabeth Nava	Yearbook Advisor ó Dianna Abold
Samantha Taylor	Ind. Study Coordinator ó Dianna Abold
18. Ratify employment of the following assignments at Murdock:

<u>Yard Duty/Crossing Guard</u>		
Barbara Breuss	Stacy Imhoff	Laura Owens
Delbert Mauzey	Terry Mokler	
Samantha Taylor	Laurin Tutsch	

**D. BUSINESS SERVICES**

1. Approve budget revisions.
2. Approve warrants from 8/3/11 through 8/24/11.
3. Approve ASB Quarterly and Annual Reports ó WHS.

Mr. Geiger moved, seconded by Mr. Parisio, to approve the Consent Calendar, excluding Item 5C-17 and modifying Item 5C-15 to remove Melody Bettencourt. A new employee will be added to next month's agenda. The motion passed unanimously with 5 yes votes.

Mr. Geiger moved, seconded by Mrs. Knight, to approve Item 5C-17. The motion passed with 4 yes votes and one abstention (Mr. Parisio).

**6. DISCUSSION/ACTION CALENDAR**

**A. GENERAL**

1. **(Information)** Second 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)**

Mr. Ward moved, seconded by Mr. Parisio, to approve the Board Policies per CSBA's Recommendations. The motion passed unanimously with 5 yes votes.

**B. EDUCATIONAL SERVICES**

1. **(Action)** Approve School Bus Routes for the 2011/12 school year. Mr. Geiger moved, seconded by Mr. Munguia, to approve the school bus routes for the 2011/12 school year. The motion passed unanimously with 5 yes votes.
2. **(Action)** Approve the revised bell schedule for MES for the 2011/12 school year. Mr. Parisio moved, seconded by Mrs. Knight, to approve the revised bell schedule for MES. The motion passed unanimously with 5 yes votes.

**PUBLIC HEARING: A Public Hearing will be held at this time to allow for public input regarding the Sufficiency of Textbooks and Instructional Materials, pursuant to the requirements of Education Code 6011 (Pupil Textbook and Instructional Materials Incentive Account).** President Geiger opened the Public Hearing at 8:15 p.m. No comments were made. At 8:16 p.m. President Geiger closed the Public Hearing.

3. **(Action)** Approve Resolution No. 2011-12-01, Sufficiency of Instructional Materials 2011-12. (Annual Requirement) Mr. Ward moved, seconded by Mr. Parisio, to approve Resolution No. 2011-12-01, Sufficiency of Instructional Materials 2011-12. The motion passed unanimously with 5 yes votes.

**C. HUMAN RESOURCES**

1. **(Action)** Approve employment of Kathryn Parsons, Grace Lozano-Trujillo, and Kim Welsh as Certificated Personnel for the 2011/12 school year. Mr. Parisio moved, seconded by Mr. Munguia, to approve employment of the abovementioned personnel for the 2011/12 school year. Mr. Geiger thanked the bargaining groups again by making concessions in negotiations which allowed the District to do the right thing and bring back teachers and lower class sizes. The motion passed unanimously with 5 yes votes.
2. **(Action)** Approve WUTA & CSEA Salary Settlement Public Disclosure Form. Mr. Geiger moved, seconded by Mr. Munguia, to approve the WUTA & CSEA Salary Settlement Public Disclosure Form. The motion passed unanimously with 5 yes votes.
3. **(Action)** Approve Tentative Agreement between WUSD and WUTA (completion of bargaining for the 2010/2011 school year). Mr. Munguia moved, seconded by Mrs. Knight, to approve the Tentative Agreement between WUSD and WUTA (completion of bargaining for the 2010/2011 school year). The motion passed unanimously with 5 yes votes.
4. **(Action)** Approve Tentative Agreement between WUSD and WUTA for 2011/2012 and 2012/2013. Mr. Munguia moved, seconded by Mr. Geiger, to approve the Tentative Agreement between WUSD and WUTA for 2011/2012 and 2012/2013. The motion passed unanimously with 5 yes votes.
5. **(Action)** Approve WUSD Certificated Teachers Salary Schedule for 2011/12. Mr. Parisio moved, seconded by Mrs. Knight, to approve the WUSD Certificated Teachers Salary Schedule for 2011/2012. The motion passed unanimously with 5 yes votes.
6. **(Action)** Approve Tentative Agreement between WUSD and CSEA Chapter #119 for a new three-year agreement: 2011/2012, 2012/2013, and 2013/2014. Mr. Geiger moved, seconded by Mr. Munguia, to approve the Tentative Agreement between WUSD and CSEA Chapter #119 for a new three-year agreement: 2011/2012, 2012/2013, and 2013/2014. The motion passed unanimously with 5 yes votes.
7. **(Action)** Approve Classified Salary Schedule for 2011/2012. Mr. Ward moved, seconded by Mr. Parisio, to approve the Classified Salary Schedule for 2011/2012. The motion passed unanimously with 5 yes votes.

