

WILLITS UNIFIED SCHOOL DISTRICT  
BOARD OF TRUSTEES  
*Regular Meeting*  
Willits High School Media Center  
299 North Main Street, Willits, California  
Wednesday, April 2, 2014  
Closed Session – 3:30 p.m.  
Open Session – 4:30 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 Rodriguez called the meeting to order at 3:30 p.m.

2. Closed Session Agenda Approval

MSP (Bowlds/Carni) to approve the closed session agenda as presented.

Ayes: Carni, Bowlds, Neary, Rodriguez

Noes: None

Absent: Harris

Abstain: None

3. Public Comments on Closed Session Items

No comments were received.

4. Recess to Closed Session

Board President Rodriguez recessed to closed session at 3:32 p.m.

A. Conference with Labor Negotiators: WTA, CSEA, Administration, Confidential Classified, District Representative: Superintendent (*G.C. 54957.6*)

B. Existing Litigation, CFW v WUSD, Napa County Superior Court Case Number 26-59822 (*G.C. 54956.9*)

C. Request for Certificated Leave of Absence (1) (*G.C. 54957*)

D. Consideration of Stipulated Agreement, Case Number 2013/14-3 (*G.C. 54957*)

E. Consideration of Stipulated Agreement, Case Number 2013/14-4 (*G.C. 54957*)

F. Consideration of Stipulated Agreement, Case Number 2013/14-5 (*G.C. 54957*)

5. Reconvene to Open Session

Board President Rodriguez reconvened to open session at 4:38 p.m.

6. Report out of Closed Session

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

Regarding:

A. Conference with Labor Negotiators: WTA, CSEA, Administration, Confidential Classified, District Representative: Superintendent (*G.C. 54957.6*)

MSP (Bowlds/Carni) to approve the early retirement incentive request as presented.

Ayes: Carni, Bowlds, Neary, Rodriguez

Noes: None

Absent: Harris

Abstain: None

Regarding:

C. Request for Certificated Leave of Absence (1) (*G.C. 54957*)

MSP (Carni/Neary) to approve the Certificated Leave of Absence as presented and authorize the employee to work overseas during the leave.

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

Regarding:

D. Consideration of Stipulated Agreement, Case Number 2013/14-3 (*G.C. 54957*)

E. Consideration of Stipulated Agreement, Case Number 2013/14-4 (*G.C. 54957*)

F. Consideration of Stipulated Agreement, Case Number 2013/14-5 (*G.C. 54957*)

MSP (Carni/Bowlds) to approve the Stipulated Agreement, Case Numbers 2013/14-3, 2013/14-4, and 2012/14-5, as presented.

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

7. Flag Salute

Brookside students led the flag salute.

8. Agenda Approval

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

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

9. Information

A. Brookside School

Brookside Principal Olga O'Neill introduced Carol Brinkerhoff and Marette Myers, and their students. The kindergarten and 2<sup>nd</sup> grade students explained the process for their research papers, and shared the resulting books that they created. The Brookside students sang the Brookside Pledge for the board.

B. BAN Repayment Options

1) Greg Isom- Financial Advisor

Superintendent Johnson introduced Greg Isom, from Isom Advisors. Mr. Isom explained some options that would not have an impact on the general fund for the July 14, 2014 repayment of the Bond Anticipation Note. He explained the ten years of assessed valuation, and cost for options presented. SEE ATTACHMENT A.

2) Vikki Todd-Mendocino County Office of Education, Chief Financial Officer

Vikki Todd, Chief Financial Officer from Mendocino County Office of Education explained the short term, year to year loan option for repayment of the BAN. CFO Todd explained the county would need to know the amount needed to borrow by June of this year, if the district was inclined to take advantage of the loan option. She noted that there would be an impact to the general fund. She offered to provide estimated repayment amounts to the district.

The board requested a special meeting on April 23, 2014 at 5:00 p.m. to allow the community to give input on this decision. Superintendent Johnson stated that the meeting would be advertised and a survey made available on the website for input.

The board requested that the documents be drafted to keep all of the options available to them, explaining that after receiving input from the community, they could make a decision.

