

V.A./MAY.14

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Keller McDonald, Superintendent

DATE: May 7, 2014

**ITEM: DISTRICT FACILITY IMPROVEMENT PROJECT
FUNDING AND TIMELINE**

Background Information:

The Board last revised the District Facility Improvement Project Timeline in September, 2013, based on estimated funding availability and project costs. Since that time, the District has made progress on several projects, received cost estimates for projects, and received clarification about the purposes for which Proposition 39 energy efficiency funding may be used. In addition, the District and QKA, our architect, discovered we each had a different understanding regarding the funding available for our various projects.

Current Consideration:

At this time, the Board will review the District Facility Improvement Project Timeline presented in a spreadsheet format rather than a table format. The spreadsheet allows information to be displayed and tracked more easily. QKA will present a summary of project design work that has been accomplished, and the Board will explore solutions to the difficulties related to the mismatch between the District's and consultant's understanding of the funding allocated for Measure I projects.

Recommendations:

The administration respectfully recommends the Board provide direction regarding moving forward on Measure I facility improvement projects. The Board may find that no formal action is required in this matter. However, this has been placed on the agenda as an action item to allow the Board the opportunity to make changes to the District Facility Improvement Project Timeline, if needed.

Attachments:

Yes

West Sonoma Union High School District - Measure I Bond Projects
Progress and Priority Matrix

mgmt code	PROJECT	Board Approved Phase	Board Approved Timeline/Budget Sept. 11, 2013	Hard Construction Contractor Costs If BID Award Max.	Change Order Contingency: 10% (Hard Construction)	Soft Cost ** Contingency: 30% Allowance	Overall Unknowns Contingency: 2%	Total as of 4/14/2014 Spent to Date	Budget less Expense = Balance	Project Complete
1 8001	DW Facility Master Planning	Pre 2012	181,162	0	0	181,162	0	181,162	0	Yes
2 8002	DW Solar Project	Pre 2012	5,206,307	4,621,755	62,514	522,038	0	5,206,307	0	Yes
3 8003	E/AHS Demolition of Portables	Pre 2012	40,645	40,645	0	0	0	40,645	0	Yes
4 8004	DW Server Upgrades	Pre 2012	44,100	44,100	0	0	0	44,100	0	Yes
5 0000	DW Audits/Filings/Assistance	Phase 1	40,000	0	0	55,781	0	55,781	(15,781)	Ongoing
6 8005	AHS Renovate Existing Bleachers	Phase 1	90,000	89,725	0	0	0	89,725	275	Yes
7 8006	EHS Concept Plans for Performing Arts	Phase 1	78,000	0	0	78,822	0	78,822	(822)	Yes
8 8007	EHS Roof Replacement	Phase 1	625,000	530,600	0	91,694	0	622,294	2,706	Yes
9 8008	EHS Rebuild Tennis Courts	Phase 1	144,000	62,178	0	77,722	0	139,900	4,100	Yes
10 8009	AHS Concept Plans for Band Room	Phase 1	15,000	0	0	15,000	0	15,000	0	Yes
11 8010	AHS Roof Replacement	Phase 1	901,000	715,879	0	175,290	0	891,169	9,831	Yes
12 8011	DO Replace Retaining Wall	Phase 1	25,000	24,735	0	0	0	24,735	265	Yes
13 8012	AHS Concept Plans for Stadium	Phase 1	12,000	12,344	0	0	0	12,344	(344)	Yes
14 8013	EHS Concept Plans for Stadium	Phase 1	8,000	8,000	0	0	0	8,000	0	Yes
15 8013	EHS Science Bldg Upgrades	Phase 1	36,000	30,786	0	2,321	0	33,107	2,893	Yes
16 8015	E/AHS Replace Restroom Partitions/Finishes	Phase 1	308,000	233,401	30,286	26,364	5,990	296,041	11,959	Yes
17 8016	AHS Analy Ventilation Project	Phase 1	280,000	214,283	0	36,191	0	250,474	29,526	Yes
18 8018	E/AHS DM projects/Analy Clock Tower	Phase 1	136,000	136,000	0	0	20,855	156,855	(20,855)	Yes
19 8020	DW Emergency Gas Shut Offs	Phase 1	45,000	42,380	0	14,232	0	56,612	(11,612)	Yes
20 8009	AHS Band Room Design Fees + Construction	Phase 1	2,100,000	1,470,000	147,000	441,000	29,400	66,588	2,033,412	Yes
21 8017	EHS Well Project & Irrigation	Phase 1	220,000	154,000	15,400	46,200	3,080	70,479	149,521	Yes
22 8024	EM El Molino Pathway Lighting	Phase 1	100,000	70,450	7,045	21,135	1,409	0	100,000	Yes
23 8021	AHS Stadium (pbox 1, bleachers 2, turf 2, track 2)	Phase 1, 2, 3	4,130,000	2,908,500	290,850	866,554	58,170	5,996	4,124,004	Yes
24 8006	EHS Performing Arts Facility	Phase 2	6,200,000	4,366,200	436,620	1,258,280	87,324	51,580	6,148,420	Yes
25	EHS 2015 Roof Replacement Projects	Phase 2	600,000	422,600	42,260	126,780	8,452	0	600,000	Yes
26	AHS 2015 Roof Replacement Projects	Phase 2	500,000	352,150	35,215	105,645	7,043	0	500,000	Yes
27	E/AHS DM projects (2015-2019)	Phase 2	147,000	103,521	10,352	31,056	2,070	0	147,000	Yes
28 8022	EHS Stadium (turf 2, track 2, bleachers 3, lighting 3)	Phase 2 & 3	3,746,000	2,638,100	263,810	782,783	52,762	8,647	3,737,353	Yes
29	EHS Remodel Gym/Foyer Restrooms	Phase 3	350,000	246,479	24,648	73,944	4,930	0	350,000	Yes
30	LHS Replace Restroom Finishes	Phase 3	60,000	42,254	4,225	12,676	845	0	60,000	Yes
31	LHS Roofs and Gutters	Phase 3	32,000	22,535	2,254	6,761	451	0	32,000	Yes
32	E/AHS DM projects (2019-2022)	Phase 3	147,000	103,521	10,352	31,056	2,070	0	147,000	Yes
	Totals		26,547,214	19,707,121	1,382,831	5,080,487	284,851	8,406,363	18,140,851	
	Available Funding		27,163,940			26,455,290		8,406,363	27,163,940	
!!	Projected "Bid Award Amount" Bold = Future Projects							Apparent Buffer	708,650	
**	Soft Costs, Future Projects - include Architects, Engineers, Inspectors, Construct. Mgmt, DSA fees, CDE fees, CEQA							Remaining Funds as of Today	18,757,577	
	Actual Soft Costs Indicated on Completed Projects									
	Total Bonds Authorized by Measure I = \$23,800,000							Funds Currently Approved/Reviewed by the Board for Work Remaining	18,140,851	
	NOTES, CROSSCHECKS, ASSUMPTIONS:									
	Bonds issued June 2011									
Series A	1,920,000	Budget by Phase								
Series B	5,951,794	Pre 2012	5,472,214	Available Funding as of 4/15/14	23,553,919	Cash 4/15/14	Expense to 4/15/14 by Phase			
Series C	45,000	Phase 1	5,413,000	Bond Sale Revenue	2,771,863	7,838,042	Pre 2012	5,472,214		
Total	7,916,794	Phase 2	13,273,000	OPSC Mod Match	43,385	2,771,863	Phase 1	2,867,926		
Balance authorized for future issues:	15,883,206	Phase 3	2,389,000	Interest	5,000	43,385	Phase 2	66,223	planning only	
		check	26,547,214	Bleacher donation	789,773	5,000	Phase 3	8,406,363		
				Developer fee	27,163,940	318,297	check			
				Total		10,976,587				
						2,570,223				
						2,481,848				
						Cash/Treasury chk				

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: May 7, 2014

ITEM: **CONSIDERATION OF APPROVAL OF FINAL ACTION ON RESOLUTION #14.MAY.2013-2014 AND DECISION NOT TO REEMPLOY CERTIFICATED EMPLOYEE FOR THE 2014-2015 SCHOOL YEAR**

BACKGROUND INFORMATION:

On March 5, 2014, the Board of Education took action to approve a Resolution reducing Particular Kinds of Service of certificated employees for the 2014-2015 school year. As required by Education Code, the Board must take final action not to reemploy those affected employees by Resolution in open session with final layoff notice delivered to certificated employees on or before May 15th.

