

WILLITS UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES

Regular Meeting

Willits High School Media Center

299 North Main Street, Willits, California

Wednesday, March 4, 2015

Closed Session- 2:30p.m.

Open Session-4:30p.m.

MINUTES

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

1. Call Meeting to Order

Board President Carni called the meeting to order at 2:45 p.m.

2. Closed Session Agenda Approval

MSP (Bowlds/Rodriguez) to approve the agenda as presented.

Ayes: Carni, Harris, Neary, Bowlds, Rodriguez

Noes: None

Absent: None

Abstain: None

3. Public Comments on Closed Session Items

No comments were received.

4. Recess to Closed Session

Board President Carni recessed to closed session at 2:46 p.m.

5. Reconvene to Open Session

Board President Carni reconvened to open session at 4:30 p.m.

6. Report out of Closed Session

Superintendent Patricia Johnson reported that the following action was taken during closed session:

Concerning:

A. Public Employee Discipline/Dismissal/Release (G.C 54957)

During the previous closed session the board acted to authorize the superintendent or her designee to notify 2.0 FTE temporary certificated employees, pursuant to Ed Code § 44954(b), that they will not be reemployed for the 2015/16 school year. A roll call vote was taken, and the motion passed unanimously.

During the previous closed session, the board acted to authorize the superintendent or designee to notify administrators pursuant to Ed Code §44951, that they may be released or reassigned for the 2015/16 school year. A roll call vote was taken, and the motion passed unanimously

The board tabled Item C. Consideration of Leave of Absence Request (1) Certificated until the April board meeting.

D. Consideration of Leave of Absence Request (1) Classified (G.C. 55957)

MSP (Rodriguez/Bowlds) to approve the classified leave of absence as presented.

Ayes: Carni, Harris, Neary, Bowlds, Rodriguez

Noes: None

Absent: None

Abstain: None

E. Consideration of Early Retirement Incentive (1) Classified (G.C. 54957)

MSP (Rodriguez/Harris) to approve the Early Retirement Incentive as presented.

Ayes: Carni, Harris, Neary, Bowlds, Rodriguez  
Noes: None  
Absent: None  
Abstain: None

7. Flag Salute

Board President Carni led the flag salute.

8. Agenda Approval

MSP (Bowlds/Rodriguez) to approve the agenda with the addition of Item 17.L. Items for the Next Agenda.

Ayes: Carni, Harris, Neary, Bowlds, Rodriguez  
Noes: None  
Absent: None  
Abstain: None

10. Recognition

A. Maintenance, Operations and Transportation

This item will be brought to the May meeting.

B. Fiscal Services

Director of Fiscal Services Tanya Michel recognized Lynda Walker, Payroll Technician, and Roberta Watkins, Accounting Technician, both from Fiscal Services for their outstanding work in the department, and for providing unfailing service to district employees and the public.

9. Public Comments for Items Not on the Agenda

Tom Woodhouse thanked the board for addressing the difficult items on the board agenda. He requested the district provide the numbers of students who are not currently on track to graduate. He noted that the number of ELL identified students at Willits High School seems low to him, and would like to know the criteria for identification.

Elsa Jessup shared her concerns with the current positions shared by the union presidents and students. She suggested all students, parents, staff, community and administration refrain from placing blame; assume their own personal responsibility for their role in the current morale of the district. She called for accountability all levels, and no more finger pointing.

11. Information

A. Prop 39 Update

Superintendent Patricia Johnson introduced Hank Kiefert, from Indoor Environmental Solutions, who explained the Prop 39 State Funding program. He explained the funding is to allow districts to upgrade current aging facilities to environmentally and energy efficient facilities. He stated that this is a proforma program that requires the district identify savings that match the expenditures. He stated that his company will provide the energy audit, and develop a Facilities Energy Master Plan, and that both items are required to obtain funding through this program. He assured the board that his company does not “come back for extras” on contracts, and that his company has the most approvals in the state with the California Energy Commission. He assured the board that all the work is done in-house, and that they have the expertise to deliver.

B. Mendocino College-Willits USD Partnership

Superintendent Patricia Johnson explained the partnership that Willits Unified and Mendocino College are pursuing. SEE ATTACHMENT B.

C. Textbook Adoption Update

Baechtel Grove Middle School Principal Maria Munguia reported that the due to the delays in the State adopting instructional materials the district is waiting to adopt new materials. She stated that until the State Adopted List is approved the district is providing training in the 1300 page ELL/ELD framework, piloting CPM in grades 6-9 in

Mathematics, and studying the instructional shift needed for the new literacy standards included in the Social Studies and Sciences. She noted the Next Generation Science standards (adopted in 2013) also require a shift in instructional strategies, and that STEM may be a good start. She invited all to be a part of the Instructional Materials Review Committee. She added that the *Engage New York* Math program, while not on the State Adopted list, is adopt-able if the process is followed.

