

WILLOWS UNIFIED SCHOOL DISTRICT

Regular Meeting – November 1, 2018

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 Taylor called the meeting to order at 7:00 p.m.
- 1.2 Welcome to Visitors
- 1.3 Flag Salute was led by Ellen Hamilton.

2. **AGENDA/MINUTES**

- 2.1 Approve the Agenda for November 1, 2018.
Mrs. Knight moved, seconded by Mr. Geiger to approve the Agenda for November 1, 2018.
AYES: Geiger, Knight, Parisio, Taylor, and Ward
NOES: None
MOTION PASSED: 5-0
- 2.2 Approve the Minutes of the Regular Meeting of October 11, 2018.
Mrs. Knight moved, seconded by Mr. Geiger to approve the Minutes of the Regular Meeting of October 11, 2018.
AYES: Geiger, Knight, Parisio, Taylor, and Ward
NOES: None
MOTION PASSED: 5-0

3. **RECOGNITION OF RETIREE**

- 3.1 Cheryl Davis – Dr. Geivett presented Mrs. Davis a plaque honoring her 40 years of service to Willows Unified School District.

4. **PUBLIC COMMENTS** - None

5. **REPORTS**

5.1 **Employee Associations (WUTA & CSEA) – No Reports**

5.2 **Principals**

WHS – David Johnstone reported:

- Jennifer Ovitz, ASB Advisor, is looking at attending a training next summer for ASB. This past summer, she wasn't able to go as it conflicted with the Link Crew training she needed. She has been getting support in her new role from Jessie Proctor, Kerri Warren, and others.
- Teachers are reviewing test scores and finding ways to improve.
- Teachers are looking at SEL (Social Emotional Learning) and trying to find ways to make connections with students.
- Blood Drive was well attended with 42 individuals donating blood.
- Link Crew and CSF met and are planning to have study sessions for finals week. It's called "Cookies and Cram" and will be held the Thursday before finals from 3:30 p.m. – 6:00 p.m. They are also discussing holding study sessions once a month from 3:30 p.m. – 5:30 p.m. in the library with Link Crew leaders and CSF members offering peer tutoring services.
- Tim Drury and Caleb Fleming attended an InSide Out Initiative conference on October 23, 2018. InSide Out is a change in philosophy about athletics that promotes sports as a human growth experience.
- Tim Drury held a winter coaches meeting on October 30, 2018, and covered the details of coaching and expectations for coaches and student-athletes.

WIS – Steve Sailsbery reported:

- For Red Ribbon Week, the entire school (including staff) wore red shirts, filled in the outline of a ribbon, and then took an aerial picture using a drone. It turned out very well.
- Grade Level Review Team meetings will be held on November 15, 2018. These meetings review how all students are doing academically and which students might need intervention or other assistance.
- Breaking down test scores and looking at curriculum and instruction. Instruction is improving, especially in regards to utilizing technology. Staff feels it's important to put an emphasis on student motivation and incentives. Approximately, 50 CJSF students were surveyed regarding how they felt about the importance of the CAASPP test and how much effort they put into it. Most CJSF students felt it was important and put effort into it. Will be looking at polling all students at the school.
- Bunco for the Band will be November 8, 2018, at 6:00 p.m.

MES – Stephen Montana reported:

- Halloween Parade had a great turn out.
- Finished up the first trimester assessments. Data are being analyzed by staff to identify at risk students and placing them in appropriate intervention groups.
- Fall Festival was very well attended and had many fun booths. Staff members came up with activities that could be auctioned off to the students (e.g., lunch with a teacher, art with a teacher, and principal for the day).
- Third grade teachers are in the new classrooms. There are drainage issues in the back parking lot that have been addressed. Computer lab is up and running.
- Site leadership team has been working with GCOE in developing a baseline measure through a survey called the "FIA" (Fidelity Integrity Assessment). FIA is a schoolwide integrated framework for school transformation which helps monitor the progress of MTSS. Round Table meetings include school psychologists, speech therapists, and resource and mainstream teachers. Meetings will be providing resources, ideas, and incentives for the teachers to use with at-risk students discussed at the meetings.
- November 9, 2018, is the end of the first trimester.
- November 15-16, 2018, will be parent-teacher conferences. Students will be released at noon.
- November 13-16, 2018, is the PTO Book Fair.