CURRENT CONSIDERATION:

Site administrators met with the appropriate District staff to review enrollment and staffing for 2014-2015. After careful review of enrollment and staffing needs at each District school, it is necessary for the District to recommend Board approval of the Final Action on Resolution #14.MAY.2013-2014 And Decision Not To Reemploy Certificated Employees For The 2014-2015 School Year. Mia Del Prete, Human Resources Manager and the appropriate site administrator, have met with the employee who will be affected by this final action.

RECOMMENDATION:

It is respectfully recommended that the Board of Education approve the Final Action on Resolution #14.MAY.2013-2014 And Decision Not To Reemploy Certificated Employees For The 2014-2015 School Year.

ATTACHMENTS:

Yes

**BEFORE THE GOVERNING BOARD
OF THE
WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT
SONOMA COUNTY, CALIFORNIA**

Resolution and Decision Not to)
Reemploy Certificated Employees) **RESOLUTION #14.MAY.2013-2014**

WHEREAS, the Governing Board of the WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT (“District”) adopted a Resolution in the Matter of the Reduction or Discontinuance of Certain Particular Kinds of Services (“Resolution”) on or before March 15, 2014, authorizing and directing the Superintendent or Superintendent’s designee, to initiate and pursue procedures necessary not to reemploy the equivalent of .16270 FTE certificated employees of this District pursuant to Education Code sections 44949 and 44955 because of a reduction and/or discontinuance of particular kinds of services; and

WHEREAS, the Superintendent, or Superintendent’s designee, duly and properly served a Notice of Reduction or Discontinuance of Particular Kinds of Services (“Notice”) on Christine Sleight (“Employee”) on or before March 15, 2014, indicating that the Governing Board did not intend to reemploy Employee to the extent indicated in the Resolution and Notice for the 2014-2015 school year; and

WHEREAS, Employee was informed of his/her right to request a hearing and that failure to do so in writing by the date specified in the aforementioned Notice would constitute a waiver of the right to a hearing; and

WHEREAS, Employee either did not submit a timely request for hearing, or submitted a timely request and then rescinded the request.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that considering the certificated staff requirements of the District for the 2014-2015 school year, as well as the seniority and qualifications of each of the certificated employees of the District, the services of Employee will not be required for the ensuing school year to the extent indicated in the Resolution and related Notice to Employee;

BE IT FURTHER RESOLVED that the Superintendent, or Superintendent's designee, is authorized and directed to give Final Notice to Employee that Employee's services will not be required by this District for the 2014-2015 school year. Said notice shall be given by serving upon Employee a true copy of this Resolution and Decision Not to Reemploy Certificated Employees.

BE IT FURTHER RESOLVED that this decision is effective immediately.
Duly and regularly adopted this 7th day of May, 2014, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Kellie Noe, Governing Board President

I, Diane Landry, Clerk of the Governing Board of the WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT, do hereby certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its meeting held on May 7, 2014.

Diane Landry, Governing Board Clerk

V.C./MAY.14

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: May 7, 2014

ITEM: **CONSIDERATION OF APPROVAL OF RESOLUTION #15.MAY.2013-2014 IN THE MATTER OF THE ELIMINATION/REDUCTION OF CERTAIN POSITIONS IN THE CLASSIFIED SERVICE AND DIRECTING NOTIFICATION OF CLASSIFIED EMPLOYEES**

BACKGROUND INFORMATION:

Barbara DeCaro holds the position of District Accountant/Analyst and Technology Specialist. The Accountant position is with the confidential group; however, the Technology Specialist is a position with the classified union. With Barbara's announcement back in April 2014 of her upcoming retirement on July 1, 2014, District administration will restructure the District office staff to fit the current needs of the District.

CURRENT CONSIDERATION:

Shelley Stiles, Business Manager and Mia Del Prete, Human Resources Manager met with Mark Ballard, CSEA President and Lynnette Cowsert, CSEA Vice-President to discuss the layoff effects of the Technology Specialist as it is part of the CSEA Union. Mark Ballard and Lynnette Cowsert are in agreement to layoff the District Technology Specialist and increase the work year of the Analy Technology Specialist from 10.5 month to 12 months to cover technology needs for Laguna High School, the Special Education Consortium and the District Office.

District administration is working to create a part-time position that will replace the Accountant/Analyst position to fit the current needs of the District. A new job description for this position will be brought before the Board as a first reading at the June 25, 2014 Board Meeting.

RECOMMENDATION:

It is respectfully requested that the Board of Education approve Resolution #15.MAY.2013-2014 In The Matter Of the Elimination/Reduction of Certain Positions in the Classified Service and Directing Notification of Classified Employees.

ATTACHMENTS:

Yes

**BEFORE THE BOARD OF TRUSTEES OF THE
WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT
SONOMA COUNTY, CALIFORNIA**

In the Matter of the Elimination/Reduction)
of Certain Positions in the Classified)
Service and Directing Notification of)
Classified Employees) **RESOLUTION #15.MAY.2013-2014**

WHEREAS, West Sonoma County Union High School District (“District”) maintains the following positions within the classified / management service:

- 1. District Office Accountant/Analyst
- 2. District Office Technology Specialist

WHEREAS, due to lack of work and/or lack of funds, the Board of Trustees of the District hereby finds that it will be necessary to reduce or eliminate certain services to the following extent:

- 1. District Office Accountant/Analyst – eliminate one (1) 3.2 hours/day position;
- 2. District Office Technology Specialist – eliminate one (1) 4.8 hours/day position.

NOW, THEREFORE, BE IT RESOLVED that, effective July 2, 2014, or 60 days after service of notice, whichever is later, the classified positions of the District shall be reduced or eliminated to the extent hereinabove set forth; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, of this District is hereby authorized and directed to give notice of the reduction and/or elimination of the foregoing services to the appropriate classified employees of the District in accordance with applicable law; and

BE IT FURTHER RESOLVED that the Superintendent, or designee, is hereby authorized and directed to inform each such employee of his/her displacement rights, if any, and his/her rehire rights.

The foregoing Resolution was passed and adopted by the Board of Trustees of the West Sonoma County Union High School District on May 7, 2014, by the following vote:

AYES: _____
NOES: _____
ABSENT: _____

I, Diane Landry, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on May 7, 2014.

Diane Landry, Clerk/Secretary, Board of Trustees

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Shelley Stiles, Business Manager

DATE: May 7, 2014

ITEM: **CONSIDERATION OF APPROVAL OF RESOLUTION
#16.MAY.2013-2014 REGARDING EDUCATION PROTECTION
ACCOUNT**

BACKGROUND INFORMATION:

The Education Protection Account (EPA) provides local educational agencies (LEAs) with general purpose state aid funding pursuant to Proposition 30, the Schools and Local Public Safety Protection Act of 2012, approved by the voters on November 6, 2012. The EPA funding is a component of an LEA's total revenue limit or charter school general purpose entitlement.

Pursuant to Article XIII, Section 36 of the California Constitution, school districts, county offices of education and community college districts are required to determine how the moneys received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided that the governing board makes the spending determinations in an open session of a public meeting. The language in the constitutional amendment requires that funds shall not be used for the salaries and benefits of administrators or any other administrative costs.

CURRENT CONSIDERATION:

District administration will be presenting information regarding the proposed spending plan for the Education Protection Account funds, identified on the attached report. EPA revenue is not additional revenue to the District. The District Local Control Funding Formula consists of three components: state aid, property taxes, and the EPA funds. None of the funding from the EPA will be used for salaries and benefit costs of administrators or any other administrative costs. Administration asks for the board to approve the attached resolution regarding the spending plan. The resolution and spending plan will also be posted on the District web page for public disclosure purposes.

RECOMMENDATION:

The administration respectfully asks the School Board to approve Resolution #16.MAY.2013-2014 Regarding the Education Protection Account.