**D. BUSINESS SERVICES**

1. **(Action)** Approve Resolution No. 2011-12-02, Adoption of the øGannø Limit. (Annual Requirement) Mr. Munguia moved, seconded by Mr. Ward, to approve Resolution No. 2011-12-02, Adoption of the øGannø Limit. Roll call vote was taken. The motion passed unanimously with 5 yes votes.
2. **(Action)** Approve Unaudited Actuals Financial Report for the Fiscal Year 2010/11. Ms. Skala addressed the Board. First of all, she wanted to inform the Board and welcome Nekki Bateman to the District Office as the new Account Clerk ø she believes she will be a great asset to the District. Ms. Skala reported that Unaudited Actuals is the financial conclusion based on actual data. We were funded on prior year ADA of 1,608. Our P2 ADA was 1,502, which was a significant drop; however, because of the charter school we do have to dock our prior year. At the First Interim, we will be re-assessing our figures when we know the actual number of students that have left the District. Some of the one-time monies are gone ø the stabilization funding and Title I Stimulus were expended in 2010/11, Federal Jobs monies were carried over; EETT ø ARRA funding has been spent. Fund 17 - Special Reserve and Fund 20 ø Post Retirement have been closed out as a result of GASB 54 and transferred into the General Fund. However, the balances of those two funds will reside in a fund balance as a reserve to maintain the integrity of the set asides they represent. Ms. Skala went through the rest of the report and in closing said she feels we are stable at this time, but we still need to plan for the worst and hope for the best. Mr. Geiger moved, seconded by Mr. Munguia, to approve the Unaudited Actuals Financial Report for the Fiscal Year 2010/11. The motion passed unanimously with 5 yes votes.
3. **(Action)** Approve Implementation of Associated Student Body (ASB) Indirect Fee. Mr. Geiger moved, seconded by Mr. Munguia, to approve the Implementation of an ASB Indirect Fee. Discussion ensued regarding the implementation. The conclusion was that Dr. Geivett and Ms. Skala thought 3% was a fair fee to charge to the sitesøASB accounts. The motion passed unanimously with 5 yes votes.
4. **(Action)** Approve 2011/12 K-3 Class Size Reduction Program Operations Application. (Annual Requirement) Mr. Geiger moved, seconded by Mr. Munguia, to approve the 2011/12 K-3 Class Size Reduction Program Operations Application. The motion passed unanimously with 5 yes votes.
5. **(Action)** Approve Resolution No. 2011-12-03, Restore Budgetary Flexibility Needed as a Result of AB 114. Mr. Geiger read the resolution aloud. Mr. Geiger moved, seconded by Mr. Ward, to approve Resolution No. 2011-12-03, Restore Budgetary Flexibility Needed as a Result of AB 114. Discussion ensued regarding the resolution. Roll call vote was taken. The motion passed unanimously with 5 yes votes.
6. **(Possible Action)** Fiscal and Program Sustainability Plan (formerly known as the Cut List). Dr. Geivett stated that at the last board meeting the Board asked him to come up with a more positive name for the Cut List. After a small competition at the District Office, the above name was chosen. This plan helps keep the District solvent and has to be revisited each year. Ms. Skala addressed the Board and explained the Plan to the Board in some detail. The last few pages of the Sustainability Plan give a history of the things that have been accomplished so we don't lose track of them. Barring no mid-year cuts she feels we are balanced and where we need to be. Dr. Geivett commended Ms. Skala for her hard work on the Sustainability Plan and how she put it together. No action was taken.

7. **ANNOUNCEMENTS**

- 7.1 The next Regular Board Meeting will be held on Thursday, October 13, 2011, at 7:00 p.m. at the Willows Civic Center.

At 8:48 p.m. the Board took a short recess after the Regular Meeting before going into Closed Session. President Geiger said he will report out in Open Session upon the conclusion of Closed Session.

8. **CLOSED SESSION**

Closed Session began at 9:00 p.m.

- 8.1 Pursuant to Government Code §54957.6: Conference with Labor Negotiator ø 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
- 8.3 Pursuant to Government Code §54957: Evaluation of Performance of a Public Employee: Superintendent ø Contract.

At 9:52 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 and direction given to Superintendent.

Item 8.3: Update given to Board and direction given to Superintendent.

9. **ADJOURNMENT**

The meeting was adjourned at 9:53 p.m.