

WILLITS UNIFIED SCHOOL DISTRICT
BOARD OF TRUSTEES

Regular Meeting

Willits High School Media Center
299 North Main Street, Willits, California
Wednesday, January 9, 2019
Closed Session – 4:30 p.m.
Open Session – 5:00 p.m.

Public Comments- Individuals may address the Board on regular session agenda items at the time they are under consideration.

MINUTES

1. Call Meeting to Order

Board President Bowlds called the meeting to order at 4:30 p.m.

2. Agenda Approval with the addition of action Item R, Attendance Waiver Form J-13A. MSP (Colvig/King) to approve the agenda with the addition of Item R.

Ayes: Bowlds, Colvig, King, Nunez
Noes: None
Absent: Chavez
Abstain: None

3. Public Comments on Closed Session Items

4. Recess to Closed Session

Board President Bowlds convened to closed session at 4:32 p.m.

A. Consideration of Stipulated Agreement, Case Number 2018/19-1 (*G.C. 54957*)

5. Reconvene to Open Session

Board President reconvened to open session at 5:07

6. Report out of Closed Session

MSP (Colvig/King) to approve Stipulated Agreement, Case Number 2018/19-1

Ayes: Bowlds, Colvig, King, Nunez
Noes: None
Absent: Chavez
Abstain: None

7. Flag Salute

Board Clerk Colvig led the flag salute.

8. Information

A Retirement Recognition (1)

Superintendent Westerburg honored Patricia Harrison for her service to the district since 1996. Patricia shared it was an honor to work at WUSD.

B. Presentation of 2017/18 Final Audit: Christy White Associates

CBO introduced John Whitehouse from Christy White Associates presented the final 2017/18 audit.

Student Board Representative arrived at 5:25 p.m.

9. WTA Comments

WTA President, Tessa Ford thanked Superintendent Westerburg for all the professional development to staff on Unlocking the Code and establishing an LCAP stakeholders committee.

10. CSEA Comments

CSEA President, Dan Green thanked Pat Harrison for her years to the district, site reps for LCAP stakeholder committee, looking forward to negotiations.

11. Superintendent Comments

Superintendent Westerburg advised that Unlocking the Code is making a difference and appreciates the hard work being done by teachers. Also working on math for our students (grades 3-5), basic skills to drill in the fundamentals. More technology into the classrooms. Only district in the county that is no longer in differentiated assistance. All sites have made improvements.

12. Board Comments

Board Clerk Colvig no comments received.

Board Member King no comments received

Board Member Nunez no comments received

Board President Bowlds no comments received

Board Member Chavez- absent

Student Board Member Case-Brackett- Reported that Hot Winters Night happened in December, wrestling is doing well. Basketball is also happening at WHS both JV basketball teams are doing very well and Varsity teams too.

13. Action/Discussion

A. Public Comments on the Consent Agenda

No comments were received.

B. Consent Agenda

The consent agenda included the following items: Approval of Minutes from the Regular Meeting Held on December 5, 2017, Approval of Minutes from the Regular Meeting Held on December 12, 2018, Approval of Employee Status Changes (7), Warrant Registers from November 29, 2018- December 31, 2018, Approval of Quarterly Williams Report, 2nd Quarter, Approval of FIT reports (6), Approval of School Accountability Report Cards (SARC's) (6),

MSP (Colvig/King) to approve the consent agenda as presented, with correction to SARC for Willits High School (Resource Specialist Non-teaching from 6 to 0) (Item 13-B-7)

Ayes: Bowlds, Colvig, King, Nunez

Noes: None

Absent: Chavez

Abstain: None

C. *Approval of 2017/18 Final Audit Report, Christy White Associates

MSP (Colvig/King) to approve the 2017/18 Final Audit Report, Christy White Associates

Ayes: Bowlds, Colvig, King, Nunez

Noes: None

Absent: Chavez

Abstain: None

D. *Approval of Skipping Criteria with Shared Seniority Dates as presented

MSP (Colvig/King) to approve the skipping criteria with shared seniority dates as presented

Ayes: Bowlds, Colvig, King, Nunez

Noes: None

Absent: Chavez

Abstain: None

E. PUBLIC HEARING-WUSD SUNSHINE PROPOSAL TO WTA 5:45 Government Code 3547 requires that the proposal of the District to the WTA be presented in a public hearing to seek public input on the proposal. This process is called “sunshining”. Once this process is completed, negotiations can begin. *The Board of Trustees encourages public input.*

Public Hearing Opened at 5:53 p.m. No public comments received Closed at 5:55 p.m.