ATTACHMENTS:

Yes

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT
RESOLUTION REGARDING THE EDUCATION PROTECTION ACCOUNT
RESOLUTION #16.MAY.2013-2014**

WHEREAS, the voters approved Proposition 30 on November 6, 2012;

WHEREAS, Proposition 30 added Article XIII, Section 36 to the California Constitution effective November 7, 2012;

WHEREAS, the provisions of Article XIII, Section 36(e) create in the state General Fund an Education Protection Account to receive and disburse the revenues derived from the incremental increases in taxes imposed by Article XIII, Section 36(f);

WHEREAS, before June 30th of each year, the Director of Finance shall estimate the total amount of additional revenues, less refunds that will be derived from the incremental increases in tax rates made pursuant to Article XIII, Section 36(f) that will be available for transfer into the Education Protection Account during the next fiscal year;

WHEREAS, if the sum determined by the State Controller is positive, the State Controller shall transfer the amount calculated into the Education Protection Account within ten days preceding the end of the fiscal year;

WHEREAS, all monies in the Education Protection Account are hereby continuously appropriated for the support of school districts, county offices of education, charter schools and community college districts;

WHEREAS, monies deposited in the Education Protection Account shall not be used to pay any costs incurred by the Legislature, the Governor or any agency of state government;

WHEREAS, a community college district, county office of education, school district, or charter school shall have the sole authority to determine how the monies received from the Education Protection Account are spent in the school or schools within its jurisdiction;

WHEREAS, the governing board of the district shall make the spending determinations with respect to monies received from the Education Protection Account in open session of a public meeting of the governing board;

WHEREAS, the monies received from the Education Protection Account shall not be used for salaries or benefits for administrators or any other administrative cost;

WHEREAS, each community college district, county office of education, school district and charter school shall annually publish on its Internet website an accounting of how much money was received from the Education Protection Account and how that money was spent;

WHEREAS, the annual independent financial and compliance audit required of community college districts, county offices of education, school districts and charter schools shall ascertain and verify whether the funds provided from the Education Protection Account have been properly disbursed and expended as required by Article XIII, Section 36 of the California Constitution;

WHEREAS, expenses incurred by community college districts, county offices of education, school districts and charter schools to comply with the additional audit requirements of Article XIII, Section 36 may be paid with funding from the Education Protection Act and shall not be considered administrative costs for purposes of Article XIII, Section 36.

NOW, THEREFORE, IT IS HEREBY RESOLVED:

1. The monies received from the Education Protection Account shall be spent as required by Article XIII, Section 36 and the spending determinations on how the money will be spent shall be made in open session of a public meeting of the governing board of May 7, 2014;

2. In compliance with Article XIII, Section 36(e), with the California Constitution, the governing board of the West Sonoma County Union High School District has determined to spend the monies received from the Education Protection Act as attached.

Ayes: _____

Noes: _____

Absent: _____

DATED: May 7, 2014.

Kellie Noe, President

2012-13 Education Protection Account
Program by Resource Report
Expenditures by Function - Detail

West Sonoma County Union High School District
Expenditures through: June 30, 2014
For Fund 01, Resource 1400 Education Protection Account

Description	Object Codes	Amount
AMOUNT AVAILABLE FOR THIS FISCAL YEAR		
Adjusted Beginning Fund Balance	9791-9795	0.00
Revenue Sources - LCFF	8010-8099	2,366,936.00
Federal Revenue	8100-8299	0.00
Other State Revenue	8300-8599	0.00
Other Local Revenue	8600-8799	0.00
All Other Financing Sources and Contributions	8900-8999	0.00
Deferred Revenue	9650	0.00
TOTAL AVAILABLE		2,366,936.00
EXPENDITURES AND OTHER FINANCING USES		
(Objects 1000-7999)		
Instruction	1000-1999	2,366,936.00
Instruction-Related Services		
Instructional Supervision and Administration	2100-2150	0.00
AU of a Multidistrict SELPA	2200	0.00
Instructional Library, Media, and Technology	2420	0.00
Other Instructional Resources	2490-2495	0.00
School Administration	2700	0.00
Pupil Services		
Guidance and Counseling Services	3110	0.00
Psychological Services	3120	0.00
Attendance and Social Work Services	3130	0.00
Health Services	3140	0.00
Speech Pathology and Audiology Services	3150	0.00
Pupil Testing Services	3160	0.00
Pupil Transportation	3600	0.00
Food Services	3700	0.00
Other Pupil Services	3900	0.00
Ancillary Services	4000-4999	0.00
Community Services	5000-5999	0.00
Enterprise	6000-6999	0.00
General Administration	7000-7999	0.00
Plant Services	8000-8999	0.00
Other Outgo	9000-9999	0.00
TOTAL EXPENDITURES AND OTHER FINANCING USES		2,366,936.00
BALANCE (Total Available minus Total Expenditures and Other Financing Uses)		0.00

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Shelley Stiles, Business Manager

DATE: May 7, 2014

ITEM: **CONSIDERATION OF APPROVAL OF MONTHLY BUDGET UPDATE
2013-14**

BACKGROUND INFORMATION:

The Business Services Department provides monthly informational updates to the 2013-14 Budget designed to provide the School Board and community with a summary of recent adjustments made to the district's current budget.

CURRENT CONSIDERATION:

The attached reports detail budget adjustments made from April 1, 2014 to April 30, 2014 for the General Fund (Fund 01) and the Special Education Consortium Fund (Fund 06). Line 2 and 10 below is a summary of the budget adjustments. The Business Services Department will continue to provide monthly updates throughout the school year.

1	Beginning Balance from last month (General Fund 01)	2,958,756
2	Total Adjustments April 1 – April 30 (see attached summary)	<u>-8,054</u>
3	Adjusted General Fund Ending Balance (Becomes Beg. Bal. Next Month)	2,950,702
4	Reserves for Revolving Cash	6,850
5	Reserves for Economic Uncertainty	657,597
6	<i>Assigned for Common Core for technology and unspent carryover to 2014-15</i>	248,795
7	<i>Assigned for School Site unspent carryover (\$150,000) and technology (\$30,000)</i>	<u>180,000</u>
8	General Fund Unappropriated Ending Fund Balance	1,857,460
9	Special Ed Consortium Beginning Balance from last month (Fund 06)	297,181
10	Total Adjustments April 1 – April 30 (see attached summary)	<u>-4,626</u>
11	Adjusted Ending Balance Special Ed Consortium (Becomes Beg. Bal. Next Month)	292,555

RECOMMENDATION:

The budget update is provided for review. The administration respectfully asks the School Board to approve the adjustments made to the budget from April 1, 2014 through April 30, 2014.

ATTACHMENTS:

Yes

Ledger205a

Detailed General Ledger

01 - General Fund

Fiscal Year 2014

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
Object 9790. Undesignated/unappropriated						
04/01/2014		BT14-00245	Balance Forward	3,206,307.58	6,165,063.39	2,958,755.81-
04/11/2014		BR14-00342	balance 9711/9130 for 2013-14 (Laguna closed	6,850.00		6,850.00
04/11/2014		BR14-00343	Align budget for approved Ergo Purchases	876.00		876.00
04/23/2014		BR14-00375	Superintendent and Bus. Mgr. Computer	1,110.00	1,110.00	0.00
			Adjust BTSA for final accounting	328.00		328.00
Total Fund 01, Object 9790.				3,215,471.58	6,166,173.39	2,950,701.81-

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
Object 9790, Undesignated/unappropriated						
04/07/2014		BR14-00339	May Budget Updates	201,051.03	498,232.06	297,181.03-
04/07/2014		BR14-00330	Reduce budget to zero	6,232.00	3,350.00	2,882.00
04/07/2014		BR14-00331	May Budget Update		2,900.00	2,900.00-
04/08/2014		BR14-00332	Reduce per Rquest LL		631.00	631.00-
04/09/2014		BR14-00341	May Budget Updates	26,185.00	1,405.00	1,405.00-
04/09/2014		BT14-00253	May Budget Update	7,389.00	992.00	25,193.00
04/10/2014		BR14-00346	May Updates	7,892.00	7,389.00	0.00
04/11/2014		BR14-00344	Update Budget		10,036.00	2,144.00-
04/14/2014		BR14-00347	Update Medi Cal		1,000.00	1,000.00-
04/18/2014		BR14-00362	Update Nurse / Psych		2,850.00	2,850.00-
04/18/2014		BR14-00363	Balance Interprogram Charges	6,297.00	16,324.00	16,324.00-
04/18/2014		BR14-00364	Updates		19.00	6,278.00
04/18/2014		BR14-00365	Update		746.00	746.00-
					1,727.00	1,727.00-
Total Fund 06, Object 9790.				255,046.03	547,601.06	292,555.03-
Total Org 071				3,470,517.61	6,713,774.45	3,243,256.84-

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Keller McDonald, Superintendent

DATE: May 7, 2014

ITEM: **CONSIDERATION OF APPROVAL OF DISTRICT GOALS FOR 2014-2015**

BACKGROUND INFORMATION:

School Boards often find it helpful to set goals for the district to pursue during the upcoming school year. Goals help focus the work of Board and Superintendent on moving the district ahead in areas that are especially important. Our district now ties the Superintendent's annual evaluation to the successful attainment of district goals. Typically, the Board and Superintendent periodically monitor progress toward achieving district goals at various points during the year.