#### D. Academic Eligibility for Extra Curricular Activities at Willits High School Report

Willits High School Principal Jeff Ritchley shared student eligibility for extracurricular activities statistics, and the programs in place to assist students come out of an ineligible status. He explained that there will be informational meetings held explaining eligibility to incoming ninth graders, including a new six session eligibility clinic. SEE ATTACHMENTS C and D.

A lengthy discussion took place about concerns for the current ineligible rates and suggestions of how they may be improved.

#### E. Gym Floor Use Policy Development Update

Willits High School Principal Jeff Ritchley reported that the high school held an open forum meeting regarding the gym floor use policy. He shared the suggestions, and positions of the attendees. He also shared the current use agreement. SEE ATTACHMENTS E and F.

A lengthy discussion took place about the use policy and suggestions for revision.

#### F. Career Technical Education Program Update

Superintendent Patricia Johnson reported that she attended a Career Pathways meeting to learn how the high school can better align the programs offered to be a more effective feeder program for the college programs.

#### G. Title 1 Funding and Staff Reduction

Superintendent Patricia Johnson reported that Title 1 funding has been over spent through carryover dollars being budgeted for ongoing expenses. She stated that through the budget clean up, these expenditures will be reduced or assigned to other funding sources.

### 12. WTA President's Reports, Requests, and Comments

WTA President Paula Nunez shared the concerns of the Executive Council about the changes to employee discipline procedures in the district. She stated that the actions of the district are perceived as punitive by both CSEA and WTA. She stated that trust is a fragile thing, hard won, and easily broken. She stated that the past couple of months seem to have inconsistencies in the discipline process. She reported that the Director of Technology position is strongly opposed by the unit. The unit would like to see custodial positions put back prior to the hiring of any FMOT Assistant. She added that the unit is opposed to anyone teaching without credentials.

### 13. CSEA President's Reports, Requests, and Comments

CSEA Representative Shauna Martin concurred with the comments made by WTA President Paula Nunez.

### 14. Site Administrator Comments

Brookside Principal Olga O'Neill reported that Judy Fiel provided music and movement lessons to all Brookside students. She noted that this professional development was provided by contributions from Script and the Education Foundation. She invited the board to attend the March 12 Family Game Night. She reported that there will be registration for kindergarten March 25 and 26, and that informational meetings are being held to get the word out.

Blosser Lane and Sherwood Elementary School Principal Robert Chavez reported that he is appreciative of the Blosser Lane and Sherwood staff for changing the lives of students every day. He reported that Sherwood has 50% of the science fair projects moving on to the county science fair. He reported that the schools celebrated Read Across America Day, and that Sherwood students will be visiting the steelhead hatchery, and a therapy dog will be visiting them at school soon. He reported that the schools will be participating in Harvest of The Month units provided by a grant that promotes healthy nutrition. He reported that Blosser Lane students also won awards at the Willits Science Fair. He

noted that the PTO is working with Goodwill as a fundraiser, and students and staff are participating in Pennies for Patients as a way to give back, donating all proceeds to the Leukemia and Lymphoma Society. He stated that Blosser Lane had the pleasure of hosting the County Office of Education Board of Trustees' Meeting.

Baechtel Grove Middle School Principal Maria Munguia reported that emergency responders came in and trained Baechtel Grove Middle School students hands only CPR. She stated that by the end of next week all Baechtel Grove Middle School students will have received this training. She reported that the 5<sup>th</sup> grade parent visitations took place last week. She invited the board to Pi day next Friday. She reported that the Language Arts teachers will be attending training on Expository Reading and Writing Curriculum to address the Common Core State Standards in Language Arts. Principal Munguia reported that there are parent nights planned in the coming weeks Math Night, ELAC, and AVID. She welcomed Linda Bailey as the new custodian at Baechtel Grove Middle School. She invited the board to the Baechtel Grove Middle School Renaissance Faire at the end of the May, noting that this event was funded by a Willits Education Foundation donation.

Willits High School Principal Jeff Ritchley reported that Sanhedrin students had a ping pong tournament today and invited the board to the Sanhedrin Spaghetti Cook Off tomorrow, at 9:30 a.m. He congratulated the basketball and wrestling teams for their success this season going to playoffs and State Championships. He reported that the spring sports season has started. He welcomed Nicole Burke to the counseling staff and Ruben Nieto to the custodial staff at Willits High School. Principal Ritchley reported that senior interviews begin on March 5, and the first AVID field trip is planned to visit the Sacramento State and UC Berkeley campuses.