F. Adoption of WUSD Sunshine Proposal to WTA for Contract Negotiation. ATTACHMENT A

MSP (Colvig/Nunez) to adopt the WUSD Sunshine Proposal to WTA

Ayes: Bowlds, Colvig, King, Nunez
Noes: None
Absent: Chavez
Abstain: None

G. WTA Sunshine Proposal to WUSD for Contract Negotiations ATTACHMENT B

MSP (Colvig/Nunez) to accept the WTA Sunshine Proposal to WUSD for Contract Negotiations

Ayes: Bowlds, Colvig, King, Nunez
Noes: None
Absent: Chavez
Abstain: None

H. PUBLIC HEARING-WUSD SUNSHINE PROPOSAL TO CSEA 5:46 Government Code 3547 requires that the proposal of the District to the CSEA be presented in a public hearing to seek public input on the proposal. This process is called “sunshining”. Once this process is completed, negotiations can begin. *The Board of Trustees encourages public input.*

Public Hearing opened at 6:00 p.m. No public comments received. Closed hearing 6:01 p.m.

I. Adoption of WUSD Sunshine Proposal to CSEA for Contract Negotiation. ATTACHMENT C

MSP (Colvig/King) to adopt the WUSD Sunshine Proposal to CSEA

Ayes: Bowlds, Colvig, King, Nunez
Noes: None
Absent: Chavez
Abstain: None

J. CSEA Sunshine Proposal to WUSD for Contract Negotiations. ATTACHMENT D

MSP (Colvig/King) to accept the CSEA Sunshine Proposal to WUSD for Contract Negotiations

Ayes: Bowlds, Colvig, King, Nunez
Noes: None
Absent: Chavez
Abstain: None

K. *Board Policy Revision: First Reading: BP 6142.3, Civic Education

L. *Board Policy Revision: First Reading: BP/AR 6145.2, Athletic Competition

M. *Board Policy Adoption: First Reading: BP/AR 6152.1, Placement in Mathematics Course

N. *Board Policy Revision: First Reading: BP 6170.1, Transitional Kindergarten

O. *Board Policy Revision: First Reading: BP/AR 6178, Career Technical Education

P. *Board Policy Revision: First Reading: BP 6190, Evaluation of the Instructional Program

Q. *Board Policy Revision: First Reading: BB 9110, Terms of Office

Board acknowledges acceptance of all policy revisions as stated above in Items K-Q

R. Approval of Waiver for Instructional Time Credit, School Closure Due to Unhealthy Air Quality.

MSP (Colvig/King) to approve the waiver for instructional time credit as presented. ATTACHMENT E

Ayes: Bowlds, Colvig, King, Nunez
Noes: None
Absent: Chavez
Abstain: None

14. Public Comments for Items Not on the Agenda
No comments were received.

15. *Items for the Next Regular Board Agenda

16. Adjournment

MSP (Nunez/King) to adjourn at 6:18 p.m.

Ayes: Bowlds, Colvig, King, Nunez
Noes: None
Absent: Chavez
Abstain: None

Mark Westerburg, Superintendent

Bob Colvig, Board Clerk

TO: Willits Teachers' Association
FROM: Willits Unified School District Board of Trustees
DATE: January 9, 2019
SUBJECT: Initial Proposal for Negotiations

The District proposes reopening the contract on the following articles:

CERTIFICATED AGREEMENT

ARTICLE TITLE	ARTICLE #
Organizational Security	V
Conditions of Employment	VII
Salaries and Salary Evaluation	VIII
Health and Welfare Benefits	IX
Leaves	XI
Procedures to Be Used in Evaluation of Employees	XIV
Vacancy, Assignment and Transfer	XVI
Appendixes	

January 6, 2019

To: Mark Westerberg, Willits Unified School District Superintendent
From: Robert Parmenter, Willits Teachers Association Negotiations Chair

The Willits Teachers Association (WTA) hereby notifies the Willits Unified School District (WUSD) of its intent to bargain a successor agreement to the current Collective Bargaining Agreement. We wish to sunshine articles as follows:

Article I—Agreement: in order to update and clarify language.

Article II—Recognition: status quo.

Article III—Affirmation: status quo.

Article IV—Definitions: status quo.

Article V—Grievance Procedure: status quo.