The Board held a goal-setting workshop on April 23. The Board reviewed District goals for the current year and recent school years, reviewed major projects and initiatives planned for the coming school year, reviewed WSCUHSD guiding principles, reviewed the recommendations of the District Enrollment Strategies Committee, and identified suggestions for District Goals and Success Indicators for 2014-2015.

Administration was directed to incorporate the products of the April 23 goal-setting workshop into draft of goals and success indicators, and bring these back to the Board for consideration.

CURRENT CONSIDERATION:

Based on discussion at the April 23 Board goals workshop, the Superintendent has provided a draft of goals and success indicators for the Board to review. At this time, the Board will consider approving District Goals for 2014-2015.

RECOMMENDATIONS:

It is said that, in order to grow, one's reach must exceed one's grasp. This is true for individuals and for organizations. Administration recommends the Board consider approving District goals and success indicators for 2014-2015, and is available to take direction regarding content or wording of the draft District Goals.

ATTACHMENTS:

Draft of District Goals for 2014-2015 (draft May 1, 2014)
Major District-wide Projects for 2013-2014 (revised May 1, 2014)

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

DISTRICT GOALS for 2014-2015

DRAFT May 1, 2014

Enrollment

Increase District enrollment from 2013-14

- Implement the strategies to boost District enrollment recommended in April 2014 by the District Enrollment Strategies Committee, evaluate their effectiveness and determine next steps to boost enrollment for coming three years
 - Allocate resources (e.g. staff time) to explore best practices, assess viability, establish an evaluation plan, and develop and execute an implementation plan to create
 - an integrated STEAM (science, technology, engineering, arts, and mathematics) curriculum in one or more schools, as appropriate
 - a Farm-to-Table curriculum in one or more schools, as appropriate
 - Create a new position or positions to expand, coordinate, and evaluate marketing; including outreach to alumni, parent and community outreach, and outreach to middle schools
 - Allocate resources (e.g. staff time) to explore best practices, assess viability, establish an evaluation plan, and develop and execute an implementation plan to offer online courses and blended “computer” classrooms
- Implement additional strategies to boost District enrollment, evaluate their effectiveness and determine next steps to boost enrollment for coming three years
- Widely communicate to District stakeholders all work associated with increasing District enrollment

Student Achievement

Use the Local Control Accountability Plan (LCAP) to improve student achievement and overall success of the District

- With input from all key stakeholders, effectively implement, evaluate and revise (as needed) the stakeholder engagement plan
- With input from all key stakeholders, identify specific measures to evaluate achievement of economically disadvantaged, English learners, Foster youth, Hispanic students, and other subgroups of significant size in the eight priority areas in the District LCAP

Community Engagement

Build involvement of the Hispanic community in school programs and activities to widely benefit all

- Host family events at partner middle schools to provide information and support for future students in our District graduating from high school career and college ready
- Collaborate with other agencies and organizations to focus additional community resources to support this goal. For example
 - Public libraries for adult literacy programs
 - SRJC for high school level and college level adult education classes
 - Community Clinics for health programs for students and families
 - Businesses and West County Community Services for youth employment
 - Health Action Chapters for community health

Curriculum, Instruction and Assessment

Implement curriculum, instruction and assessment aligned with the Common Core State Standards in grades K-12 across West Sonoma County

- Continue work from 2013-2014 to lead and support professional development and other efforts to coordinate a West County Grade 6-12 Common Core math program
- Lead and support professional development and other efforts to coordinate a West County Grade 6-12 Common Core English Language Arts program
- Plan, provide, measure, and evaluate professional development and other resources to increase use of technology to deliver effective instruction

Student Support

Using available resources, increase measures of student engagement (e.g. student attendance, credit accumulation and California Healthy Kids Survey)

- At Laguna High School, pilot a restorative justice approach, evaluate the program and determine next steps for the following school year
- Expand opportunities for leadership development and community involvement. For example
 - Tomorrow's Leaders Today
 - Health Action Councils

Date: May 1, 2014

To: Board of Trustees

From: Keller McDonald, Superintendent

Re: Major District-wide Projects for 2014-2015 (updated May 1, 2014)

Revise the LCAP for 2015-2016 by June 30, 2015

- Refine stakeholder engagement plan to make it efficient and effective
- Identify specific measures to evaluate achievement of the eight LCAP priority areas

Update the District Single Plan for Student Achievement, coordinated with LCAP

Help lead implement of curriculum, instruction and assessment aligned with the Common Core State Standards in grades K-12 across West Sonoma County

- Continue efforts from 2013-2014 to lead and support coordination of a West County Grade 6-12 Common Core math program
- Lead and support coordination of a West County Grade 6-12 Common Core English Language Arts program
- Lead and support coordinated professional development serving all West County districts

Improve percent of District students graduating in 4 years, career and college ready

- Increase engagement through more opportunities for student internships and work-based learning
- Increase percent of students completing Career Technical Education multi-course pathways
- Increase percent of students completing A-G college prep requirements

Pursue major Measure I facility improvement projects (including EMHS well irrigation system, EMHS performing arts center, EMHS stadium project, AHS band room, AHS stadium projects)

- Sell additional bonds
- Stay on design and construction timelines

Update District facility deferred maintenance plan and determine funding sources

Improve District-wide energy efficiency

- Determine current and future energy use and solar power production estimates and create plan to address District energy needs
- Pursue energy efficiency projects funded with AB 39 state funding

Based on student interest and available resources, identify options for sharing course offerings between AHS and EMHS (consider schedule conflicts, Skype, bus transportation, alternative years at alternative sites, etc.)

Got to paperless Board agendas for Trustees and District staff

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Karen Lamb, Executive Secretary

PRESENTER: Keller McDonald, Superintendent

DATE: May 7, 2014

ITEM: **CONSIDERATION OF APPROVAL OF RESOLUTION #17.MAY.2013-2014 SPECIFICATIONS OF THE ELECTION ORDER FOR SCHOOL BOARD MEMBERS**

BACKGROUND INFORMATION:

In accordance with the provisions of Education Code Section 5323 and 5340-42, a consolidated governing board member election, is to be held in our district on Tuesday, November 4, 2014 and will be ordered by the County Superintendent of Schools on or before July 4, 2014. School districts are required to adopt a Resolution identifying the specifications of the Election Order.

CURRENT CONSIDERATION:

The West Sonoma County Union High School District (WSCUHSD) will have three seats open; all three are four-year terms (2014-2018). Candidates are responsible for cost incurred in publishing a Statement of Qualifications if such a statement is desired. Each candidate will pay the cost of the publication before the statement is printed in the voter pamphlet portion of the sample ballot. The estimated cost for Statement of Qualifications are based on the printer's price list for the 2014 General Election. (See new procedures attached) Payments for statements are to be made to the WSCUHSD. Following the election the district will be billed for all costs incurred in conducting the district's election. Statements shall not exceed 200 words, based on the standard word count. Important dates for candidates are:

DATE	
July 14 – August 8, 2014	<p align="center">Nomination Period for all school, city and special district offices up for Election on November 4, 2014</p> <p>All candidates must file a Declaration of Candidacy, Ballot Designation Worksheet and a Statement of Economic Interests (Form 700). If a candidate wishes to file an optional Statement of Qualifications, it must be filed at the same time as the nomination documents. If a jurisdiction requires payment in advance, the candidate must pay the jurisdiction and bring proof of payment at the time of filing. For all offices other than city offices, candidates should file with the Register of Voters, 435 Fiscal Drive, Santa Rosa (8:00 a.m. – 5:00 p.m.) The City Clerk in each city is the filing officer for candidates for those city offices.</p>
August 9 – 13, 2014	<p align="center">Extended Nomination Period</p> <p>If an incumbent officer fails to file his/her nomination documents by the close of nominations on August 8, 2014, anyone other than the incumbent, who is otherwise qualified, may file nomination documents during this extended nomination period.</p>

RECOMMENDATIONS:

It is respectfully requested the Board of Education approve Resolution #17.MAY.2013-2014 Specifications of the Election Order.