WCHS – Dr. Geivett reported:

- Enrollment is 15 students.
- Visiting Genesis Care Center. As it gets colder, students will be inside playing games with the residents. Students made Halloween cards for the residents.
- Thanksgiving Feast is November 16, 2018 at 10:45 a.m.

5.3 Associated Student Body Report – Bucky Squier reported:

- Currently working on setting up a Homecoming Dance for Winter Homecoming and a winter rally.
- Guardian Angels will be ending at the end of Football Season. Will be doing something such as a barbecue to thank the girls who have taken care of the football team.
- Three new club proposals have come in--The Outdoor Club headed by Mrs. Ott, The Mental Health Awareness Club headed up by Mrs. Cano, and the Dance Club, headed up by Mrs. Ott and Ms. Enns. Waiting for bylaws and a list of starting members.

5.4 Director of Business Services – Debbie Costello reported:

- Bond funds have been depleted, and the general fund contribution so far is \$551,703.30. Continuing to explore the possibility of using Developer Fees to fund a portion of the MES project.
- District has nearly \$75,000 in E-Rate eligibility and an 80% discount rate which will allow the District to complete \$92,300 in technology improvements at a cost of \$18,500. Representatives from Infinity Communications & Consulting along with GCOE Technology staff have completed the legwork to get the District out to bid for wireless access points, switches, routers, and other technology equipment. Bid opening will be November 29, 2018. Hope to bring documentation to the December Board meeting in anticipation of board approval to award the contract to the successful bidder.
- Unduplicated Pupil Counts are generated by Free & Reduced Priced Meal eligibility, English learners, and Foster, Homeless, and Migrant Youth. These counts drive LCFF supplemental and concentration grant funding, Title I, Title II, Title III, Title IV, and various other grants and federal programs, and also determine E-Rate eligibility and funding. Prior to the District's participation in the Community Eligibility Provision for the food service program, a large percentage of our unduplicated pupil count was identified through the results of free and reduced priced meal applications processed. As those applications are no longer required under CEP, an income survey was distributed to households to help ensure that we would not lose critical funding. Ninety percent of the surveys were returned. Of the 10%

not returned, nearly 1/3 were identified as FRPM eligible through direct certification process with the State. This leaves approximately 100 students with undetermined eligibility. Historically, nearly 70% of the District's student population falls into an unduplicated pupil count category. Each unduplicated pupil count results in approximately \$2,400 in LCFF supplemental and concentration grant funding. If half of the 100 undetermined students should be in the unduplicated pupil count, that equates to \$120,000 in unfunded eligibility for LCFF, plus the impact to Federal programs and E-Rate. Identification options will be explored to attempt to reduce the numbers of unidentified students prior to the Fall 1 CALPADS certification.

- MAA funding has been held up for the past couple of years while program audits have occurred nationally. Changes in reimbursable activities have changed. Audits and subsequent settlements with back-casting adjustments have been completed, and funds are again starting to flow to districts. WUSD received \$22,942 on October 24, 2018, for the 1st and 2nd quarters of FY 2016-17. MAA is unrestricted general fund revenue and prioritized by WUSD for use towards the replacement of staff computers. Orders have been processed for WHS and MES and we expect to receive the order for WIS soon.