Article VI—Organizational Security: in order to update language and to meet legal requirements.

Article VII—Conditions of Employment: in order to update and improve conditions so as to attract and retain quality staff.

Article VIII—Salaries and Salary Evaluation: in order to provide a fair and equitable wage, and to attract and retain qualified staff.

Article IX—Health and Welfare Benefits: in order to provide quality care for unit members.

Article X—Safety Conditions of Employment: status quo.

Article XI—Leaves: to update leave language, especially as it relates to Maternal/Paternal Leave and differential pay.

Article XII—Shared contracts: status quo.

Article XIII—Procedures to be Used in Evaluation of Employees: status quo

Article XIV—Summer School: status quo.

Article XV—Procedures for Processing Charges Brought by Citizens Against School Employees: status quo

Article XVI—Vacancy, Assignment, Transfer: status quo.

Article XVII—Part-time Employment/Full-time Retirement Credit: status quo

Article XVIII—Reopeners: in order to clarify and clean up language regarding future contract modification.

Article XIX—Savings: status quo.

Article XX—Willits Adult School: in order to provide improved conditions for said employees.

We reserve the right to open any and all articles for discussion until the completion of negotiations. We look forward to meeting to set dates for negotiations as soon as possible.

Sincerely,



Robert Parmenter

Received
1-9-19

WILLITS UNIFIED SCHOOL DISTRICT
Office of the Superintendent

1277 Blosser Lane
Willits, CA 95490
(707) 459-5314

TO: CSEA
FROM: Willits Unified School District Board of Trustees
DATE: January 9, 2019
SUBJECT: Initial proposal for Negotiations

The District proposes reopening the contract on the following articles:

ARTICLE TITLE	ARTICLE #
Transportation	20
The District proposes changes to this article to clarify and simplify the language.	

Job Descriptions

The District and CSEA are continuing their work on Job Descriptions districtwide.

CSEA Willits Chapter #261
Negotiation Proposal for Successor Contract
July 1, 2019 to June 30, 2022

1. CSEA proposes a 3-year salary plan to be minimum wage compliant July 1, 2019-June 30, 2022.
2. CSEA proposes a 3-year benefit contribution plan for July 1, 2019— June 30, 2022.
3. Cover Page of Contract date change to July 1, 2019-June 30, 2022.
4. Article 1—Agreement; Update dates of new contract.
5. Article 4—Grievance Procedures; CSEA proposes that grievance option I of Level III include binding arbitration.
6. Article 6— Pay & Allowance; CSEA wishes to propose promotion salary placement option for those in longevity steps.
7. Article 9—Vacations; CSEA proposes additional vacation for employees with District longevity beyond 10 years.
8. Article 11— Leaves; CSEA proposes the addition of leave language in compliance with current laws.
9. CSEA would like to bargain an updated employee evaluation form.
10. Article 13— Training; CSEA would like to propose Professional Development training days for classified employees.
11. Article 14— Safety; CSEA proposes an update to language to include a response to complainant.
12. Article 17— Organizational Security; CSEA proposes language changes to be compliant with law.

13. CREATE A FORMALIZED "RECLASSIFICATION" PROCESS

Received
1-9-19

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
 FORM J-13A, REVISED DECEMBER 2017

SECTION A: REQUEST INFORMATION

- This form is used to obtain approval of attendance and instructional time credit pursuant to *Education Code (EC)* sections 41422, 46200, 46391, 46392 and *California Code of Regulations (CCR)*, Title 5, Section 428.
- Only schools that report Principal Apportionment average daily attendance (ADA) for the purpose of calculating a K–12 Local Control Funding Formula (LCFF) entitlement should submit this form.
- Refer to the instructions and frequently asked questions at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> for information regarding the completion of this form.

PART I: LOCAL EDUCATIONAL AGENCY (LEA)

LEA NAME: Willits Unified School District		COUNTY CODE: 23	DISTRICT CODE: 65623	CHARTER NUMBER (IF APPLICABLE):
LEA SUPERINTENDENT OR ADMINISTRATOR NAME: Mark Westerborg			FISCAL YEAR: 2018/19	
ADDRESS: 1277 Blosser Lane			COUNTY NAME:	
CITY: Willits		STATE: CA	ZIP CODE: 95490	
CONTACT NAME: Jennifer Maples	TITLE: Director of Technology	PHONE: 7074595314	E-MAIL: jennifermaples@willitsunified.com	