ATTACHMENTS:

Yes

**RESOLUTION #17.MAY.2013-2014
West Sonoma County Union High School District**

On motion by Trustee _____, seconded Trustee _____, the resolution set forth below was adopted by the following vote:
AYES: _____ **NOES:** _____ **ABSENT:** _____

SPECIFICATIONS OF THE ELECTION ORDER

RESOLVED, that pursuant to Education Code Sections 5304 and 5322 – the authority for the specifications of the election order – I hereby specify the following with respect to the governing board member election in the West Sonoma County Union High School District.

Date of Election: November 4, 2014
Purpose of Election: To elect three member(s) to serve the 2014-2018 full term (term ending 2018)
 0 member(s) to serve the 2014-2016 short term (term ending 2016)

Name of Current Incumbent	*Term of Office to be Filled (Check One)	
	2-Year (To complete the 2012-2016 term)	4-Year (2014-2018)
Rebecca DeSart	<input type="checkbox"/>	X
Kellie Noe	<input type="checkbox"/>	X
Amber Twitchell	<input type="checkbox"/>	X
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

*Four-year terms on the governing board are staggered. The November 4, 2014 election will fill regular openings on the governing board for the 2014-2018 term as well as filling current 2012-2016 term vacancies, or those previously filled by appointment. If a vacancy has been filled during the first 2 years of a term, candidates must file for election to complete that term. If a vacancy has been filled during the last 2 years of a term, candidates will file for the new 4-year term.

IT IS HEREBY RESOLVED, that the West Sonoma County Union High School District will hold an election on November 4, 2014 to elect t member(s) to the governing board as listed in the **Specifications of the Election Order**.

STATEMENT OF QUALIFICATIONS/TIE VOTE

THAT the * (*candidate district) is responsible for cost incurred in publishing a Statement of Qualifications if such a statement is desired. If payment is the responsibility of the candidate, each candidate will pay the cost of publication * (* before after) the statement is printed in the voter pamphlet portion of the sample ballot. Payments for statements are to be made to the district. Following the election, the district will be billed for all costs incurred in conducting the district’s election. Statements shall not exceed *(* 200 400) words, based on standard word count.

THAT any tie vote which results in said election will be resolved by *(run off * drawing lots).
 * Select one option

CLERK’S CERTIFICATE

I hereby certify that the foregoing is a full, true and correct excerpt from the minutes of the governing board of said school district, pertaining to the adoption of the above resolution, at a meeting held on May 7, 2014.

 Clerk, Governing Board
 West Sonoma County Union High School District

Estimated Costs for Statements of Qualifications are based on the printer's price list, set up fees and the number of registered voters within the jurisdiction. Estimates are for statements not exceeding 200 words. Final costs will be determined by the number of candidate statements (English and Spanish) submitted for an individual office. Candidates are required to submit a check with "not to exceed," the highest possible cost for one Statement of Qualifications (or two Statements of Qualifications if filing Spanish), written under the amount line. (Elections Code §13307(c)). All checks will be held until after the final deadline to withdraw a candidate statement.

ESTIMATED COST OF STATEMENTS OF QUALIFICATIONS **November 4, 2014**
CONSOLIDATED GENERAL ELECTION

Jurisdiction	1 Candidate Statement Per Page	2 Candidate Statements Per Page	3 Candidate Statements Per Page	4 Candidate Statements Per Page
Healdsburg Unified School				
English Only	\$774	\$386	\$258	\$193
English & Spanish	N/A	\$872	\$616	\$486
Sonoma Valley Unified School				
English Only	\$1,087	\$543	\$362	\$271
English & Spanish	N/A	\$1,186	\$824	\$643
Windsor Unified School				
English Only	\$914	\$457	\$304	\$228
English & Spanish	N/A	\$1,014	\$708	\$557
Petaluma Jt Union High School				
English Only	\$1,605	\$802	\$535	\$401
English & Spanish	N/A	\$1,704	\$1,170	\$902
City of Santa Rosa High School				
English Only	\$3,226	\$1,613	\$1,075	\$806
English & Spanish	N/A	\$3,326	\$2,250	\$1,713
West So Co Union High School				
English Only	\$1,366	\$682	\$455	\$341
English & Spanish	N/A	\$1,464	\$1,010	\$782
Alexander Valley Union School				
English Only	\$537	\$268	\$179	\$134
English & Spanish	N/A	\$636	\$458	\$368
Bellevue Union School				
English Only	\$733	\$366	\$244	\$183
English & Spanish	N/A	\$832	\$588	\$466
Bennett Valley Union School				
English Only	\$706	\$353	\$235	\$176
English & Spanish	N/A	\$806	\$570	\$453
Cinnabar School				
English Only	\$560	\$280	\$186	\$140
English & Spanish	N/A	\$660	\$472	\$380
Dunham School				
English Only	\$535	\$267	\$178	\$133
English & Spanish	N/A	\$634	\$456	\$367
Forestville Union School				
English Only	\$642	\$320	\$214	\$160
English & Spanish	N/A	\$740	\$528	\$420

New Procedure

Statements of Qualifications Costs and New Instructions

It is the responsibility of the district to collect the costs of Statements of Qualifications from the candidates whether payment in advance or payment after the fact is required.

If the jurisdiction decides to bill the candidate after the election, the information below will not apply.

If advance payment is required by your jurisdiction, candidates must present a receipt from the district at the time the Statement of Qualifications is filed with the Registrar of Voters Office. The payment range is determined by whether the candidate is requesting a statement printed in English only or in English and Spanish. The candidate should write a check "not to exceed" the highest amount in the range.

On the Estimated Cost of Statements of Qualifications list you will see two bolded estimates to the right of your jurisdiction's name. If the candidate requests an English only statement, use the bolded figure under the 1 Candidate Statement Per Page column, and if the candidate requests an English and Spanish statement, use the bolded figure under the 2 Candidate Statements Per Page column to determine what the "not to exceed" amount should be.

Below is an example of a "Not to exceed" check.

		0608
		12-24/1200
		_____ Date
Pay to the Order of	NAME OF JURISDICTION	\$ Leave Blank
Leave Blank		Dollars
Not to exceed \$ (fill in amount) here, or as below		
For	Not to exceed \$ (fill in amount)	_____
"12!!!!!!:11111113333301"		

After the close of nominations, when the exact number of candidates purchasing statements in your jurisdiction has been determined, our Accounting Division will let you know the exact cost of the statement. You can then fill in the check amounts and notify your candidate.

***Multi-county districts are advised that the estimated costs provided in this mailing reflect only the Sonoma County portion of the cost.**

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Shelley Stiles, Business Manager
Jennie Bruneman, Director of Maintenance & Operations

DATE: May 7, 2014

ITEM: **CONSIDERATION OF BID AWARD FOR THE EL MOLINO IRRIGATION PROJECT**

BACKGROUND INFORMATION:

At the April 9, 2014 Board meeting the Board authorized staff to conduct a competitive bid for the El Molino Irrigation Project.

On May 1, 2014 the District opened bids for the above referenced project. The bid results are as follows:

	<u>Base Bid</u>
Empire Landscaping Inc.	\$ 165,000.00
Siri Grading and Paving	\$ 247,777.00

The Director of Maintenance and Operations contacted Empire Landscaping and verified their bid prices and confirmed that they are prepared to proceed forward with the project. Empire Landscaping has not worked for West Sonoma County Union High School District previously. The M&O Director contacted Empire Landscaping listed references and the feedback she received was very positive.

CURRENT CONSIDERATION:

The Board will consider awarding a construction contract to Empire Landscaping for the irrigation project at the El Molino Campus.

If the Board approves this bid award, site construction would begin June 2, 2014 and be completed on or about August 8, 2014. Coordination with District and site staff including has occurred in order to assure that no conflicts with outside use groups or other activities at the site exist. This site will not host summer school this year.