5.5 Director of State and Federal Programs – No report

5.6 Superintendent – Dr. Geivett reported:

- Working hard to save as much money as possible with the bond funding. Working with architects and contractors to that end, and holding them accountable when necessary for any delays or problems arising with the projects.
- Projects Update – almost finished, with just a few items left at each site:
 - WHS – Doors/keys/crash bars, thresholds, electrical issues in the foyer (light), cages, air conditioning in the band room.
 - WIS – key issues
 - MES – parking lot lights, parking lot paving, striping and signs, clean up
- Change order requests have been provided to the Board every month. There will be a master change order list for each project that will need Board approval, after which it is sent to Division of the State Architect as one of the last steps in signifying completion of the projects.
- Attended the Golden State Risk Management Authority annual conference last month. It was a good conference, with good speakers and sessions.
- Congratulations to Gina Taylor, who was one of 50 women selected as “Woman of the Year” through Congressman Garamendi’s office.
- Thank you to the staff and community for patience during the construction.
- Mrs. Knight asked whether staff members should be charged for appliances in their classrooms. She asked for it to be put on the December Board agenda.

5.7 Board of Education Members

Mr. Ward:

- Attended the Golden State Risk Management Authority’s annual conference.
- Attended the Fall Festival at MES.

Mrs. Knight: - No report

Mr. Parisio:

- Congratulations to the Varsity Volleyball team and the Cross Country team for winning their league championships.
- Wants the Board to consider paperless Board packets in the future.

Mr. Geiger: - No report

Mrs. Taylor:

- Attended the National FFA Convention with 17 students. They were able to see Garth Brooks and hear President Trump speak. Thank you to the community for their support of this event.

6. CONSENT CALENDAR

A. GENERAL

1. Accept donation from Kathi Meckfessel in the amount of \$50.00 for Mrs. Amaro’s class and \$50 for Mrs. Roessel’s at Murdock.
2. Accept donation from Tim Hector (Chico Source Facility Supply) in the amount of \$1,800.00 to go towards the lockers in the WHS Boys/Girls locker rooms.
3. Accept donation from WHS Boosters in the amount of \$659.96 to pay for 50% of the new trophy case in the WHS gym foyer.

- 4. Approve Change Orders from R&R Horn and McCuen Construction.

B. EDUCATIONAL SERVICES

- 1. Approve the Interdistrict Requests for Students #18-19-41 and #18-19-42 to attend school in another district for the 2018/19 school year.

C. HUMAN RESOURCES

- 1. Approve the employment of Georgia Criner, Cafeteria Cook at MES, effective October 22, 2018.
- 2. Accept resignation of Erika Johnstone, Instructional Aide I at WIS, effective October 26, 2018.
- 3. Approve the extra duty assignment at WHS of Julio Garcia for After School Tutorial (sub).
- 4. Approve Kathleen Jones teaching one additional section during a preparation period at WHS for the 2018/19 school year.
- 5. Approve Julio Garcia teaching one additional section during a preparation period at WHS for the 2018/19 school year.
- 6. Approve Daniel Zintzun teaching one additional section during a preparation period at WHS for the 2018/19 school year.

- 7. Approve the employment of the following coaches:

Rodrigo Raygoza	JV Boys Basketball – Head Coach (pending clearance)
Josh Martin	Boys Basketball Volunteer Coach (pending clearance)
Bill Carriere	Boys Basketball Volunteer Coach (pending clearance)
Mike Biggs	Boys Basketball Volunteer Coach
Scott Thur	Boys Basketball Volunteer Coach
Jeremiah Spooner	Boys Basketball Volunteer Coach (pending clearance)
John Spooner	Boys Basketball Volunteer Coach (pending clearance)
Mike Gleason	Boys Basketball Volunteer Coach (pending clearance)
Jeff Fleming	Boys Basketball Volunteer Coach (pending clearance)

D. BUSINESS SERVICES

- 1. Approve budget revision summary.
- 2. Approve warrants from 10/10/18 through 10/24/18.
- 3. Approve ASB Quarterly Reports – MES/WIS/WHS.

Mr. Parisio requested Item #6A-4 be pulled for discussion.

Mr. Geiger moved, seconded by Mrs. Knight to approve the Consent Calendar, with the exception of Item #6A-4.

AYES: Geiger, Knight, Parisio, Taylor, and Ward

NOES: None

MOTION PASSED: 5-0

Item #6A-4 – Mr. Parisio questioned whether some of the change order requests were necessary.