PART II: LEA TYPE AND SCHOOL SITE INFORMATION APPLICABLE TO THIS REQUEST (Choose only one LEA type):

<input checked="" type="checkbox"/> SCHOOL DISTRICT Choose one of the following: <input checked="" type="checkbox"/> All district school sites <input type="checkbox"/> Select district school sites	<input type="checkbox"/> COUNTY OFFICE OF EDUCATION (COE) Choose one of the following: <input type="checkbox"/> All COE school sites <input type="checkbox"/> Select COE school sites	<input type="checkbox"/> CHARTER SCHOOL
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PART III: CONDITION(S) APPLICABLE TO THIS REQUEST:

SCHOOL CLOSURE: When one or more schools were closed because of conditions described in *EC* Section 41422. LCFF apportionments should be maintained and instructional time credited in Section B for the school(s) without regard to the fact that the school(s) were closed on the dates listed, due to the nature of the emergency. Approval of this request authorizes the LEA to disregard these days in the computation of ADA (per *EC* Section 41422) without applicable penalty and obtain credit for instructional time for the days and the instructional minutes that would have been regularly offered on those days pursuant to *EC* Section 46200, et seq.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

MATERIAL DECREASE: When one or more schools were kept open but experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. Material decrease requests that include all school sites within the school district must demonstrate that the school district as a whole experienced a material decrease in attendance. Material decrease requests for one or more but not all sites within the school district must show that each site included in the request experienced a material decrease in attendance pursuant to *EC* Section 46392 and *CCR*, Title 5, Section 428. The request for substitution of estimated days of attendance for actual days of attendance is in accordance with the provisions of *EC* Section 46392. Approval of this request will authorize use of the estimated days of attendance in the computation of LCFF apportionments for the described school(s) and dates in Section C during which school attendance was materially decreased due to the nature of the emergency.

There was a Declaration of a State of Emergency by the Governor of California during the dates associated with this request.

LOST OR DESTROYED ATTENDANCE RECORDS: When attendance records have been lost or destroyed as described in *EC* Section 46391. Requesting the use of estimated attendance in lieu of attendance that cannot be verified due to the loss or destruction of attendance records. This request is made pursuant to *EC* Section 46391:

"Whenever any attendance records of any district have been lost or destroyed, making it impossible for an accurate report on average daily attendance for the district for any fiscal year to be rendered, which fact shall be shown to the satisfaction of the Superintendent of Public Instruction by the affidavits of the members of the governing board of the district and the county superintendent of schools, the Superintendent of Public Instruction shall estimate the average daily attendance of such district. The estimated average daily attendance shall be deemed to be the actual average daily attendance for that fiscal year for the making of apportionments to the school district from the State School Fund."

SECTION B: SCHOOL CLOSURE

Not Applicable (Proceed to Section C)

PART I: NATURE OF EMERGENCY (Describe in detail.)

Supplemental Page(s) Attached

Willits Unified School District was closed due to unhealthy air quality levels as a result of the Camp Fire. "The hazard is great enough that Mendocino College, Ukiah Unified and Willits Unified school districts cancelled classes today, and the county government closed the administrative offices at mid-day due to the smoke, which ranges from hazardous to unhealthy across the county." All campuses in WUSD are open - air campuses. Having school in session would be extremely hazardous and unsafe for both employees and students.

PART II: SCHOOL INFORMATION (Use the supplemental Excel form at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Attach a copy of a school calendar. If the request is for multiple school sites, and the sites have differing school calendars, attach a copy of each different school calendar to the request.)

A	B	C	D	E	F	G	H	I
School Name	School Code	Site Type	Days in School Calendar	Emergency Days Built In	Built In Emergency Days Used	Date(s) of Emergency Closure	Closure Dates Requested	Total Number of Days Requested
Willits High	2335487	Traditional	180	1	0	11/9/2018	11/9/2018	1
Brookside Elementary	6025290	Traditional	180	1	0	11/9/2018	11/9/2018	1
Blosser Lane Elementary	6108369	Traditional	180	1	0	11/9/2018	11/9/2018	1
Sherwood	6104590	Traditional	180	1	0	11/9/2018	11/9/2018	1
Beachtel Grove middle School	6025282	Traditional	180	1	0	11/9/2018	11/9/2018	1
Sanhedrin Alternative	0136887	Traditional	180	1	0	11/9/2018	11/9/2018	1

PART III: CLOSURE HISTORY (List closure history for all schools in Part II. Refer to the instructions for an example.)