The El Molino irrigation improvement project is a continuation of the El Molino Well project included on the Facility Improvement Project timeline that was revised and approved by the Board at the September 11, 2013 meeting and paid for with Measure I Bond funds.

Scope of Work

The scope of work for the project is included but not limited to:

- Installation of new irrigation pipe main and branch distribution including but not limited to; backflow prevention devices at well pad, irrigation main and distribution lines, including all manual and automatic control valves.
- Trenching, backfilling and testing of all new irrigation lines
- Final connections to well manifold
- Installation of automatic master irrigation controller
- Owner training on maintenance of new system

Project Costs:

Hard Costs:

Cost of Construction	\$ 165,000.00
Change Order Contingency @ 10%	<u>\$ 16,500.00</u>
Total Estimated Hard Costs	\$ 181,500.00

Soft Costs:

Landscape Architect Fee's	\$ 10,000.00
Construction Manager	\$ 30,500.00
Contingency for Soft Costs (10%)	<u>\$ 4,050.00</u>
Total Soft Costs	\$ 44,550.00

Total Hard and Soft Costs: \$ 226,050.00

Total Hard and Soft Costs at Bid Authorization: \$ 277,000.00

Schedule:

Bid Award	May 7, 2014
Notice of Award	May 8, 2014
Notice to Proceed	May 20, 2014
Construction	June 2, 2014 – August 1, 2014

Recommendation:

District Administration recommends the Board of Education award a construction contract to the lowest qualified bidder Empire Landscaping Inc of Davis CA in the amount of \$165,000 for the irrigation project at El Molino High School campus.

ATTACHMENTS:

Yes

West Sonoma County Union High School District

BID OPENING FORM

Project: El Molino Irrigation Piping Project

Date / Time: 5/1/14 2:00PM

Location: District Office Conference Room

Contractor	Bid Amount	Addenda		Attachments
		X	#	
Siri Grading & Paving 1030 Apollo Way Santa Rosa CA 95407 707-542-9502 707-542-0674 fax	\$247,777	X	1	Sub list
		X		Bid Bond
				Worker's Comp
				Non Collusion
				Bidder's Questionnaire
Empire Landscaping 118 Hickory Lane Davis, CA 95616 530-757-1355	\$165,000	X	1	Sub list
				Bid Bond
				Worker's Comp
				Non Collusion
				Bidder's Questionnaire
Argonaut 1236 Central Ave Santa Rosa CA 707-542-4862	No Bid		1	Sub list
				Bid Bond
				Worker's Comp
				Non Collusion
				Bidder's Questionnaire
				Sub list
				Bid Bond
				Worker's Comp
				Non Collusion
				Bidder's Questionnaire
				Sub list
				Bid Bond
				Worker's Comp
				Non Collusion
				Bidder's Questionnaire

V.I/MAY.14

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Shelley Stiles, Business Manager
Jennie Bruneman, Director of Maintenance & Operations

DATE: May 7, 2014

ITEM: **CONSIDERATION OF BID AWARD FOR REPAIR AND RESURFACING OF ANALY HIGH SCHOOL TENNIS COURTS**

BACKGROUND INFORMATION:

At the April 9, 2014 Board meeting the Board authorized staff to conduct a competitive bid for the Analy Tennis Courts Repair and Resurfacing Project.

On April 28, 2014 the District opened bids for the above referenced project. The bid results are as follows:

	<u>Base Bid</u>
First Serve Productions	\$ 32,926.00
Siri Grading and Paving	\$ 38,777.00
Sequoia Surfacing	\$ 39,123.45
Stripe N Seal	\$ 39,421.00

The Director of Maintenance and Operations contacted First Serve Productions and verified their bid prices and confirmed that they are prepared to proceed forward with the project. First Serve Productions has not worked for West Sonoma County Union High School District previously. The M&O Director contacted the First Serve Productions listed references and the feedback she received was very positive.

Scope of Work:

The scope of work includes the following items:

- Prep of existing surface, including sanding over existing cracked areas
- Pressure washing of all existing cracks on tennis courts
- Patching and sealing of all existing cracks and gouges per attached crack seal specification
- Supply and install three layer crack repair fabric (Riteway or equal) to all filled cracks
- Seal fabric system with acrylic resurfacer and sand two times
- Apply two coats of acrylic resurfacer with sand to entire to tennis courts surface on all four courts.
- Apply two coats of acrylic color coat (Nova or equal) to courts. The two coats will be textured with sand, color to Nova Stadium Blue inside playing areas and Nova Blue Border

- Measure and apply game lines with Novatex White line paint to accommodate both singles and doubles.

CURRENT CONSIDERATION:

The Board will consider awarding a construction contract to First Serve Productions for the repairs and resurfacing project at the Analy High School tennis courts.

If the Board approves this bid award, site construction would begin July 16, 2014 and be completed on or about August 8, 2014. Coordination with District and site staff including the tennis coach has occurred in order to assure that no conflicts with outside use groups or other activities at the site exist. Signs will be placed on the tennis courts weeks in advance to notify the public of the pending closure of the courts for resurfacing. This site will not host summer school this year.

This project will be paid from District general funds out of the 2014-2015 budget.

Project Costs:

Hard Costs:

Cost of Construction	\$ 32,926.00
Change Order Contingency @ 10%	\$ <u>3,293.00</u>
Total Estimated Hard Costs	\$ 36,212.00

Soft Costs:

Construction Manager	\$ 2,000.00
Bidding Costs	\$ 1,500.00
Contingency for Soft Costs (10%)	\$ <u>350.00</u>
Total Soft Costs	\$ 3,850.00

Total Hard and Soft Costs: \$39,971.00

Total Hard and Soft Costs at Bid Authorization: \$45,650.00

Schedule:

Bid Award	May 7, 2014
Notice of Award	May 8, 2014
Notice to Proceed	May 20, 2014
Construction	July 16, 2014 – August 8, 2014

Recommendation:

District Administration recommends the Board of Education award a construction contract to the lowest qualified bidder First Serve Productions of Danville CA in the amount of \$32,926 to repair and resurface the tennis courts at Analy High School.

ATTACHMENTS:

Yes

West Sonoma County Union High School District

BID OPENING FORM

Analy Tennis Courts Repair and Resurfacing Project

Project: District Office Conference Room
 Date / Time: 4/28/14 4:00PM
 Location:

Contractor	Bid Amount	Addenda #	Attachments
Siri Grading & Paving 1030 Apollo Way Santa Rosa CA 95407 707-542-9502 707-542-0674 fax	\$38,777	X	X
		1	Sub list
		X	Sub list
		2	Bid Bond
		X	Worker's Comp
		X	Non Collusion
Stripe N Seal 4308 Santa Rosa CA 95407 707-528-3377 707-544-7149 (fax)	\$39,421	X	X
		1	Sub list
		X	Sub list
		2	Bid Bond
		X	Worker's Comp
		X	Non Collusion
Sequoia Surfacing PO Box 25 Lower Lake CA 707-477-3179 707-284-4444 fax	\$39,123	X	X
		1	Sub list
		X	Sub list
		2	Bid Bond
		X	Worker's Comp
		X	Non Collusion
Adams Surfacing Santa Rosa CA 707-528-9651 707-544-5349 fax	No BID	X	X
		1	Sub list
		X	Sub list
		2	Bid Bond
		X	Worker's Comp
		X	Non Collusion
First Serve Productions Danville CA 925-202-5228 925-684-4866 fax	\$32,926	X	X
		1	Sub list
		X	Sub list
		2	Bid Bond
		X	Worker's Comp
		X	Non Collusion

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: May 7, 2014

ITEM: **CONSIDERATION OF APPROVAL OF DECLARATION OF
NEED FOR FULLY QUALIFIED EDUCATORS**

BACKGROUND INFORMATION:

Each year the District is required to file a Declaration of Need (DON) with the Commission on Teacher Credentialing for the purpose of estimating the number of emergency credentials that may be required in the coming school year.

CURRENT CONSIDERATION:

As per Credentialing Commission guidelines, Emergency Permits for regular single subject areas are no longer issued. However, Emergency Permits for EL Authorization (CLAD/BCLAD), Resource Specialist, Library Media, Clinical or Rehabilitative Services and Limited Assignment continue to be issued. It is in the best interest of the District to continue approving a DON should the District need to have a teacher secure an Emergency permit in one of these critical areas.