Mr. Geiger moved, seconded by Mrs. Knight to approve Item #6A-4.

AYES: Geiger, Knight, Parisio, Taylor, and Ward

NOES: ~~None~~ Parisio

MOTION PASSED: ~~5-0~~ 4-1

7. DISCUSSION/ACTION CALENDAR

A. GENERAL

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

BP 0410	Nondiscrimination in District Programs & Activities
BP 0415	Equity
BP 1020 - Delete	Youth Services
BP 1330	Use of School Facilities
BP 1400	Relations Between Other Governmental Agencies & the Schools
BP 2210	Administrative Discretion Regarding Board Policy
BP 3312.2	Educational Travel Program Contracts

BP 3320	Claims and Actions Against the District
BP 3514	Environmental Safety
BP 3514.1	Hazardous Substances
BP 3515.21	Unmanned Aircraft Systems (Drones)
BP 3516	Emergencies and Disaster Preparedness Plan
BP 4140/4240/4340	Bargaining Units
BP 4158/4258/4358	Employee Security
BP 5111	Admission
BP 5111.1	District Residency
BP 5112.5	Open/Closed Campus
BP 5125	Student Records
BP 5131.2	Bullying
BP 5145.3	Nondiscrimination/Harassment
BP 5145.9	Hate-Motivated Behavior
BP 6161.3 - Delete	Toxic Art Supplies
BP 6174	Education for English Learners
BB 9310	Board Policies

Information only – no action taken.

2. **(Information)** Williams Settlement – Willows Unified School District 2018-19 Glenn County Schools Deciles 1-3 Report. Dr. Geivett and Mr. Montana went over the report. Information only – no action taken.

B. EDUCATIONAL SERVICES

1. **(Action)** Approve the Local Indicators for the California School Dashboard. Ellen Hamilton reviewed the indicators and the matrix.
Mr. Geiger moved, seconded by Mr. Parisio to approve the Local Indicators for the California School Dashboard.
AYES: Geiger, Knight, Parisio, Taylor, and Ward
NOES: None
MOTION PASSED: 5-0
2. **(Information)** Draft Technology Plan Review. Dr. Geivett explained that the District is working on developing a new Technology Plan for grades K-12. Will be bringing back a plan for approval at the December meeting.

C. HUMAN RESOURCES

D. BUSINESS SERVICES

8. **ANNOUNCEMENTS**

- 8.1 Election Day is November 6, 2018.
- 8.2 Veterans’ Day Holiday (no school) will be observed on November 12, 2018.
- 8.3 The Ag Boosters Harvest Dinner will be held on November 15, 2018 at 6:00 p.m. at the Willows Elks Lodge.
- 8.4 Murdock Elementary will be holding Parent-Teacher Conferences November 15-16, 2018. School will be dismissed at 12:00 p.m.
- 8.5 There will be a district-wide break from November 19 – November 23, 2018.
- 8.6 The WHS Winter Concert will be held on November 30, 2018 at 6:00 p.m. at the Willows Memorial Hall.
- 8.7 The WIS Winter Concert will be held on December 12, 2018 at 6:00 p.m.
- 8.8 The Organizational Meeting will be held on December 13, 2018, at 7:00 p.m. at the Willows Civic Center.

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

At 8:30 p.m., the Board took a short recess after the Regular Meeting before going into Closed Session. President Taylor will report out in Open session upon the conclusion of Closed Session.

10. **CLOSED SESSION**

Closed Session began at 8:35 p.m.

10.1 Pursuant to Government Code §54956.9(a): Conference with Legal Counsel: Existing Litigation (one case)
Paul Bailey v. Willows USD et. al., Case No. 16CV01592.

11. **RECONVENE TO OPEN SESSION**

11.1 Announcement of Action Taken in Closed Session

At 8:37 p.m., the meeting reconvened to Open Session. President Taylor reported out:

Item 10.1: Update given to the Board.

12. **ADJOURNMENT**

Meeting was adjourned at 8:38 p.m.