#### 15. Superintendent Comments

Superintendent Patricia Johnson updated the board on LCAP goals, the LCAP meetings being held district wide, attendance and enrollment projections, district wide staffing and new positions, as well as the Mendocino College-Willits USD partnership that is being explored. SEE ATTACHMENT A and B.

#### 16. Board Comments

Board Member Neary expressed his displeasure in the board not allowing Tom Woodhouse to share his concerns about the CTE position at the beginning of the meeting during public comment and stated his belief that the board had moved away from rigid processes and formality. He stated his strong opposition to the board not allowing people to finish speaking. He requested Mr. Woodhouse and the Superintendent call him in the morning to share information with him about the CTE position. Board Member Neary excused himself from the meeting.

Student Board Representative Naomi Ramirez stated the ineligibility rate is unacceptable, that she wants to see a full time woodshop teacher, and that all of the change in the district has left students cynical. She expressed her support of Summer Academy for the incoming 9<sup>th</sup> graders.

Board Member Laurie Harris shared that she has received the calls and anonymous letters from the community, and that she has read them. She stated that unless people can put their name on the letters, the letters lose their validity and nothing can be done with them. She stated that she spent three days at Willits High School last week, and she enjoyed hearing the students. She stated that the Ag farm is a beautiful piece of property that needs to be fully utilized. She reported that she will be donating a bee box to the Ag farm and her husband will tend to the bees.

Board Member Alex Bowlds thanked Lynda Walker, Roberta Watkins and Tanya Michel for their work in fiscal. He complimented Tanya on her reports that are easy to read, and well explained. He shared his concerns about the number of students still ineligible for sports, and appreciated Naomi's comments, and asked how it can be fixed. He stated that he is happy to speak with the community, and staff about their concerns and shares their concerns about the atmosphere in the district, noting that the board is taking steps to correct that.

Board Member Saprina Rodriguez stated that she believes we can do better, and thanked everyone for taking the time to share their concerns and thoughts. She stated her commitment to working together to get the job done.

Board President Cynthia Carni directed the Superintendent to form a Superintendent Subcommittee to work with the Kids Club and one or two board members to resolve issues.

Board Member Harris and Board Member Rodriguez volunteered for the subcommittee.

#### 17. Action Discussion

A. Public Comments on Consent Agenda Items

No comments were received.

B. Consent Agenda

The consent agenda included the following items: Approval of Minutes from the Regular Meeting held on February 4, 2015, Approval of Minutes from the Special Meeting held on February 19, 2015, Approval of Employee Status Changes (6), Warrant Registers from January 22, 2015 through February 19, 2015, Approval of Winter Release CARS, Approval of Contract for Audit Services-Christy White and Associates, Approval of Christy White Bond Audit Service Agreement through June 30, 2015, Approval of Memorandum of Understanding with Nuestra Alianza Summer Program, Second Reading and Final Approval of BR and AR 6146.11 Alternative Credits Towards Graduation, Second Reading and Final Approval of BP and AR 6172.1 Concurrent Enrollment.

MSP (Bowlds/Rodriguez) to approve the consent agenda as presented.

Ayes: Carni, Harris, Bowlds, Rodriguez  
Noes: None  
Absent: Neary  
Abstain: None

C. \*Prop 39 Planning Services-Contract for Services

Superintendent Patricia Johnson explained that this contract for services will engage Indoor Environmental Services to conduct the audit, develop and implement a comprehensive Facility Energy Master Plan, and complete the Energy Expenditure Plan, and required documents and certifications to CEC for Prop 39 funding requests.

MSP (Rodriguez/Bowlds) to approve the contract for services as presented.

Ayes: Carni, Harris, Bowlds, Rodriguez  
Noes: None  
Absent: Neary  
Abstain: None

D. \*Approval of Administrative Regulation 4117.31- Criteria to Determine the Order of Termination among Certificated Employees with the Same Date of Paid Service

Superintendent Patricia Johnson explained that AR 4117.31 includes the criteria to be used in the event of equal seniority dates and skipping criteria to be used to skip certain kinds of district needs in the event of a layoff. The board approves this criteria each year prior to reductions.

MSP (Bowlds/Harris) to approve AR 4117.31 Skipping Criteria as presented.

Ayes: Carni, Harris, Bowlds, Rodriguez  
Noes: None  
Absent: Neary  
Abstain: None

E. \*Approval of Resolution Number 2014/15-11, Regarding Support of Community College Courses at Willits High School

Board Member Bowlds shared his concerns about safety and security for Willits High School Students, noting he would like to have a comprehensive plan of how this will work in front of him prior to approving this resolution.

MSP (Rodriguez/Harris) to approve Resolution Number 2014/15-11, Regarding Support of Community College Courses at Willits High School.

Ayes: Carni, Harris, Rodriguez  
Noes: Bowlds  
Absent: Neary  
Abstain: None

Motion Carried.

F. Approval of Resolution of Reduction or Discontinuance of Particular Kinds of Services, Resolution Number 2014/15-7

Superintendent Patricia Johnson explained that the district has determined that due to deficit spending in Title One funds it in the best interest of the District to reduce or eliminate certain Certificated School Services by resolution of the Board.

MSP (Carni/Harris) to approve Resolution Number 2014/15-7 Resolution of Reduction or Discontinuance of Particular Kinds of Services.

Ayes: Carni, Harris, Bowlds, Rodriguez  
Noes: None  
Absent: Neary  
Abstain: None

G. \*Approval of Job Description: FMOT Assistant

Board Member Harris shared her concerns about an additional support person for the FMOT department. Superintendent Patricia Johnson explained this was not an additional secretarial support for the director and that it is to provide some internal capacity for the whole department. Clarence Rhine stated that he would not work with an assistant for safety reasons, and shared his concerns with the proposed position.

MSP (Carni/Rodriguez) to approve the FMOT Assistant job description.

Ayes: Carni, Rodriguez  
Noes: Bowlds, Harris  
Absent: Neary  
Abstain: None

Motion failed.

H. \*Approval of Revision to Physical Education Coordinator Job Description

Superintendent Patricia Johnson explained that current legislation requires elementary age students (grades K – 5) to have 220 minutes of physical education every 10 days. The Physical Education Coordinator positions were cut prior to this administration due to budget reductions. Approval of these revisions will support the development of this needed program at our elementary schools.

MSP (Bowlds/ Harris) to approve the revisions to Physical Education Coordinator job description.

Ayes: Carni, Harris, Bowlds, Rodriguez  
Noes: None  
Absent: Neary  
Abstain: None

I. \*Approval of District Office Relocation

Superintendent Patricia Johnson explained that the current district office location takes away valuable classroom space from our elementary program, exposes our student to unwanted campus disruptions, and prevents the public from meeting with district administration in a confidential environment. Information provided to the board in previous meetings indicated that the financial burden of a new facility. The district is requesting approval to move forward with the relocation of the district office to the portable classrooms behind Blosser Lane Elementary. Access to the district office facility would be available through the addition of a driveway estimated cost of \$48,000 - \$60,000. Work to complete the driveway would begin within the 2014- 15 school year. SEE ATTACHMENT G.

Board Member Harris suggested pouring a sidewalk so people can walk around Blosser Lane to the new location of the district office, instead of the driveway and separate parking.

MSP (Rodriguez/Carni) to approve the district office relocation, including the completion of the driveway for public access.

Ayes: Carni, Bowlds, Rodriguez  
Noes: Harris  
Absent: Neary  
Abstain: None

Motion carried.

J. \*Approval of Resolution Number 2014/15-12: For Elementary (K-8) Assignments in 2014/15  
Superintendent Patricia Johnson explained that Education Code 44258.2 allows that the holder of a single subject or standard teaching credential with his or her consent, be assigned by action of the local governing board to teach classes in grades five to eight, inclusive, if he or she has a minimum of 12 semester units, or 6 upper division or graduate units of coursework at an accredited institution in the subject to which he or she is assigned. All the requirements for this board authorization have been met.

MSP (Rodriguez/Bowlds) to approve Resolution Number 2014/15-12, For Elementary (K-8) Assignments in 2014/15.

Ayes: Carni, Harris, Bowlds, Rodriguez

Noes: None

Absent: Neary

Abstain: None

K. Special Order of Business

1) \*Approval of Superintendent Salary Schedule

The district was directed by the board to provide a salary schedule for the superintendent for consideration at this meeting.

MSP (Rodriguez/Carni) to approve the Superintendent Salary Schedule as presented.

Ayes: Carni, Rodriguez

Noes: Harris, Bowlds

Absent: Neary

Abstain: None

Motion failed.

L. Items for the Next Agenda

- Pairing up PGE Meters Report
- Academic Eligibility/Graduation Eligibility
- Cost of Algebra Academy-APEX for Two Weeks
- Voc Ed Tour in Month of April

18. Adjournment

MSP (Harris/Rodriguez) to adjourn at 8:07 p.m.

Ayes: Carni, Harris, Bowlds, Rodriguez

Noes: None

Absent: Neary

Abstain: None

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Patricia Johnson, Superintendent

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Laurie Harris, Board Clerk