RECOMMENDATION:

It is respectfully requested that the Board of Education approve the Declaration of Need for Fully Qualified Educators for the 2014-2015 school year.

ATTACHMENTS:

Yes



DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

- Original Declaration of Need for year: 2014-2015
 Revised Declaration of Need for year: _____

FOR SERVICE IN A SCHOOL DISTRICT

Name of District: West Sonoma County Union High SD District CDS Code: 49-70607
 Name of County: Sonoma County CDS Code: 49

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 5 / 7 / 14 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► **Enclose a copy of the board agenda item**

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2015.

Submitted by (Superintendent, Board Secretary, or Designee):

<u>Mia Del Prete</u>		<u>Human Resources Manager</u>
<small>Name</small>	<small>Signature</small>	<small>Title</small>
<u>707-824-6499</u>	<u>707-824-6411</u>	<u>5/8/2014</u>
<small>Fax Number</small>	<small>Telephone Number</small>	<small>Date</small>
<u>462 Johnson Street, Sebastopol, CA 95472</u>		
<small>Mailing Address</small>		
<u>mdelprete.do@wscuhd.k12.ca.us</u>		
<small>EMail Address</small>		

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County _____ County CDS Code _____
 Name of State Agency _____
 Name of NPS/NPA _____ County of Location _____

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on ____ / ____ / ____, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, _____.

► **Enclose a copy of the public announcement**

Submitted by Superintendent, Director, or Designee:

_____ <i>Name</i>	_____ <i>Signature</i>	_____ <i>Title</i>
_____ <i>Fax Number</i>	_____ <i>Telephone Number</i>	_____ <i>Date</i>
_____ <i>Mailing Address</i>		
_____ <i>E-Mail Address</i>		

► *This declaration must be on file with the Commission on Teacher Credentialing before any emergency permits will be issued for service with the employing agency*

AREAS OF ANTICIPATED NEED FOR FULLY QUALIFIED EDUCATORS

Based on the previous year's actual needs and projections of enrollment, please indicate the number of emergency permits the employing agency estimates it will need in each of the identified areas during the valid period of this Declaration of Need for Fully Qualified Educators. This declaration shall be valid only for the type(s) and subjects(s) identified below.

This declaration must be revised by the employing agency when the total number of emergency permits applied for exceeds the estimate by ten percent. Board approval is required for a revision.

Type of Emergency Permit	Estimated Number Needed
<input checked="" type="checkbox"/> CLAD/English Learner Authorization (applicant already holds teaching credential)	<u>2</u>
<input checked="" type="checkbox"/> Bilingual Authorization (applicant already holds teaching credential)	<u>1</u>
List target language(s) for bilingual authorization: <u>Spanish</u>	
<input type="checkbox"/> Resource Specialist	_____
<input type="checkbox"/> Teacher Librarian Services	_____
<input type="checkbox"/> Visiting Faculty Permit	_____

LIMITED ASSIGNMENT PERMITS

Limited Assignment Permits may only be issued to applicants holding a valid California teaching credential based on a baccalaureate degree and a professional preparation program including student teaching.

Based on the previous year's actual needs and projections of enrollment, please indicate the number of Limited Assignment Permits the employing agency estimates it will need in the following areas:

TYPE OF LIMITED ASSIGNMENT PERMIT	ESTIMATED NUMBER NEEDED
Multiple Subject	
Single Subject	3
Special Education	1
TOTAL	4

EFFORTS TO RECRUIT CERTIFIED PERSONNEL

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to www.cde.ca.gov for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL

Has your agency established a District Intern program? Yes No

If no, explain. _____

Does your agency participate in a Commission-approved college or university intern program? Yes No

If yes, how many interns do you expect to have this year? 3

If yes, list each college or university with which you participate in an intern program.

Sonoma State University

Dominican University

If no, explain why you do not participate in an intern program.

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Keller McDonald, Superintendent

DATE: May 7, 2014

ITEM: **FIRST READING OF PROPOSED NEW COURSES: MATH I (ANALY, EL MOLINO AND LAGUNA) AND MATH SUPPORT (ANALY AND EL MOLINO)**

BACKGROUND INFORMATION:

The District must add, delete and adapt courses in the district curriculum as student needs and demands for career and college preparation change, as curriculum that is appropriate to high school changes, and as teaching approaches change. It is in the best interest of our students and communities to keep the district curriculum current with the available information, societal norms, career and college preparation trends, technology, student interests, and teaching approaches.

Board Policy 6143 defines the process to be followed in order to add new courses to the district curriculum. This policy requires that the courses of study stay consistent with the philosophy and goals of the district, and that they meet legal requirements. BP 6143 specifies that the course of study for each course taught in the district shall contain the following:

- Course title
- Brief statement of purpose of the course
- Standards of Expected Student Performance
- Course outline
- General estimate of time allocation for major course elements

In addition, BP 6143 specifies that, for new courses, the proposed course of study should also contain:

- Course justification statement
- Description of course development process
- Types and numbers of students to be served
- Number of sections to be offered
- Description of any instructor inservice needed
- Costs involved in implementing the new course
- Description of any courses and sections to be dropped and resulting cost savings

Math I is proposed as the first year of a three-year integrated math course sequence, aligned to the Common Core State Standards. Math I, II and III will integrate the curriculum previously separated into Algebra I, Geometry and Algebra II. (A proposal to make substitute Math II for the Algebra I graduation requirement will be brought to the Board at a subsequent meeting.)

Math I will be taught as the introductory math course at Analy and El Molino in fall 2014-15, and will be implemented the following year at Laguna. Math teachers will bring a course proposal for Math II to the Board to consider for implementation in 2015-16 and Math III for implementation in 2016-17. Algebra, Geometry and Algebra II will be phased out, accordingly.

Math Support is an elective course that will be taught concurrently with other math courses. It is designed to provide additional focused instruction to support student success in Math I and other subsequent math courses. Math Support earns elective credits, and does not credits that fulfill math graduation requirements.

Math I and Math Support course proposals have been submitted by Rachel Lasik, El Molino Math Department Chair, and Bonnie Thomas, Analy Math Department Chair. The course proposals are endorsed by the appropriate Department Chairs and the Principals at El Molino, Analy and Laguna High Schools.

CURRENT CONSIDERATION:

This is a first reading of new courses proposals for Math I and Math Support.

RECOMMENDATIONS:

The administration recommends the Board have a first reading of the proposed courses. Final approval of the new courses will be placed on the agenda of a subsequent Board meeting for action.

ATTACHMENTS:

Yes

West Sonoma County Union High School District

Request for New Course Approval

School(s) Where Course Will Be Taught: Analy and El Molino starting in 2014-15, Laguna starting in 2015-16

Course Title: Math I

Grade Level: 9 – 11

Department: Mathematics

Credits: 10

Types of Students: College Prep

Numbers of Students to be Served: All

Number of Teaching Sections to be Offered: 5 – 14 (varies year to year)

Other Courses and Sections Impacted: As we are transitioning to an Integrated pathway, Math I will be the new course in place of Algebra 1.

Purpose of the Course: Math I will be a high school graduation requirement as well as a California graduation requirement.

Standards of Expected Student Performance: Students will be expected to understand and apply the Common Core State Standards and the Standards for Mathematical Practices.

Course Outline and Time Allocation:

1-Relationship between quantities

2-Functions

3-Equations & Inequalities

4-Modeling and Analyzing Data

5-Tools & Construction

6-Rigid Motions

7-Geometric Relationships & Properties

Interwoven throughout the year will be the Standards for Mathematical Practice

Methods of Student Evaluation: Students will be evaluated on assignments, Performance Tasks and Testing.

Instructional Materials: Current Algebra 1 and Geometry texts will be used until both sites are in agreement regarding the adoption of fully developed and appropriate resources.

Costs Involved in Implementing the New Course, and Sources of Funding These Costs:

As this course will be taught instead of the current Algebra 1 course, there should be no extra costs involved at this time.

New Course Request Submitted by: Math Departments at El Molino and Analy

West Sonoma County Union High School District

Request for New Course Approval

School(s) Where Course Will Be Taught: Analy and El Molino starting in 2014-15; course may be taught at Laguna starting in 2015-16, depending on student need

Course Title: Math Support

Grade Level: 9-11

Department: Mathematics

Types of Students: Students enrolled in a college prep math course who need support to be successful in their core math class.