C. Sale of Commercial Street Property Update

Superintendent Johnson explained that due to a flood way identified in a FEMA study the fair market value for the Commercial Street property has been set at \$290,000.

10. Public Comments for Items Not on the Agenda

Mike Harrison shared his concerns about the pot holes in the Blosser Lane parking lot. Superintendent Johnson explained that the parking lot is on the list of deferred maintenance projects being prioritized.

11. WTA President's Reports, Requests, and Comments

WTA President Paula Nunez shared the association's concerns about inconsistent discipline at school sites, suggesting a district wide plan of expectations, serious concerns about the special education positions on the agenda, and that many of the big ticket items on the agenda related to administration, when so many employees have been told to be patient and wait for things to get better. She stated that if paying a COLA and paying the bills are a hardship, then hiring administrators is as well. She noted that WTA appreciates the invitation to participate in the interviews.

12. CSEA Comments

CSEA President Dany Laurent stated that the classified staffing level is not optimal, and this impacts students. She reminded the board that for years, classified employees have absorbed more duties with no additional pay, or time. She noted that while CSEA appreciates the addition of new positions to the unit, they would like to see some of the old positions put back, that were lost as part of reductions away years ago.

13. Administrator Comments

Brookside Principal Olga O'Neill reported that Open House is Thursday, April 10, with kindergarten students singing La Raspa at 5:15 p.m. She updated the board on the recent successful events held at Brookside Elementary, and reported that they have preregistered 67 kindergarten student so far. Principal O'Neill announced that the kindergarten program will be full day next year, and they are projecting 130 students.

Baechtel Grove Middle School (BGMS) Principal Maria Munguia reported that the 5<sup>th</sup> grade visitations are scheduled, and the BGMS team with current BGMS students will be visiting Blosser to talk to parents and incoming 6<sup>th</sup> graders at the Blosser Lane Open House. She invited the board to BGMS Open House on April 9<sup>th</sup> at 6:00 p.m. She stated the focus of open house will be on student writing and student created posters. Principal Munguia invited the board to the 8<sup>th</sup> grade Enchilada Feed Fund Raiser on April 25<sup>th</sup>, and the 7<sup>th</sup> grade Renaissance Fair on May 31.

Willits High School Principal Dr. Jeffrey Ritchley reported that testing season is in full swing at the high school, with the junior class participating in the Early Assessment Program, 10<sup>th</sup> graders taking the STAR Science exams, and next month the school will be participating in the Smarter Balanced Assessments. Dr. Ritchley reported that the first of the mobile computer labs is ready to roll into classrooms, and the rest are soon to follow. He reported that the high school will be holding a blood drive. Dr. Ritchley reported that participation in spring sports is excellent and that WHS will have the WASC mid year visit tomorrow.

14. Superintendent Comments

Superintendent Johnson thanked Jerry Myer, Saving Bank, JD Redhouse, sites and administrators for a great Student of the Quarter celebration this week. She reported that the district has entered into an agreement with MCOE and CalFresh to help the agency reach more food stamp eligible families in our community. She thanked Christy Wisdom and the Food Services Department for attending the open houses to share information with families. There will be two

events per year to share the information, and encourage families to take advantage of this valuable service provided to our community. Superintendent Johnson reported that WECS has decided to not provide Transitional Kindergarten next year, and WUSD will enter into an MOU with the charter school. She reported that the charter board also rescinded the letter requesting removal from SELPA. Superintendent Johnson reported that the proposed job descriptions build capacity in WUSD to address student safety, learning and compliance priorities. She noted that the extensive deferred maintenance project list needs to be prioritized, and costs assessed. Superintendent Johnson reported that when 3<sup>rd</sup> grade was moved last year to Brookside, enrollment was down, and the district was unaware of the extensive renovations required to keep some classrooms useable. Superintendent Johnson reported the cost to move an existing portable to the site is estimated to be over \$125,000. She stated that enrollment is up, and with the addition of TK to Brookside, she believes it may be necessary to move third grade back to Blosser, and asked direction from the board. She added they may want to sell the portables instead of moving them. She offered to meet with parents of current 2<sup>nd</sup> grade students, as well as the Brookside and Blosser Lane staff. She will bring their comments to the board on May 7 so the board can make a decision.

The board asked Superintendent Johnson to find out what the cost of renovating the west wing at Brookside would be.

#### 15. Board Comments

Board Member Carni stated that she loves seeing the Brookside students and enjoyed the presentation.

Board Member Alex Bowlds stated that the deferred maintenance list of projects is concerning, and that he is amazed that the facilities were allowed to fall in to such disrepair. He is concerned that addressing these issues will impact what we can offer our employees. He shared his concern about the approval of new administrative positions being approved prior to the settling of contract negotiations with our unions.

#### 16. Action Discussion

##### A. Public Comments on Consent Agenda

Paula Nunez asked that Consent Agenda Items 6, 8, 10, and 11 be discussed.

The PIVOT contract was explained, and an error on the board report regarding the funding was corrected. The PIVOT contract will be funded out of Common Core funds, not LCAP.

Questions were answered and a discussion took place about the Consent Agenda Items 6, 8, 10, and about striking Item 15.

##### B. Consent Agenda

MSP (Rodriguez/Neary) to approve Consent Agenda Items 1, 2, 3, 4, 5, 7, 9, 11, 12, 13, and 14,

Ayes: Carni, Bowlds, Neary, Rodriguez

Noes: None

Absent: Harris

Abstain: None

MSP (Bowlds/Carni) to approve Consent Agenda Items 6, 8, and 10, with Item 15 being stricken.

Ayes: Carni, Bowlds, Neary, Rodriguez

Noes: None

Absent: Harris

Abstain: None

The consent agenda included the following items: Approval of the Minutes from the Special Meeting held on March 5, 2014, Approval of the Minutes from the Regular Meeting held on March 5, 2014, Approval of Single Plans for Student Achievement-New Horizons, Sanhedrin and Secondary Community Day School, Approval of Employee Status Changes (3), Warrant Registers February 27, 2014 through March 13, 2014, Approval of Willits USD Actuarial Report 2014, Approval of Williams Quarterly Report-3<sup>rd</sup> Quarter, Approval of Contract of Services-Dolores Fissette, Approval of Carl Perkins Career Technical Education Plan, Approval of Contract for Services- Educational Testing Service, Approval of

Contract of Services 14/15 to 16/17: PIVOT Learning-Common Core Implementation, Approval of Contract for Services- Center for Hearing Health, Approval of AVID Contract 2014/15, Approval of Contract for Services: Aarrestad-Gjervik-Erate Services..

C. \*Approval of Staywell Participation Resolution Number 2013/14-19

Director of Fiscal Services Cynthia Brown reported that Willits Unified participates in a Joint Powers Authority (JPA) composed of 11 Mendocino County districts and one small Sonoma County district for employees' health benefits. The board is required to annually approve WUSD participation in Staywell.

MSP (Neary/Bowlds) to approve the Staywell participation Resolution Number 2013/14-19.

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

D. \*Approval of Accounting of 12/13 Educational Protection Act (EPA) Funding Resolution Number 2013/14-21

Director of Fiscal Services Cynthia Brown reported that the District is required to annually post on its website an accounting of how much money was received from EPA and how the money was spent.

MSP (Bowlds/Carni) to approve the Accounting of the 12/13 Educational Protection Act (EPA) Funding Resolution Number 2013/14-21.

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

E. \*Consideration of Director of Curriculum and Instruction Job Description

Superintendent Johnson reported that this revision of the current job description will remove oversight of site administration from the job description. This revision will also include the development, implementation, and oversight of Common Core curriculum; oversight and implementation of all federal title programs; along with oversight of English Learners and Special Education curriculum. She explained that the combination of four schools oversight with this position is not optimal. She stated that with LCAP sub-group focus, technology, and EL support needs, new testing methodologies, curricular needs and professional development needed to support these goals, the district needs a position that is solely focused on the curriculum and instruction, and not distracted by site responsibilities. She stated that the district is requesting approval of the job description and to advertise and recruit for the position. The candidates will be brought to the board for a final interview.

Yvonne Winter shared her concerns about all of the new positions, when WTA has waited eight years for an increase, and CSEA does not have parity with neighboring districts. She stated that the proposed job descriptions and salaries improve the district office, and make the district top heavy. She questioned the appropriateness of funding and assignments. She encouraged the board to not create new administrative positions until the units have settled in negotiations. She stated her disappointment for giving up her master's stipend believing it was going to help the unit.

John Haschak offered to provide information from CTA that explains clearly that increasing teacher salaries to attract and retain highly qualified teachers is allowable under LCAP funding.

MSP (Neary/Rodriguez) to approved the Director of Curriculum and Instruction Job Description with the caveat being the LCAP plan is complete and presented to the board, and that the final interviews be before the board.

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

F. \*Consideration of Director of Maintenance, Facilities and Transportation Job Description

Superintendent Johnson explained that the proposed revision to current job description will replace the day to day duties and responsibilities for running of the transportation department with supervisory responsibility. She noted that supervisory responsibilities will include the hiring, evaluation and termination of transportation employees, and oversight of legal requirements within the transportation department. Additional qualifications and duties/responsibilities will include minimum of five years experience in skilled trade(s) and knowledge of bid process. Superintendent Johnson explained that the current Director of Maintenance, Operations and Transportation Sandy Eddy retires in May.

MSP (Carni/Neary) to approve the Director of Maintenance, Facilities and Transportation job description.

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

G. \*Consideration of Transportation Lead Job Description

This item was tabled until the next meeting.

H. \*Consideration of Director of Special Education and Medical Activities Administration Job Description

Superintendent Johnson explained the duties being removed from the current position and the additional duties for the proposed position.

Yvonne Winter expressed her concerns about giving an administrator MAA duties, and paying administrator wages, for something that has been capably done by classified employees in the past.

There was discussion about the value and need for a full time Special Education Director.

MSP (Neary/Rodriguez) to approve a stand alone Director of Special Education job description and to hire a classified MAA coordinator using Medi-Cal funds.

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

I. \*Consideration of Accounting Technician II Job Description

Superintendent Johnson explained that there is a vacancy in the accounts payable position of fiscal services. CSEA has agreed to place this new position at Range 30 of the classified salary schedule.

MSP (Bowlds/Neary) to approve the Job Description: Accounting Technician II: Classified.

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

J. \*Board Policy Revision: First Read: BP and AR 1240, Volunteer Assistance

This item was tabled until the next meeting.

K. \*Board Policy Revision: First Read: BP and AR 3350: Reimbursements

This item was tabled until the next meeting.

L. \*Approval of Revised/Corrected Administrative Salary Schedule

This item was tabled until the next meeting.

M. \*Approval of Revised Confidential Classified and Classified Management Salary Schedule

This item was tabled until the next meeting.

N. \*Approval of Resolution Number 2013/14-22: Resolution to Declare Intent to Sell Property and Publication of Notice Thereof

Superintendent Johnson explained that with a new minimum bid for the Commercial Street property, this resolution allows for the advertisement of the property sale. A notice will be run in the newspaper for three weeks. The Board finds that the Property is not and will not be needed for instructional purposes or for other District purposes in the foreseeable future; Pursuant to Education Code section 17455 *et seq.* this Board intends to sell the Property with improvements thereon (excluding 2 portable buildings on site) on an “as is, where is” basis. Interested bidders may inspect the Property on April 21, 2014 at 11:00 a.m. She added that the Board will meet and consider offers to purchase the Property on May 7, 2014, at the hour of 5 p.m., at its regular Board meeting scheduled for that date.

MSP (Bowlds/Carni) to approve Resolution Number 2013/14-22, Resolution to Declare Intent to Sell Property and Publication of Notice Thereof.

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

18. Adjournment

MSP (Neary/Carni) to adjourn at 9:00 p.m.

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

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Patricia Johnson, Superintendent

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Cynthia Carni, Board Clerk