A	B	C	D	E	F
School Name	School Code	Fiscal Year	Closure Dates	Nature	Weather Related Yes/No
Willits High	2335487	2017/18	10/9-13/2018	Mendocino County Fire	No
Brookside Elementary	6025290	2017/18	10/9-13/2018	Mendocino County Fire	No
Blosser Lane Elementary	6108369	2017/18	10/9-13/2018	Mendocino County Fire	No
Sherwood	6104590	2017/18	10/9-13/2018	Mendocino County Fire	No
Beachtel Grove middle School	6025282	2017/18	10/9-13/2018	Mendocino County Fire	No
Sanhedrin Alternative	0136887	2017/18	10/9-13/2018	Mendocino County Fire	No

SECTION C: MATERIAL DECREASE

- Not Applicable (Proceed to Section D)
 Supplemental Page(s) Attached

PART I: NATURE OF EMERGENCY (Describe in detail.)

PART II: MATERIAL DECREASE CALCULATION (Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 10 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance (October/May)	Dates Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance	Qualifier: 90% or Less (F/C)	Net Increase of Apportionment Days (C-F)
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
			-			0.00%	0.00
Total:		0.00			0		0.00

PART III: MATERIAL DECREASE CALCULATION FOR CONTINUATION HIGH SCHOOLS (Provide the attendance in hours. Use the supplemental Excel file at <https://www.cde.ca.gov/fg/aa/pa/j13a.asp> if more than 5 lines are needed for this request. Refer to the instructions for information on completing the form including the definition of "normal" attendance.)

A	B	C	D	E	F	G*	H
School Name	School Code	"Normal" Attendance Hours	Date Used for Determining "Normal" Attendance	Date of Emergency	Actual Attendance Hours	Qualifier: 90% or Less (F/C)	Net Increase of Hours (C-F)
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
						0.00%	0.00
Total:		0.00			0.00		0.00

*Qualifier should be 90% or less except when the governor declares a state of emergency or in the case of a Necessary Small School (NSS) site.

SECTION D: LOST OR DESTROYED ATTENDANCE RECORDS

Not Applicable (Proceed to Section E)

PART I: PERIOD OF REQUEST The entire period covered by the lost or destroyed records commences with _____ up to and including _____.

PART II: CIRCUMSTANCES (Describe below circumstances and extent of records lost or destroyed.)

PART III: PROPOSAL (Describe below the proposal to reconstruct attendance records or estimate attendance in the absence of records.)

CALIFORNIA DEPARTMENT OF EDUCATION
REQUEST FOR ALLOWANCE OF ATTENDANCE DUE TO EMERGENCY CONDITIONS
FORM J-13A, REVISED DECEMBER 2017

SECTION E: AFFIDAVIT

PART I: AFFIDAVIT OF SCHOOL DISTRICT, COUNTY OFFICE OF EDUCATION, OR CHARTER SCHOOL GOVERNING BOARD MEMBERS – All applicable sections below must be completed to process this J-13A request.

We, members constituting a majority of the governing board of Willits Unified School District, hereby swear (or affirm) that the foregoing statements are true and are based on official records.

Board Members Names

Board Members Signatures

Alex Bowlds

Robert Colvig

Robert Chavez

Paula Nunez

Jeannie King

Absent

At least a majority of the members of the governing board shall execute this affidavit.

Subscribed and sworn (or affirmed) before me, this 9th day of January, 2019.

Witness: Trina Cardillo (Name) [Signature] (Signature) Title: Exec. Admin. Asst. of Mendocino County, California

PART II: APPROVAL BY SUPERINTENDENT OF CHARTER SCHOOL AUTHORIZER (Only applicable to charter school requests)

Superintendent (or designee): _____ (Name) _____ (Signature) Authorizing LEA Name: _____

PART III: AFFIDAVIT OF COUNTY SUPERINTENDENT OF SCHOOLS

The information and statements contained in the foregoing request are true and correct to the best of my knowledge and belief.

County Superintendent of Schools (or designee): _____ (Name) _____ (Signature)

Subscribed and sworn (or affirmed) before me, this _____ day of _____, _____.

Witness: _____ (Name) _____ (Signature) Title: _____ of _____ County, California

COE contact/individual responsible for completing this section:

Name: _____ Title: _____ Phone: _____ E-mail: _____