Numbers of Students to be Served: Approximately 40 students

Number of Teaching Sections to be Offered: 1 or 2 at each school (varies annually)

Other Courses and Sections Impacted: Elective courses will be affected since Math Support will be an elective math course. Students who enroll in Math Support will have one fewer elective.

Purpose of the Course: To encourage students to complete their A-G requirements while providing them the support they need to meet the increased challenge of a college prep curriculum.

Standards of Expected Student Performance: Students are expected to utilize Math Support to post a passing grade in their math course with a goal of a C or better.

Course Outline and Time Allocation: The course will be aligned with the curriculum of the corresponding math course. The Math Support course will be devoted to supplementing the core curriculum while simultaneously teaching study skills. The curriculum will be supplemented with instruction on basic math and algebra skills.

Justification, Course Development Process and Funding Support: The Math Support class was developed in order to increase the number of students completing A-G requirements and graduating college ready. Currently there is a high repeat rate in the Algebra 1 course. Math Support has been designed to provide a place for students to ask questions, increase understanding and engage in mathematical practices; increasing the likelihood of success for all students. Funding for materials and staffing will be provided by the District.

Methods of Student Evaluation: Students will be evaluated on their participation and work ethic, their completion of homework for their core math course, their organization,

their class readiness (bringing materials, etc.), and their completion of in-class assignments.

Description of any Instructor Inservice Needed and Sources of Funding for this Inservice: Site based trainings may be required to for instructional purposes. Funds from NCLB or CCSS will be used for staff development.

Costs Involved in Implementing the New Course, and Sources of Funding: The costs for implementing this new course include funding for two sections, funding for additional copies, and funding for supplementary instructional materials. The funding for sections is to come from District allocations; funding for additional copies could be provided by reallocating unrestricted funds or finding extra funding from Common Core allocations. Money for new instructional materials could come from Lottery allocations, general fund allocations, or Common Core allocations.

New Course Request Submitted by: Bonnie Thomas and Rachel Lasek, Math Department Chairs

V.L./MAY.14

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Kellie Noe, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: May 7, 2014

ITEM: **FIRST READING OF PROPOSED JOB DESCRIPTION FOR WORKABILITY SPECIALIST (CLASSIFIED EMPLOYEE POSITION)**

BACKGROUND INFORMATION:

Chris Archambault, certificated teacher, has served as the WorkAbility Coordinator for the District since August 2006. In February 2014, Ms. Archambault submitted her irrevocable letter of retirement, effective May 29, 2014. At the March 5, 2014, Board Meeting the Board of Education approved the WorkAbility services be eliminated under Resolution #10.MAR.2013-2014, In the matter of the reduction or discontinuance of certain Particular Kinds of Services for the 2014-2015 school year.

CURRENT CONSIDERATION:

Shelley Stiles, Business Manager and Mia Del Prete, Human Resources Manager met with Mark Ballard, CSEA President and Lynnette Cowsert, CSEA Vice-President to discuss the possibility of the adding the position of WorkAbility Specialist to the Classified Union. Ms. Del Prete, Human Resources Manager solicited job descriptions from other district in the county for a classified WorkAbility Specialist. Ms. Del Prete worked with Kathryn Davy, Special Education Director and Chris Archambault, WorkAbility Coordinator in developing the attached job description. The job description has been reviewed by the Shelley Stiles, Business Manager and the classified union.

RECOMMENDATION:

This is not an action item but will come before the Board of Education at the June 2014 meeting for a second reading and final adoption.

ATTACHMENTS:

Yes

WORKABILITY SPECIALIST

CLASSIFICATION: Classified

IMMEDIATE SUPERVISOR'S TITLE: Director of Special Education

EVALUATOR'S TITLE: Director of Special Education

JOB SUMMARY: Under general supervision of the Director of Special Education and in cooperation with the classroom teacher(s) performs the necessary duties to assist in the assigned workability areas to meet the individual needs of students.

ESSENTIAL DUTIES:

- Attend all regional and state conferences.
- Allocate and manage dispersion of WorkAbility budget.
- Comply with all California Department of Education (CDE) requirements for maintaining WorkAbility grant.
- Perform all steps mandated by the U.S. Department of Labor for maintaining current certificates for all of the Special Education classroom worksites.
- Write all state required reports for the high school workability program.
- Array of services mandated by the state.
- Perform wage surveys of Sonoma County for the different types of jobs, establish the prevailing wage for each job, design and implement time studies for students and adults at each type of job, calculate wages for each student based on time study results, submit all forms and narratives to the Department of Labor before the current certificates expire, repeat process each semester.
- Prepare and submit to CDE by the deadlines, all projected and final budgets for the WorkAbility grant.
- Ability to assist students in filling out all payroll, taxes, I-9 form for their WorkAbility jobs.
- Calculate and process monthly payroll timesheets for all students participating in work program.
- Recruit private and public employers as training partners for subsidized employment.
- Recruit private and public employers to offer employment for WorkAbility students.
- Recruit additional local businesses to serve as worksites for program, both for classroom work groups and for required individual "try-out" jobs.
- Serve as a liaison between each employer and the respective student workgroup.
- Perform a detailed "task analysis" for all jobs at all worksites and track each student as she/he gains competence at each task.
- Train/job-coach/supervise/evaluate all students and staff at all worksites.
- Perform the mandated annual career assessment for each student.
- Give required vocational presentations in Special Education classrooms.
- Obtain and report to CDE specific follow-up information about all students who finished the program during the last 2 years.
- Assist District students with disabilities who will attend SRJC the following year.
- Serve as the liaison between each school and the SRJC for every stage of the students' SRJC application process.
- Facilitate the students' submission of all required paperwork to ensure their eligibility for the services of the SRJC Disability Resources Department.
- Maintain daily attendance records as required.
- Produce introductory letter to parents, Internship/job shadow request forms for businesses.
- Maintain workability file for each student.
- Maintain appropriate forms and authorizations.
- Maintain records pertaining to student/job/site placement including timecards for payroll.
- Provide pre-employment skill training to all students with an IEP.
- Prepare job shadow and job placement schedule based on employer needs and student skills.
- Arrange appropriate transportation for students.

- Design and implement curriculum in conjunction with classroom teacher.
- Administer vocational assessments and surveys in students' workability files.
- Assist students in the development of a resume, cover letter and letters of recommendation.
- Set up mock interviews with members of the business community.
- Narrative – prepare a written report that follows an outline provided by the state.
- Share workability pamphlet and newsletters with students and employers.
- Create job descriptions for new sites (with help from employer).
- Review end of semester program evaluation and make necessary changes.
- Recruit guest speakers, field trip sites, shadow/job sites.
- Prepare job shadow schedule based on:
 - a. Employer needs/wants
 - b. Student needs/wants
 - c. Student skills/abilities
- Collaboration with staff, administration and community employers.
- Knowledge of correct English usage including vocabulary, spelling, grammar and punctuation.
- Effective communication skills, both oral and written.
- Other duties as assigned.

EMPLOYMENT STANDARDS:

- **Training and Experience** - Knowledge of the Americans with Disabilities Act (ADA) and the Individuals with Disabilities Education Act (IDEA). A minimum of two (2) years experience working with high school aged and special education students.

ABILITY TO:

- Understand and carry out oral and written instruction.
 - Relate positively to students, staff and the public.
 - Read, write, spell, and make accurate arithmetic calculations.
 - Learn and follow the practices, rules, and regulations of the District and the program to which assigned.
 - Maintain the confidentiality of school related information.
 - Maintain cooperative relationships with those contacted in the course of work.
- **Physical Effort/Working Environment** – Light physical effort; occasional standing or walking; periodic handling of light weight parcels or supplies. Indoor/outdoor work environment.
- **Licenses/Certification** -A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education - Required under No Child Left Behind Act of 2001** – One of the following:
- Completion of two years of higher education study (48 units), or
 - A.A. or B.A. degree, or
 - Passing a formal state or local academic assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness.

West Sonoma County Union High School District
 Workyear and Hours – School Year, 7.5 hours/day
 Classified Salary Schedule - Range 39
 Approved:
 Revised: