

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President  
FROM: Karen Lamb, Executive Secretary  
DATE: August 14, 2013  
ITEM: **CONSIDERATION OF APPROVAL OF THE JUNE 26, 2013  
BOARD MEETING MINUTES**

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The Board is requested to approve the Board meeting minutes from the June 26, 2013 Board Meeting.

**RECOMMENDATION:**

It is respectfully requested that the Board accept the minutes as submitted.

**ATTACHMENTS:**

Yes

*In compliance with Government Code § 54954.2(a), The West Sonoma County Union High School District, will, on request, make this agenda available in appropriate alternative formats to persons with a disability, as required by Section 202 of the American with Disabilities Acts of 1990 (42 U.S.C. § 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact Karen Lamb, Executive Secretary to the Superintendent, West Sonoma County Union High School District, 462 Johnson Street, Sebastopol, CA 95472, (707) 824-6412.*

"THE MISSION OF THE WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT IS TO PROVIDE HIGH QUALITY INSTRUCTION, AS STUDENT ACHIEVEMENT IS OUR TOP PRIORITY."

### MINUTES

of a regular meeting of the Board of Trustees of the  
West Sonoma County Union High School District

Wednesday, June 26, 2013  
El Molino High School Library  
7050 Covey Road  
Forestville, CA 95436

5:00 p.m. Open Session  
5:05 p.m. Closed Session  
6:00 p.m. Open Session

#### I. PRELIMINARY

- A. CALL TO ORDER – The meeting was called to order at 5:00 p.m.
- B. ROLL CALL
  - Present  
Diane Landry, President  
Kellie Noe, Vice-President  
Ted Walker, Clerk  
Rebecca DeSart, Trustee
  - Absent  
Amber Twitchell, Trustee  
Keller McDonald, Superintendent
- C. COMMENTS FROM THE PUBLIC REGARDING ITEMS ON THE CLOSED SESSION AGENDA – None
- D. RECESS TO CLOSED SESSION TO CONSIDER AND/OR TAKE ACTION UPON THE FOLLOWING ITEMS:
  - 1. STUDENT DISCIPLINE CASE - #12-(12-13), #13-(12-13)
  - 2. PUBLIC EMPLOYMENT
    - a. Certificated
    - b. Classified
  - 3. OTHER PUBLIC EMPLOYMENT
  - 4. PUBLIC EMPLOYEE - DISCIPLINE/DISMISSAL/RELEASE
  - 5. EVALUATIONS:
    - a. Superintendent
    - b. Management Employees
    - c. Certificated Employees
    - d. Supervisory and Confidential Employees
    - e. Classified Employees

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**6. CONFERENCE WITH LABOR NEGOTIATOR - (Government Code Section 54957.6)**

**EMPLOYEE ORGANIZATION:**

**AGENCY NEGOTIATORS:**

**Represented Employees:**

WSCTA Keller McDonald

CSEA Keller McDonald

**Unrepresented Employees:**

Confidential/Supervisory Keller McDonald

Management Keller McDonald

Superintendent Diane Landry

**7. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9) OAH Case No. 2013030058 - ANTICIPATED LITIGATION**

E. RECONVENE TO OPEN SESSION – Reconvened to Open Session at 6:01 p.m.

F. PLEDGE OF ALLEGIANCE - Joel Stickel led the Pledge of Allegiance.

G. APPROVAL OF THE AGENDA - Trustee Noe moved to approve the Agenda. Trustee DeSart seconded the motion. Approved by 4 yes, 0 no, 1 absent.

Note: Student Board Representatives votes shall be unofficial, but shall normally be noted and recorded in the minutes except for personnel items and contracts (BB 9110)

H. INPUT FROM THE PUBLIC REGARDING ITEMS NOT ON THE OPEN SESSION AGENDA – The following addressed the Board regarding Common Core Standards: Eileen Berger, Phadre Glidden and Marge Sarbi

I. CONSENT CALENDAR: Trustee DeSart moved to approve the Consent Calendar. Trustee Walker seconded the motion. Approved by 4 yes, 0 no, 1 absent.

1. CONSIDERATION OF APPROVAL OF MAY 8, 2013, AND MAY 15, 2013 BOARD MEETING MINUTES
2. CONSIDERATION OF APPROVAL OF OVERNIGHT FIELD TRIP REQUESTS AND SUPERINTENDENT'S RATIFICATION OF OVERNIGHT FIELDTRIP REQUESTS
3. CONSIDERATION OF APPROVAL OF DONATIONS
4. CONSIDERATION OF APPROVAL OF 2012-2013 WARRANT REGISTERS MAY 2, 2013 THROUGH JUNE 19, 2013
5. CONSIDERATION OF APPROVAL OF REVISIONS TO BOARD (BP) AND ADMINISTRATIVE REGULATION (AR) 1312.3 UNIFORM COMPLAINT PROCEDURES, BP 4030 NONDISCRIMINATION IN EMPLOYMENT AND PROPOSED BP AND AR 6163.2 ANIMALS AT SCHOOL
6. CONSIDERATION OF APPROVAL OF PROPOSED COURSE OF STUDY FOR "DIGITAL MARKETING" (CAREER TECHNICAL EDUCATION) AT EL MOLINO HIGH SCHOOL
7. CONSIDERATION OF APPROVAL OF REVISIONS TO PAYROLL / ACCOUNTANT JOB DESCRIPTION
8. CONSIDERATION OF APPROVAL OF AWARD OF CONTRACT FOR SEISMIC GAS VALVE REPLACEMENT AT ANALY, EL MOLINO AND LAGUNA HIGH SCHOOLS
9. CONSIDERATION OF RATIFICATION OF AWARD OF CONTRACT FOR ANALY VENTILATION PROJECT
10. CONSIDERATION OF RATIFICATION OF CHANGE ORDER TO RESTROOM IMPROVEMENT PROJECT TO REPAIR ANALY CLOCK TOWER

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11. CONSIDERATION OF APPROVAL OF SURPLUS PROPERTY DECLARATION - SPANISH TEXTS
12. CONSIDERATION OF APPROVAL OF AGREEMENT WITH FAGEN FRIEDMAN & FULFROST LLP FOR LEGAL SERVICES FOR 2013-14
13. CONSIDERATION OF APPROVAL OF RETAINER AGREEMENT FOR 2013-14 WITH SCHOOL AND COLLEGE LEGAL SERVICES
14. CONSIDERATION OF APPROVAL OF AGREEMENT WITH LOZANO-SMITH ATTORNEY FOR LEGAL SERVICES FOR 2013-14
15. CONSIDERATION OF APPROVAL OF AGREEMENT WITH SCHOOL SERVICES OF CALIFORNIA, INC. FOR 2013-14
16. CONSIDERATION OF APPROVAL OF PROPOSALS FROM SOS AND SPARX COMPUTERS FOR UPGRADES TO THE CISCO UNIFIED COMMUNICATIONS SYSTEM SOFTWARE FOR THE VOIP TELEPHONE SYSTEM
17. CONSIDERATION OF APPROVAL OF CONTRACT FOR MANDATED COST CLAIM PREPARATION SERVICES
18. CONSIDERATION OF APPROVAL OF STUDENT TEACHING AGREEMENT BETWEEN WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT AND DOMINICAN UNIVERSITY OF CALIFORNIA

### J. CLOSED SESSION REPORT

1. STUDENT DISCIPLINE - The Board of Education approved the recommendations of the Administration in student discipline case #12-(12-13) and #13-(12-13). Trustee Walker moved to approve the recommendations of the Administration in student discipline cases #12-(12-13) and #13-(12-13). Trustee DeSart seconded the motion. Approved by 4 yes, 0 no, 1 absent.
2. ACTION TAKEN – The Board of Education approved the employment of the following certificated employees:
  - Dale Wiley, .20 FTE Art Teacher, CDS, effective August 19, 2013
  - Daniel Bourdon, .20 FTE P.E. Teacher, AHS, effective August 19, 2013
  - Lily Smedshammer, .40 FTE Spanish Teacher, AHS, effective August 19, 2013
  - Roger Wilson, .40 FTE Science Teacher, AHS, effective August 19, 2013
  - Becky Raymond, .5833 FTE, Consortium School Nurse, effective August 19, 2013
  - Ellen Houlemard, 1.0 FTE English Teacher, AHS, effective August 19, 2013
  - Tricia Maxson, 1.0 FTE English Teacher, AHS, effective August 19, 2013
  - Rachel Ambrose, 1.0 FTE Social Science Teacher, AHS, effective August 19, 2013
  - Brian Miller, 1.0 FTE Math Teacher, AHS, effective August 19, 2013
  - Sabrina McDougal, .60 FTE RSP Teacher, AHS, effective August 19, 2013
  - Simon Farmer, 1.0 FTE English/Social Sciences/Elective Teacher, LHS, effective August 19, 2013
  - Sara Davis, .40 FTE Math Teacher, AHS, effective August 19, 2013
  - Maura Duval, .80 FTE English Teacher, AHS, effective August 19, 2013
  - Ghislaine Gery, .40 FTE French Teacher, EMHS, effective August 26, 2013
  - Amanda Reece, 1.0 FTE Speech/Language Therapist, Sp. Ed. Con., effective August 19, 2013
  - Laurie Fadave, 21<sup>st</sup> Century Lead Teacher for AHS – English
  - Lynette Williamson, 21<sup>st</sup> Century Lead Teacher for AHS – English
  - Dani Barese, 21<sup>st</sup> Century Lead Teacher for EMHS – English
  - Laura Malcolm, 21<sup>st</sup> Century Lead Teacher for EMHS – English
  - Gianna DePersiis Vona, 21<sup>st</sup> Century Lead Teacher for LHS - English
  - Betsy Amirkhan, 21<sup>st</sup> Century Lead Teacher for AHS – Math
  - Bonnie Thomas, 21<sup>st</sup> Century Lead Teacher for AHS – Math
  - Leslie Grassl, 21<sup>st</sup> Century Lead Teacher for EMHS – Math
  - Rachel Lasek, 21<sup>st</sup> Century Lead Teacher for EMHS - Math

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- Tricia Maxson, Parent Portal Coach for AHS
- Erin Elliott, Parent Portal Coach for AHS
- Gregg Wrisley, Parent Portal Coach for AHS
- Dani Barese, Parent Portal Coach for EMHS

The Board of Education approved the following:

- Increase Dale Wiley, LHS/CDS Art teacher from .70 FTE to .87 FTE, effective August 19, 2013
- Increase Christy Lubin, AHS RSP teacher from .60 FTE to 1.0 FTE, effective August 19, 2013
- Increase Rich Pearson, LHS Science teacher from .68 FTE to .85 FTE, effective August 19, 2013
- Request for an additional .05 FTE LOA from Laura Dixon, Consortium School Nurse, effective August 19, 2013
- Request for .40 FTE LOA from Audrey Leach, AHS English teacher, effective August 19, 2013
- Request for .40 FTE LOA from Laura Malcolm, EMHS English teacher, effective August 19, 2013
- Request from Miguel Crawford to rescind his request for a .20 FTE LOA . effective August 19, 2013
- Request from Linda Ruder to rescind her request for a .20 FTE LOA, effective August 19, 2013
- Certificated department chairs for 2013-2014:

<b>Department</b>	<b>Analy</b>	<b>El Molino</b>
AA&T/Career Technical Ed. Dept.	Tomi Smith	Seth Friesen
Counseling	Lucia Garcia	Doug Pepe
English	Lynette Williamson	Dani Barese
Fine Arts	Andy Del Monte	Colleen Pettis
Math	BonnieThomas	Rachel Lasek
Modern/World Language	Lisa Isabeau	Michele Larkin
Physical Education	Nancy Williams	Tracy Klein
Science	Joe Compagno	Mary Beth Smith
Social Sciences	Tim Forslund	Eric Wycoff
Special Education	Jane Mays	TBD

- Certificated Administrator Contracts for 2013-2014:
  - ✓ Keller McDonald, District Superintendent
  - ✓ Doria Trombetta, El Molino Principal
  - ✓ Matt Dunkle, El Molino Vice-Principal II
  - ✓ Chris Heller, El Molino Principal
  - ✓ Raul Guerrero, El Molino Vice-Principal II
  - ✓ Lindsey Apkarian, El Molino Vice-Principal I
  - ✓ Kent Cromwell, Laguna Principal

The Board of Education approved to increase Silvia Medrano, Consortium Behavior Assistant from 5.57 hours a day to 6 hours a day, effective August 20, 2013

The Board of Education approved the following Classified Manager Contracts for 2013-2014

- ✓ Shelley Stiles, Business Manager
- ✓ Mia Del Prete, Human Resources Manager

The Board of Education approved the request from Shelli Saenz, EMHS RSP Teacher for a catastrophic leave of absence, effective May 20, 2013.

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The Board of Education approved the request from Vance Regan, AHS Music Teacher to retire, effective May 31, 2013.

The Board of Education accepted the request from Sue Loughlin, Consortium Behavior Assistant, to retire, effective June 13, 2013.

### II. COMMUNICATION

#### A. VERBAL

- B. WRITTEN – Mr. McDonald reported receiving several thank you letters to the board from student scholarship recipients. Mr. McDonald also received a resignation letter for the Citizens' Bond Oversight Committee member, Elaine Carlson.

### III. REPORTS

#### A. ASSOCIATION REPRESENTATIVES

Joe Stickel, WSCTA Co-President reported he will be the sole WSCTA President this year, Susan Swanson, Vice -President, Kathy Thompson, Secretary and Lily Smedshammer Treasurer. Mr. Stickel reported he is hopeful Casey Shea will continue on as Chief negotiator.

#### B. BOARD MEMBERS

Trustee Twitchell - Absent

Trustee DeSart - No report

Trustee Walker reported he was able to attend the Analy graduation and able to have lunch with the graduating Rhinos at Laguna. He also attended a field goals meeting. On vacation Trustee Walker visited a public school in Ireland.

Trustee Noe reported she enjoyed the El Molino graduation. Trustee Noe advised the Board that she will be participating as a representative to Sebastopol Health Action.

Trustee Landry reported she attended the Analy graduation and the Senior Awards for both Analy and El Molino. She attended and worked at the El Molino beautification day.

#### C. SUPERINTENDENT

- Citizens' Bond Oversight Committee vacancy for a representative who is a parent or guardian of a child enrolled in the District and active in a parent teacher organization – Mr. McDonald reported he received a letter of resignation from committee member, Elaine Carlson for the Citizens' Bond Oversight Committee (CBOC). The vacancy is a one year position. Mr. McDonald requested with the Boards approval the District will launch the letter and an application to parents in the District. Mr. McDonald requested to have 2 board members to sit in as a screening committee. Trustee Landry and Trustee Walker volunteered to be on the committee. Mr. McDonald thanked the board members as well as Elaine Carlson for her service to the District.
- Electronic Board meeting agendas – Mr. McDonald reported the County Office of Education is expanding their use of electronic school board agendas. There will be a training this fall. It is expected that we will be moving towards a change in how we produce our agendas.
- Sonoma County Teacher of the Year Nominee – Mr. McDonald reported receiving a letter from Superintendent Herrington regarding Lynette Williamson's nomination as Teacher of the Year, she will receive a \$100 donation for her classroom.
- Interdistrict and Intradistrict transfer requests since May 16, 2013 – Mr. McDonald gave an update on the Inter and Intra district transfers. Mr. McDonald reviewed that at the May 15 Board meeting there were revisions made to board policies and

implemented the new policies on May 16. Mr. McDonald gave an overview of the transfers.

- Facilities improvements – Mr. McDonald reported the Office of Public School request for matching funds was approved.
  - State Matching Funds
  - Projects for Summer 2013 – The Board will be able to reconsider the priorities on which the projects are considered. Recommend the board have another discussion of time lines. Mr. McDonald reviewed the projects that are currently in progress.
  - Analy Field Goals – Mr. McDonald reported he met with Ted Walker as a representative of the Analy Field Goal. A discussion took place regarding engaging with the district in a project that would use the funds from the Analy Field Goals. The Analy Field Goals expressed interest in using the funds, \$175 thousand to complete the press box portion of the Analy field and bleacher project.
- Sonoma County Strategic Plan for Aligning Workforce and Education with Employee Needs – Mr. McDonald reviewed the partnership agreement.
- Sonoma County SELPA Report to Governing Boards for 2012-13 – Mr. McDonald reviewed the SELPA Annual Report.

**IV. SPECIAL RECOGNITION**

- A. RECOGNITION OF RETIRING TRUSTEE – Mr. McDonald and Trustee Landry thanked and acknowledge Susan Devoto for her commitment to the District and her commitment to the students. On behalf of Ms. Devoto a certificate and a gift were presented to Ms. Devoto's daughter Jolie. Trustee Walker also recognized Ms. Devoto for her years of service.

**V. DISCUSSION /ACTION ITEMS**

- A. CONSIDERATION OF APPROVAL OF DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT WITH THE WEST SONOMA COUNTY TEACHERS ASSOCIATION IN ACCORDANCE WITH ASSEMBLY BILL 1200 - Ms. Stiles reported on the requirements of the AB 1200 and that the district's Superintendent and Business Manager certify in writing that the costs incurred under a collective bargaining agreement can be met by the district during the term of the agreement. Trustee DeSart moved to approve the Disclosure of Collective Bargaining Agreement with the West Sonoma County Teachers Association in Accordance with Assembly Bill 1200. Trustee Noe seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- B. CONSIDERATION OF SUMMARY AND APPROVAL OF CONTRACT NEGOTIATIONS AGREEMENT FOR 2012-13 WITH WEST SONOMA COUNTY TEACHERS ASSOCIATION (WSCTA) – Mr. McDonald reviewed the summary of negotiations and reported the District and WSCTA have reached a Tentative Agreement to settle negotiations for 2012-13. Trustee Walker moved to approve the Summary and Approval of Contract Negotiations Agreement for 2012-13 with West Sonoma County Teachers Association (WSCTA). Trustee DeSart seconded the motion. Approved by 4 yes, 0 no, 1 absent.
- C. CONSIDERATION OF APPROVAL OF DISCLOSURE OF COLLECTIVE BARGAINING AGREEMENT WITH MANAGEMENT AND CONFIDENTIAL EMPLOYEES IN ACCORDANCE WITH ASSEMBLY BILL 1200 – Ms. Stiles reported on the requirements of the AB 1200 and that the district's Superintendent and Business Manager certify in writing that the costs incurred under a collective bargaining agreement can be met by the district during the term of the agreement. Trustee Noe moved to approve the Disclosure of Collective Bargaining Agreement with Management and Confidential

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Employees in Accordance with Assembly Bill 1200. Trustee DeSart seconded the motion. Approved by 4 yes, 0 no, 1 absent.

D.

6:50 P.M. PUBLIC HEARING REGARDING THE WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT PROPOSED BUDGET FOR 2013-14 - The Public Hearing was opened at 6:50 p.m. The Public Hearing was closed at 6:51 p.m.
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E. CONSIDERATION OF APPROVAL OF THE WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT BUDGET FOR 2013-14 – Ms. Stiles reviewed the budget for 2013-14, the following items were reviewed:

- ❖ Overview
- ❖ Local Control Funding Formula (LCFF) based on AB 97 signed by Legislature
- ❖ LCFF and WSCUHSD
- ❖ Multi Year Projection
- ❖ Revenue Limit Revenue / Other State Revenue
- ❖ Parcel Tax Revenue
- ❖ Expenditure Projections
- ❖ Deficit Spending

A comment was made inquiring on deficit spending in other districts

- ❖ Facility and other Funds
- ❖ Next Steps

The Board thanked Ms. Stiles for the presentation on the budget.

Trustee Noe moved to approve the West Sonoma County Union High School District. Trustee DeSart seconded the motion. Approved by 4 yes, 0 no, 1 absent.

F. CONSIDERATION OF APPROVAL OF RESOLUTION #18.JUNE.2012-13 AUTHORIZATION TO MAKE TRANSFERS BETWEEN FUND BALANCES AND EXPENDITURES AT CLOSE OF YEAR PER EDUCATION CODE 42601 – Trustee DeSart moved to approve Resolution #18.June.2012-2013 Authorizing to make Transfers Between Fund Balances and Expenditures at Close of Year per Education Code 42601. Trustee Walker seconded the motion. Roll call vote – Trustee DeSart, yes, Trustee Landry, yes, Trustee Walker, yes, Trustee Noe, yes. Approved by 4 yes, 0 no, 1 absent.

G. CONSIDERATION OF APPROVAL OF JUNE 30, 2013 YEAR END CASH BORROWING FROM OTHER DISTRICT FUNDS OR FUNDS IN THE CUSTODY OF THE SONOMA COUNTY TREASURER – Trustee DeSart moved to approve June 30, 2013 Year End Cash Borrowing from Other District Funds or Funds in the Custody of the Sonoma County Treasurer. Trustee Noe seconded the motion. Approved by 4 yes, 0 no, 1 absent.

H. CONSIDERATION OF APPROVAL OF RESOLUTION #19.JUNE.2012-2013 REQUESTING TO BORROW/FUND TRANSFER FROM COUNTY TREASURY FOR 2013-14 - Trustee Noe moved to approve the Resolution #19.June.2012-2013 Requesting to Borrow/Fund Transfer from County Treasury for 2013-13. Trustee DeSart seconded the motion. Roll call vote - Trustee Landry, yes Trustee Walker, yes, Trustee DeSart, yes, Trustee Noe, yes. Approved by 4 yes, 0 no, 1 absent.

I. CONSIDERATION OF APPROVAL OF PARTNERSHIP TO OPERATE A PRE-SCHOOL ON DISTRICT FACILITIES – Mr. McDonald reviewed that in May the District contacted pre-schools serving West County regarding proposals to partner and operate a pre-school that would involve parents, serve teen parents and/or a volunteer work-site learning opportunity for high school students. River to Coast Children’s Services submitted a proposal by the due date. Mr. McDonald also reported receiving a proposal from Tree House Hollow after the due date and the reasons were explained in the cover letter. Both proposals are up for the Boards consideration and review. Jynx Lopez from River to Coast and Kristen Barnes from Tree House Hollow are available for questions from the Board. Mr. McDonald reviewed that



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a portable building has been located and an interested community member is willing to help with some of the cost for the project. The following discussion took place regarding:

- DSA approvals for portable building
- Curriculum
- Windsor operates a successful child development program, beneficial to look into program
- Tree House Hollow services will begin with 4 hours but envisions in the future to meet the community needs and will look at expanding hours
- River to Coast offers funding to families that are in need
- Tree House Hollow offers tuition assistance
- Anonymous donation to the district of \$100k
- River to Coast is offering more services
- River to Coast Children Services, has other experience and have established other pre- schools and child care

Trustee Noe moved to approve a Partnership to Operate a Pre-School on District Facilities with River to Coast Children's Services. Trustee DeSart seconded the motion. Approved by 4 yes, 0 no, 1 absent.

- J. INTERNET ACCESS FOR PARENTS TO GRADES, ATTENDANCE AND STUDENT PROGRESS – Mr. McDonald reported that following the May Board meeting he met with the West Sonoma County Teachers Association representatives and discussed aspects of the record keeping and communication systems of the Parent Portal. There is a way to provide parents secure Internet access to information regarding their students' progress and performance through use of Aeries Parent Portal, teacher websites or a combination of these. The following discussion took place regarding:

- Parent Portal works for parents
- District has offered extra pay for parent portal teachers/mentors
- Support will be provided to teachers
- In a year or two this process will be mandatory
- This is the future and modern parents expect this information to be available
- Support the teachers that are not on board with this idea
- WASC process revealed that one of the biggest parent complaints is transparency and communication

- K. CONSIDERATION OF APPROVAL OF DISTRICT GOALS FOR 2013-2014 – Mr. McDonald reviewed based on discussion at the April 24 Board goals workshop, the draft goals have been provided and the success indicators for the Board to review. A discussion took place regarding the following goals:

The following goals were recommended:

### **Community Involvement**

Goal 1: Involve the community with the District to widely benefit the diverse groups in West Sonoma County

Success Indicator:

Our schools and District will explore and recommend ways to expand community partnerships and use of District facilities, including Community School concept and other means of bringing community-based support services to students at school

### **Student Wellness**

Goal 2: Focus resources from the District and community to support student wellness

Success Indicator:

Our District will use a collaborative community process to create a system to measure student wellness (e.g. a wellness index) aligned with the County of Sonoma Health Action goals and Cradle to Career goals for the year 2020 (some examples to consider: percent of students with health insurance; percent of District students with a usual source of health care; percent of qualifying District families receiving food aid; percent of students connected to support resources in the community; percent of students who demonstrate high self-esteem or other resiliency factors; percent of students overall and in significant subgroups who graduate; percent of students who complete university A-G requirements, who take and pass the Early Assessment Program assessments, and other measures of college- and career-readiness)

**College and Career Readiness**

Goal 3: Restructure curriculum, instruction and assessment to align with the 21<sup>st</sup> Century Teaching and Learning Model, including Common Core State Standards

Success Indicator:

Each school will participate in the Smarter Balanced Assessment pilot project and use the experience to align curriculum, instruction and assessment with the 21<sup>st</sup> Century Teaching and Learning Model

**Enrollment**

Goal 4: Achieve student enrollment targets for each WSCUHSD high school and implement policies and practices to reach those targets

Success Indicators:

With input from stakeholders, the District will set enrollment targets

The District will review the impact of interdistrict and intradistrict transfer policies on achievement of enrollment targets

A discussion took place regarding the following:

- The Board agrees that the list of goals are all important and all main areas are covered
- Student enrollment
- Health care
- College and career readiness
- County wide frameworks
- Cradle to Career
- Engage community, bring the community to our campuses
- Exploring models across the community
- Benefit all diverse groups in West County
- Declining enrollment
- Save the date October 28 a conference to focus on full service community school model at the Hyatt Vineyard Creek

Trustee Noe moved to approve the District Goals for 2013-2014. Trustee DeSart seconded the motion. Approved by 4 yes, 0 no, 1 absent.

- L. CONSIDERATION OF APPROVAL OF MEMORANDUM OF UNDERSTANDING WITH REDWOOD COMMUNITY HEALTH COALITION REGARDING PROGRAM TO REDUCE UNINSURED CHILDREN IN WEST SONOMA COUNTY - Mr. McDonald gave an overview on the Healthy Kids Sonoma County coalition. Mr. McDonald reviewed the Memorandum of Understanding with Redwood Community Health Coalition and welcomed Eliot Enriquez, Program Manager with Redwood Community Health Coalition and

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Healthy Kids Sonoma County, The District recognizes the importance of healthy kids along with student success at school. Mr. McDonald reviewed this program was a test pilot at two schools in Sonoma County last year and it was a success. Mr. Enriquez reviewed the focus on healthy kids and to connect low income families with an insurance program, and help connect families with a medical provider. Partnership would house organization staff at our district and provide information that indicated that they do not have insurance for the entire household. Trustee Desart moved to approve the Memorandum of Understanding with Redwood Community Health Coalition Regarding Program to Reduce Uninsured Children in West Sonoma County. Trustee Noe seconded the motion. Approved by 4 yes, 0 no, 1 absent.

- M. FIRST READING OF BOARD CERTIFICATION AND DISTRICT ADOPTION OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS IN SPANISH 4 AND /AP SPANISH 4 – The Board recommended this item be brought back to the Consent Calendar in August.
  - N. FIRST READING OF SHORT-TERM INDEPENDENT STUDY SITE COORDINATOR JOB DESCRIPTION - The Board recommended this item be brought back to the Consent Calendar in August.
  - O. FIRST READING OF CULINARY ARTS EVENT COORDINATOR JOB DESCRIPTION - The Board recommended this item be brought back to the Consent Calendar in August.
  - P. FIRST READING OF REVISIONS TO TEAM LEADER – CONSORTIUM JOB DESCRIPTION - The Board recommended this item be brought back to the Consent Calendar in August.
  - Q. FIRST READING OF REVISIONS TO SPECIAL EDUCATION CONSORTIUM DIRECTORS JOB DESCRIPTION - The Board recommended this item be brought back to the Consent Calendar in August.
  - R. FIRST READING OF REVISIONS TO BOARD POLICY 4350 COMPENSATION AND RELATED BENEFITS - The Board recommended this item be brought back to the Consent Calendar in August.
- VI. FUTURE AGENDA ITEM**
- A. CONSIDERATION OF APPROVAL OF 45-DAY REVISE OF 2013-14 BUDGET - AUGUST
  - B. UPDATE WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT FACILITY IMPROVEMENT PROJECT TIMELINE – AUGUST/SEPTEMBER
  - C. IMPACT OF STATE BUDGET ON ROP AND CTE FUNDING – AUGUST/SEPTEMBER
  - D. CONSIDERATION OF APPROVAL OF CONSOLIDATED APPLICATION FOR FUNDING FOR 2013-14 – AUGUST/SEPTEMBER
  - E. BUS TRANSPORTATION USE AND BUS PASS REVENUE – AUGUST/SEPTEMBER
- VII. ADJOURNMENT** - The meeting adjourned at 8:49 p.m.

*West Sonoma County Union High School District*

**District Goals for 2012-2013**  
**Goals approved by School Board 05-09-12, revised 10-10-12**

*“The mission of the West Sonoma County Union High School District is to provide high quality instruction, as student achievement is our top priority.”*

**Students Achieving Proficiency in Academic Standards**

Goal 1: Implement a district-wide data system to inform instruction and raise student achievement.

Success Indicator 1A: With input from professional staff and leadership from the superintendent, the District will select and implement a district-wide data system.

Success Indicator 1B: Each school will demonstrate instructional decisions informed by the district-wide data system.

**Community Engagement**

Goal 2: Engage the community in passing a Parcel Tax to support educational programs for students.

Success Indicator 2: The District will work with community volunteers, as appropriate, to help support passing a Parcel Tax.

Goal 3: Involve the community with the District to widely benefit all.

Success Indicator 3A: West County high schools and community members will develop new partnerships to support educational programs (for example, time, expertise, materials, funds).

Success Indicator 3B: Explore and report on ways to expand community use of District facilities.

**Fiscal Solvency**

Goal 4: Maintain the fiscal solvency of the District for 2012-2013 through 2014-2015.

Success Indicator 4A: The District will explore ways to expand resources to stay fiscally solvent.

WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Diane Landry, Board President  
FROM: Karen Lamb, Executive Secretary  
DATE: August 14, 2013  
ITEM: **CONSIDERATION OF APPROVAL OF OVERNIGHT FIELD TRIP  
REQUEST**

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The Board is requested to approve the following field trip requests:

Twenty Analy High School students will travel to Arcata to participate in a soccer tournament on August 30-31, 2013. The students will travel by private vehicles driven by Joseph Heil, Peggy Heil and Bob Ryan, all are approved volunteer drivers. The students will be chaperoned by Joseph Heil, Jeannie Vandeweg and Bob Ryan, all are approved overnight chaperones. The students and chaperones will stay at the tournament hotel in Arcata, California.

**RECOMMENDATION:**

It is respectfully requested that the Board approve the overnight field trip request.

**ATTACHMENTS:**

No

I.J.3./AUG.13

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Karen Lamb, Executive Secretary

DATE: August 14, 2013

ITEM: **CONSIDERATION OF APPROVAL SUPERINTENDENT'S  
RATIFICATION OF OVERNIGHT FIELD TRIP REQUEST**

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Seven Analy High School students traveled to St. Mary's College in Moraga to participate in a Leadership Training on August 8-11, 2013. The students were transported by private vehicles driven by Erin Elliott, Steve Elliot and Lindsey Apkarian, all are approved volunteer drivers. The students were chaperoned by Erin Elliott, an approved overnight chaperone. The students and chaperone stayed in the dorms at St. Mary's College in Moraga, California.

The opportunity for students to participate in this activity came after the Board meeting in June; therefore Superintendent's Ratification was needed for this overnight trip.

**RECOMMENDATION:**

It is respectfully requested that the Board of Education ratify the Superintendent's approval of the overnight field trip request.

**ATTACHMENTS:**

No

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Shelley Stiles, Business Manager

DATE: August 14, 2013

ITEM: **CONSIDERATION OF APPROVAL OF 2012-13 WARRANT  
REGISTERS JUNE 20, 2013 THROUGH AUGUST 7, 2014**

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**BACKGROUND INFORMATION:**

The Board is responsible for approving all warrants authorizing payments during a regularly scheduled School Board meeting.

**CURRENT CONSIDERATION:**

The School Board will receive warrants for the time period, June 20, 2013 through August 7, 2013 under separate cover for review.

**RECOMMENDATION:**

The administration respectfully requests that the School Board approve the payment of warrants for June 20, 2013 through August 7, 2013 under separate cover for review.

**ATTACHMENTS:**

No

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Keller McDonald, Superintendent

DATE: August 14, 2013

ITEM: **CONSIDERATION OF APPROVAL OF BOARD CERTIFICATION AND DISTRICT ADOPTION OF STANDARDS-ALIGNED INSTRUCTIONAL MATERIALS IN SPANISH 4 and AP SPANISH 4**

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**BACKGROUND INFORMATION:**

Education Code requires that district boards certify that textbooks used in core classes are aligned with the current state curriculum standards and frameworks. Annually, local boards must also certify the sufficiency of standards-aligned instructional materials in core subjects.

New textbooks are selected and approved when state curriculum standards or frameworks are revised, when a text is no longer in print and replacement copies are unavailable, or when a new course is added to the District course of study. The District instructional materials adoption calendar is coordinated with the state framework and standards revision cycles. District policies and regulations establish procedures for evaluating and selecting instructional materials. Textbooks used in the District are recommended by a teacher committee, and then certified by the Board of Trustees as being aligned with the most recent state curriculum standards and frameworks and adopted by the Board for use in the District.

**CURRENT CONSIDERATION:**

The Board approved new instructional materials for Spanish 1, 2 and 3 in April. In June, the Board had a first reading of recommendation from the Analy and El Molino World Language Departments regarding adopting Abriendo Paso Temas y Lecturas (Jose M. Diaz; Pearson Publishing, 2014) and Abriendo Paso Gramatica digital courseware (Jose Diaz and Maria Nadel; Pearson Publishing, 2012) for Spanish 4 and Advanced Placement (AP) Spanish 4. Abriendo Paso Temas y Lecturas replaces a 1995 edition of the text, and Abriendo Paso Gramatica digital courseware is an update of the 2007 print edition. The older editions are no longer in print. Copies of the recommended materials have been available for public inspection since June. At this time, the Board will consider approving Board certification and District adoption of standards-aligned instructional materials in Spanish 4 and AP Spanish 4.

**RECOMMENDATIONS:**

The superintendent recommends the Board approve certification and District adoption of the following standards-based textbooks for Spanish 4 and AP Spanish 4: Abriendo Paso Temas y Lecturas (Jose M. Diaz; Pearson Publishing, 2014) and Abriendo Paso Gramatica digital courseware (Jose Diaz and Maria Nadel; Pearson Publishing, 2012).

**ATTACHMENTS:**

No



**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: August 14, 2013

ITEM: **CONSIDERATION OF APPROVAL OF SHORT-TERM  
INDEPENDENT STUDY SITE COORDINATOR JOB  
DESCRIPTION**

---

**BACKGROUND INFORMATION:**

It has been the mission of District administrators to review and revise job descriptions, as necessary.

**CURRENT CONSIDERATION:**

In 2010-11 the District determined there was a need for a Short-Term Independent Study Site Coordinator at Analy and El Molino High Schools. A job description was developed at that time to assist the Coordinator in performing the job. During the 2012-2013 negotiations with West Sonoma County Teachers Association (WSCTA), the District and WSCTA agreed to add the position to Appendix B West Sonoma County Union High School District Extra-Curricular Payment Schedule, effective July 1, 2013. With the placement of the position on the payment schedule it is necessary to consider a job description for adoption. The Board of Education was presented this item as a first reading at the June 2013 Board Meeting.

**RECOMMENDATION:**

It is respectfully requested the Board of Education approve the Short-Term Independent Study Site Coordinator Job Description.

**ATTACHMENTS:**

Yes.

## **SHORT-TERM INDEPENDENT STUDY SITE COORDINATOR**

### **DEFINITION**

Under the direction of the school site administration, organizes, coordinates, and operates the short-term independent study instructional program at the school site (Analy and El Molino). One year appointed certificated position subject to approval of and recommendation by the site principal. Positions must be held by a certificated teacher whose teaching assignment includes at least one teaching period at the school site.

### **ESSENTIAL DUTIES**

- Be knowledgeable of and follow guidelines contained in Board Policy 6158 and related Education Code references
- Inform school faculty of the short-term independent study process, and their duties and responsibilities related to the short-term independent study instructional program.
- Inform students and parents of the short-term independent study process, and their duties and responsibilities related to the short-term independent study instructional program.
- Coordinate the short-term independent study process at the school site.
- Facilitate and monitor all required short-term independent study paperwork and procedures, including the verification of the written agreement and all subsidiary agreements.
- Work cooperatively with attendance clerk to assure accurate attendance accounting and average daily attendance (ADA) is earned.
- Serve as advocate for short-term independent study students.
- Serve as a liaison between students, teachers, office staff, and administrator for questions or problems related to the short-term independent study program.
- Assist teachers with strategies for designing appropriate short-term independent study instructional assignments and in supporting academic success of short-term independent study students.
- Manage appropriate forms to verify completion of assignment school work and verify generation of average daily attendance.
- Maintain appropriate records associated with the short-term independent study program, including work samples and signatures on the appropriate forms, for three full school years for audit purposes.
- Cooperate with the site and district administration in performing other duties in support of activities related to this position.

West Sonoma County Union High School District

Approved:

Revised:

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: August 14, 2013

ITEM: **CONSIDERATION OF APPROVAL OF CULINARY ARTS  
EVENT COORDINATOR JOB DESCRIPTION**

---

**BACKGROUND INFORMATION:**

It has been the mission of District administrators to review and revise job descriptions, as necessary.

**CURRENT CONSIDERATION:**

Keller McDonald, Superintendent, Doria Trombetta, El Molino High School Principal, Chris Correa, El Molino High School Culinary Arts Teacher and Mia Del Prete, Human Resources Manager met to discuss school and community events that will promote the culinary arts program. The team discussed a manageable number of school and community events as well as the responsibility of the coordinator. The attached job description was created with the input from all stakeholders. The Board of Education was presented this item as a first reading at the June 2013 Board Meeting.

**RECOMMENDATION:**

It is respectfully requested the Board of Education approve the Culinary Arts Event Coordinator Job Description.

**ATTACHMENTS:**

Yes.

West Sonoma County Union High School District

**CULINARY ARTS EVENT COORDINATOR**

DEFINITION

Under direction of the school site administration, organizes and oversees Culinary Arts banquets, events and operations. One year appointed position subject to the approval of and recommendation of the site administrator.

ESSENTIAL DUTIES

- Organize and supervise five (5) events per school year held at the school site, including Back to School Night, Open House, Sports Awards, Freshman Orientation, or other events agreed to by the Culinary Arts Coordinator and site administrator.
- Organize and supervise seven (7) off school site events per year to raise funds for the culinary arts program.
- Publicize and promote the culinary arts program to the District's partner districts.
- Transport and supervise students at "Chefs of Tomorrow" or other culinary student competitions.
- Ensure students are not to be involved in serving and/or handling alcoholic beverages, bottles or containers.
- Ensure students do not work an event beyond 11:00 p.m.
- Cooperate with the site and district administration in performing other duties in support of activities related to this position.

West Sonoma County Union High School District  
Certificated Stipend Schedule  
Approved:  
Revised:

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: August 14, 2013

ITEM: **CONSIDERATION OF APPROVAL OF REVISIONS TO TEAM LEADER – CONSORTIUM JOB DESCRIPTION**

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**BACKGROUND INFORMATION:**

It has been the mission of District administrators to review and revise job descriptions, as necessary.

**CURRENT CONSIDERATION:**

Keller McDonald, Superintendent, Kathryn Davy, Special Education Director, Alan Murakami, School Psychologist Team Leader, Laura Dixon, School Nurse Team Leader and Linda Schuster, Speech and Language Therapist Team Leader met to review and revise the job description for Team Leader - Consortium. The attached job description was revised with the input from all stakeholders. All revisions are noted in bold font and strike-outs. The Board of Education was presented this item as a first reading at the June 2013 Board Meeting.

**RECOMMENDATION:**

It is respectfully requested the Board of Education approve the revisions to Team Leader – Consortium Job Description.

**ATTACHMENTS:**

Yes.

West Sonoma County Union High School District

**TEAM LEADER - CONSORTIUM**

DEFINITION

Under direction of the Director of the Special Education and Student Services Consortium, serve as lead staff person in designated support group (speech, nurse, or psychologist). One year position subject to the recommendation by the Director and approval by the Consortium Council.

ESSENTIAL DUTIES

1. New Employees:
  - a. Assist with interviewing and selection of new team members
  - b. Assist in training and mentoring new team members
  
2. Staff issues:
  - a. Assist Director in reviewing team assignments and caseloads.
  - b. Provide consultation to team members for complex special education cases.
  - c. **Facilitate the delivery of professional best practice between and among Consortium team.**
  - d. **Stay informed about legal requirements and communicate them to Consortium team members.**
  
3. Team Meetings/Communication with Director:
  - a. ~~Participate in~~ **Holds, facilitates and attends team meetings (at least bi-monthly)**
  - b. **Submit team meeting summaries to Director**
  - c. Meet with other team leaders as needed
  - d. **Maintain team records**
  
4. Inventory and Maintain Assessment Materials:
  - a. Inventory and recommend replacement materials to be purchased
  - b. Maintain and check-out current assessment materials
  - c. Maintain team equipment (such as audiometers, FM systems, etc.)

OTHER DUTIES

- Participate in Medi-Cal collaborative Committee
- Cooperate with the site and district administration in performing other duties in support of activities related to this position.

~~To provide and coordinate duties, up to six (6) additional workdays will be allocated for the 2007-08 school year.~~ **Cooperate with the Director and district administration in performing other duties in support of activities related to this position**

West Sonoma County Union High School District  
Number of Days determined by LEA/Supts' Council  
Days paid at per diem  
Approved: February 27, 2008  
Revised:

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: June 26, 2013

ITEM: **CONSIDERATION OF APPROVAL OF REVISIONS TO  
SPECIAL EDUCATION CONSORTIUM DIRECTOR'S JOB  
DESCRIPTION**

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**BACKGROUND INFORMATION:**

It has been the mission of District administrators to review and revise job descriptions, as necessary.

**CURRENT CONSIDERATION:**

Keller McDonald, Superintendent, Kathryn Davy, Special Education Consortium Director and Mia Del Prete, Human Resources Manager met to review and revise the Special Education Consortium Director's job description and number of workdays. Several revisions were made to reflect the current responsibilities, oversight and supervision of the position. It was also determined the position requires 223 workdays. All revisions are noted in bold font and strike-outs. This item was presented to the Board of Education at the June 2013 Board Meeting.

**RECOMMENDATION:**

It is respectfully requested the Board of Education approve the revisions to Special Education Consortium Director's Job Description.

**ATTACHMENTS:**

Yes.

## SPECIAL EDUCATION CONSORTIUM DIRECTOR

CLASSIFICATION: Certificated - Administration

JOB SUMMARY: Under the general supervision of the WSCUHSD superintendent and responsible to the West County Special Education Consortium Superintendents Council, provides administrative oversight and supervision to ~~the full inclusion program,~~ the severely handicapped special day class program and team leaders ~~members who that~~ support ~~the severely handicapped and learning handicapped~~ special education programs in the various West County elementary school districts.

### ESSENTIAL FUNCTIONS:

- ~~• Develop coordinated Consortium special education services for all West County districts that are members of the Consortium.~~
- **Represent the West County districts at SELPA Governance Committees and other agency meetings as needed.**
- Participate in the recruitment and selection of Consortium special education personnel with Consortium members.
- **Develop, manage and monitor all Consortium budgets, provide regular financial data to superintendents, including detailed spreadsheets. Coordinate long term and short term budget planning with the WSCUHSD Business Manager and District Accountant.**
- **Meet with Consortium district Superintendents to update them regarding program and fiscal issues.**
- **Develop coordinated special education program models for all Consortium districts. Conduct program reviews as requested, participate in teacher evaluation.**
- **Coordinate programs for severely handicapped students in Consortium districts. Coordinate and administer Consortium programs for 3-5 year olds requiring special education.**
- **Provide training for Consortium special education staff regarding new legal mandates, best practices, etc.**
- Review caseloads with team leaders Consortium member staff on a regular basis to ensure consistency, compliance, and maximization of resources throughout the Consortium.
- Coordinate the supervision and evaluation of Consortium certificated and classified staff in coordination with site Principals and Superintendents.
- Consult with Consortium districts as requested regarding representation for districts as requested at complex IEP meetings where there may be disagreement or conflict.
- **Field inquiries, complaints, concerns from parents. Meet regularly with West County parent representative to the Community Advisory Committee.**
- Provide for regular training and development of Consortium teachers and support staff.
- Serve as a proactive force for systemic change in the manner in which special education services and programs are delivered.
- ~~• Provide for an effective management component for the Consortium's programs, policies, and services to include the development of an operational manual of agreed upon operational guidelines.~~
- ~~• Provide for the coordination and communication processes that strengthen the team leader component of the Consortium.~~
- ~~• Attend Convene regular monthly meetings of professional teams and chair/facilitate Team Leader meetings to promote best practices.~~
- **Work with the chair of the West County Superintendent's Consortium Council to develop and manage council agendas. and coordinate the Consortium's administrative leadership functions.**



- Coordinate LEA Medi-Cal and MAA procedures, protocols and billings/disbursements.
- ~~Coordinate long and short term budget planning with the WSCUHSD chief business official~~

OTHER FUNCTIONS:

- Perform other related duties as assigned.

EMPLOYMENT STANDARDS:

Licenses and Certifications: A California administrative services credential.

Reports to: West County ~~Superintendents~~ **Consortium** Council

West Sonoma County Union High School District

Special Education Consortium Salary Schedule

~~126 Workdays—11 Months~~ **223 Workdays**

Approved: Superintendents Council 9/11/02; WSCUHSD Board 9/26/02

Revised: Superintendents Council 3/10/04; WSCUHSD Board 3/17/04

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Mia Del Prete, Human Resources Manager

DATE: August 14, 2013

ITEM: **CONSIDERATION OF APPROVAL OF REVISIONS TO BOARD POLICY 4350 COMPENSATION AND RELATED BENEFITS**

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**BACKGROUND INFORMATION:**

Board Policy (BP) 4350 Compensation and Related Benefits is the salary schedule for certificated administrators, classified managers and confidential staff. BP 4350 also reflects the number of workdays for each group.

**CURRENT CONSIDERATION:**

Currently, certificated administrators, classified managers and the confidential staff have six (6) furlough days. The District has negotiated with West Sonoma County Teachers Association (WSCTA) and Classified School Employees Association (CSEA) for three (3) furlough days for the 2013-2014 school year. Superintendent McDonald has met with the unrepresented employee groups and agreed they will have the same number of furlough days as WSCTA and CSEA. Board Policy 4350 has been revised to reflect three (3) furlough days. This item was presented to the Board of Education as a first reading at the June 2013 Board Meeting.

**RECOMMENDATION:**

It is respectfully requested the Board of Education approve the revisions to Board Policy 4350 Compensation and Related Benefits.

**ATTACHMENTS:**

Yes.

**COMPENSATION AND RELATED BENEFITS**

**SUPERVISORY SALARY SCHEDULE – 2013-2014**

Effective: 7/1/2013

	Work Yr.	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
DIRECTOR OF MAINTENANCE & OPERATION	12 mos.	56,347	59,167	62,125	65,230	68,491	71,917
FOOD SERVICES COORDINATOR	12 mos.	36,092	37,897	39,791	41,781	43,872	46,065

**CONFIDENTIAL SALARY SCHEDULE – 2011-2012**

	Work Yr.	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
EXECUTIVE SECRETARY II	12 mos.	39,837	41,828	43,920	46,114	48,421	50,840
ACCOUNTANT/ANALYST	12 mos.	39,837	41,828	43,920	46,114	48,421	50,840
PAYROLL/ACCOUNTANT	12 mos.	38,679	40,612	42,642	44,775	47,013	49,365

**POSITIONS NOT CURRENTLY ALLOCATED**

**SUPERVISORY:**

SUPERVISOR OF MAINTENANCE & OPERATIONS	12 mos.	48,593	51,022	53,577	56,253	59,065	62,019
SITE SUPERVISOR OF MAINTENANCE & OPERATIONS	12 mos.	40,832	42,847	45,018	47,270	49,634	52,117
TECHNOLOGY/SYSTEMS COORDINATOR	12 mos.	53,051	55,704	58,487	61,412	64,483	67,708
CAREER EDUC. SUPERVISOR	187 days	24,907	26,163	27,456	28,833	30,275	31,798

**CONFIDENTIAL:**

ADMINISTRATIVE ASSISTANT	12 mos.	49,755	52,243	54,855	57,599	60,479	63,504
EXECUTIVE SECRETARY II/ ADMINISTRATIVE ASSISTANT	12 mos.	48,424	50,845	53,389	55,461	58,861	61,805
EXECUTIVE SECRETARY I	12 mos.	37,919	39,816	41,806	43,896	46,089	48,396
ADMINISTRATIVE SECRETARY	12 mos.	34,029	36,115	37,920	39,817	41,809	43,897
SUPPORT SERVICES SECRETARY	12 mos.	32,698	34,331	36,050	37,851	39,744	41,731
PERSONNEL CLERK	12 mos.	32,698	34,331	36,050	37,851	39,744	41,731
ACCOUNT CLERK (ACCT'S. PYBL	12 mos.	32,698	34,331	36,050	37,851	39,744	41,731

**LONGEVITY**

After 10 years with district	\$56/month	\$672.
After 15 years with district	\$111/month	\$1,332.
After 20 years with district	\$168/month	\$2,016.
After 25 years with district	\$224/month	\$2,688.

Includes 2.% increase over 95-96; includes 2.4% increase and 7.2% increase over 96-97; includes 4% increase over 97-98; includes 5.6% increase over 1998-99; includes 8% increase over 1999-00; includes 6% increase over 2000-01; no increase over 2001-02; no increase over 2002-03; no increase over 03-04; no schedule increase over 04-05; increase longevity to match Classified Schedule eff. 7/1/05; 3% increase over 2004-05 effective 10/31/05; 3% + 1.09% increase over 2005-06 eff. 7/1/06; 4% increase over 06/07 eff 7/1/07. PERs employees' 3 day reduction will be calculated through the payroll system as a pay dock. Effective 7/1/2010 salary schedule reflects an 8 day reduction. Effective 7/1/2011 salary schedule reflects an 8 day reduction. Effective 7/1/2012 salary schedule reflects a 6 day reduction. Effective 7/1/2013 salary schedule reflects a 3 day reduction.

## MANAGEMENT SALARY SCHEDULE – 2013-2014

Effective: 7/1/2013

CURRENT POSITIONS	WORK DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
HIGH SCHOOL PRINCIPAL	220	96,427	99,607	102,894	106,291	109,798	111,446	113,116
CONTINUATION PRINCIPAL	217	90,795	93,792	96,888	100,085	103,387	104,938	106,513
VICE-PRINCIPAL II	210	83,387	86,137	88,979	91,915	94,949	96,374	97,819
VICE-PRINCIPAL I	198	78,606	81,180	83,952	86,724	89,496	90,882	92,268
HUMAN RESOURCES MANAGER	12 mos.	67,916	70,157	72,473	74,864	77,334	78,494	79,671
BUSINESS MANAGER	12 mos.	83,848	86,614	89,472	92,425	95,475	96,907	98,361
<i>Positions not currently allocated</i>								
ASSISTANT SUPERINTENDENT FOR ADMINISTRATIVE SERVICES	217	98,518	101,773	105,245	108,500	112,189	113,872	115,580
BUDGET MANAGER	12 mos.	57,002	59,855	62,847	65,989	69,288	70,327	71,382
STAFFING MANAGER	12 mos.	57,002	59,855	62,847	65,989	69,288	70,327	71,382
DIRECTOR, BUSINESS SERVICES	12 mos.	101,903	105,267	108,740	112,328	116,036	117,777	119,543
CO-PRINCIPAL	205	87,125	89,995	92,865	95,940	99,015	100,500	102,008

Additional \$1,000 for Masters (limit of 1) Additional \$1,000 for Doctorate (limit of 1)

**LONGEVITY**

After 16 years with District*	\$ 614.
After 20 years with District*	\$1,024.
After 24 years with District*	\$1,434.
After 28 years with District*	\$1,843.
After 32 years with District*	\$2,253.
After 36 years with District*	\$2,662.

\*Movement from certificated to management salary schedule will not result in loss of longevity.

Includes 2.5% increase over 94-95; includes 2% increase over 95-96; includes 2.4% increase and 7.2% increase over 96-97; includes 4% increase over 97-98; includes 3% increase over 98-99; includes 8% increase over 1999-2000; includes 6% increase over 2000-01; no increase over 2001-02; no increase over 2002-03; no increase over 2003-04, eff. 7/1/04 increase Masters/Doctorate from \$700 to \$1000; no increase over 03-04; no increase over 04-05; 3% increase over 2004-05 effective 10/31/05, 5.25% + 1.07% increase over 2005/06 effective 7/1/06; 4% increase over 06/07 eff 7/1/07. Assistant Superintendent's salary reflects 5 days in reduction. Site Administrators' salary reflects 3 days in reduction. PERs employees' 3 day reduction will be calculated through the payroll system as a pay dock. Effective 7/1/2010, site administrators' salary reflects 5 days in reduction. Assistant Superintendent reflects a 15 day reduction. Classified management (PERs employees) will receive an 8 day reduction which will be calculated through the payroll system as a pay dock. Effective 7/1/2011, site administrators' added two (2) days to the salary, reflecting a 6 day reduction. Assistant Superintendent added 4 days back to salary schedule, reflecting an 11 day reduction. Classified management (PERs employees) added two (2) days back to salary schedule, reflecting a 6 day reduction which will be calculated through the payroll system as a pay dock. Effective 7/1/2012 two steps were added to the administrative and management salary schedule, Step 6 and Step 7. Effective 7/1/2013 administrative and management salary schedule reflects a 3 day reduction.

**SPECIAL EDUCATION CONSORTIUM SALARY SCHEDULE – 2013-2014**

Effective: 7/1/13

**MANAGEMENT:**

CURRENT POSITIONS	WORK DAYS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
DIRECTOR OF SPECIAL ED.	220	85,892	88,726	91,654	94,686	97,803	99,269	100,759
PROGRAM SPECIALIST*	207	66,215	67,368	69,591	71,888	74,260	75,374	76,505

\*Program Specialist position added effective 7/1/01

Additional \$1,000 for Masters (limit of 1)

Additional \$1,000 for Doctorate (limit of 1)

3% increase over 2004-05 effective 10/31/05 for Program Specialist; 5.25% increase to Program Specialist effective 7/1/06 and Director salary rebench for 2006-07; 1.07% increase eff. 7/1/06 applied to both positions; 4% increase over 06/07 eff 7/1/07. Administrators' salary reflects 3 days in reduction. Effective 7/1/2010, administrators' salaries reflects 5 day reduction. Effective 7/1/2010, classified work days reduced for school year employees 7 days and 5 days for 10.5 and 11 month employees. Effective 7/1/11, administrators and classified added two (2) days back to salary schedule, reflecting a 6 day reduction for administrators and a three (3) day reduction for 10.5 and 11 month employees. Effective 7/1/2012 two steps were added to the administrative and management salary schedule, Step 6 and Step 7. Effective 7/1/2013 special education consortium salary schedule reflects a 3 day reduction.

**CERTIFICATED:**

	WORK DAYS	SALARY PLACEMENT
BEHAVIORAL SPECIALIST	Certificated Calendar	Certificated Salary Schedule, Certificated work year calendar

**CLASSIFIED:**

	WORK DAYS	HRS./ DAY	SALARY PLACEMENT
FAMILY PARTNER/PARENT CONSULTANT	178	VARIES	Range 33, Classified Salary Schedule
BEHAVIORAL ASSISTANT	178	VARIES	Range 24, Classified Salary Schedule
SPECIAL NEEDS CUSTODIAL ASSIST.	178	VARIES	Range 20, Classified Salary Schedule
SECRETARY I - SPECIAL EDUCATION	227	6 & 8	Range 26, Classified Salary Schedule
SPECIAL ED. DATA TECHNICIAN	237	3 & 4	Range 29, Classified Salary Schedule

Adopted: June 4, 1998

Revised: 9/10/98; 5/27/99; 8/12/99; 5/8/00; 11/16/00; 3/22/01; 6/28/01; 9/27/01.

12/12/02; 6/24/03; 3/17/04; 5/17/06; 8/16/06; 4/25/07; 8/22/07; 4/23/08; 6/25/08, 3/11/09, 6/24/09, 6/23/10, 6/22/11, 6/27/12, 8/8/2012, 1/16/2013;

WEST SONOMA COUNTY UHSD  
Sebastopol, California

I.J.11./AUG.13

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Shelley Stiles, Business Manager

DATE: August 14, 2013

ITEM: **CONSIDERATION OF APPROVAL OF CONSOLIDATED  
APPLICATION FOR FUNDING FOR 2013-14**

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**BACKGROUND INFORMATION:**

The Consolidated Application is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts, and direct-funded charter schools throughout California. Program entitlements are determined by formulas contained in the laws that created the programs. The Consolidated Application was submitted by the due date of June 30, 2013 and provides the CDE with various data collection information for the federally funded categorical programs.

**CURRENT CONSIDERATION:**

In addition to the various data collections included in this June 30, 2013 submission, the Consolidated Application also requests funding for federal categorical programs for 2013-14. The District applied for Economic Impact Aid and Title II Part A (NCLB Teacher Quality). The District did not apply for Title I Part A for 2013-14. District administration requests that the School Board approve the Consolidated Application for Funding for 2013-14 as presented.

**RECOMMENDATION:**

The administration respectfully asks the School Board to approve the Consolidated Application for Funding for 2013-14

**ATTACHMENTS:**

Yes

**2013-14 Application for Funding**

**CDE Program Contact:**

Anne Daniels, Education Data Office, [adaniels@cde.ca.gov](mailto:adaniels@cde.ca.gov), 916-319-0640

**Local Governing Board Approval**

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	08/14/2013
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**District English Learner Advisory Committee (DELAC) Review**

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	Adrian Jimenez
DELAC review date	08/08/2013
Meeting minutes web address Please enter the web address of DELAC review meeting minutes. If a web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.	<a href="http://www.wscuhd.k12.ca.us">www.wscuhd.k12.ca.us</a>
DELAC comment If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment.	

**Application for Categorical Programs**

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

<b>Economic Impact Aid</b> EC 54000 SACS 7090, 7091 By applying for Economic Impact Aid funds the LEA is agreeing to comply with the assurances posted at <a href="http://www.cde.ca.gov/fg/aa/co/ca12asstoc.asp">http://www.cde.ca.gov/fg/aa/co/ca12asstoc.asp</a> .	Yes
<b>Title I Part A (Basic Grant)</b> ESEA Sec. 1111 et seq. SACS 3010	No
<b>Title I Part D (Delinquent)</b> ESEA Sec. 1401 SACS 3025	No
<b>Title II Part A (Teacher Quality)</b>	Yes

**California Department of Education**

West Sonoma County Union High (49 70607 0000000)

**Consolidated Application**

Status: Certified  
Saved by: Shelley Stiles  
Date: 6/24/2013 9:59 AM

**2013-14 Application for Funding**

**CDE Program Contact:**

Anne Daniels, Education Data Office, [adaniels@cde.ca.gov](mailto:adaniels@cde.ca.gov), 916-319-0640

ESEA Sec. 2101 SACS 4035	
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2013-14 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca13asstoc.asp>.

CDE Program Contact:

Anne Daniels, Education Data Office, [adaniels@cde.ca.gov](mailto:adaniels@cde.ca.gov), 916-319-0640

LEA Plan

An LEA that receives Title III funds or any LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan.

State Board of Education approval date	9/11/2003
LEA Plan Web Site	<a href="http://www.wscuhd.k12.ca.us">www.wscuhd.k12.ca.us</a>

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Authorized Representative's Full Name	Keller McDonald
Authorized Representative's Title	Superintendent
Authorized Representative Signature Date	06/20/2013

2013-14 Protected Prayer Certification

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring & Support, frozic@cde.ca.gov, 916-319-0269  
Mary Payne, District Improvement Office, MPayne@cde.ca.gov, 916-319-0379

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Keller McDonald
Authorized Representative Title	Superintendent
Authorized Representative Signature Date	06/20/2013
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field.	

## California Department of Education

West Sonoma County Union High (49 70607 00000000)

## Consolidated Application

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### 2013-14 Other ESEA Nonprofit Private School Participation

The LEA must offer to provide equitable services that address the needs of nonprofit private school students, teachers, and other educational personnel under the programs listed below.

#### CDE Program Contact:

Laura Nelson, Private School List, [lnelson@cde.ca.gov](mailto:lnelson@cde.ca.gov), 916-319-0229  
Patty Stevens, Title III Language Policy & Leadership Office, [pstevens@cde.ca.gov](mailto:pstevens@cde.ca.gov), 916-323-5838

The LEA must offer to provide equitable services that address the needs of nonprofit private school students, teachers, and other educational personnel under the programs listed below. The enrollment numbers are reported under penalty of perjury by each private school on its annual Private School Affidavit. The information filed in the Private School Affidavit is not verified, and the CDE takes no position as to its accuracy. It is expected that districts engaged in private school consultation verify nonprofit status and the accuracy of student enrollment data if it is being used for the purpose of providing equitable services.

Note: The programs displayed below may vary based on Application for Funding selections.

<br/>Note: Elementary and high school districts that have applied for Title II funds have the option to add a shared attendance area nonprofit private school if they wish to share responsibility for that school's Title II equitable services.

School Name	School Code	Enrollment	Title II Part A	Title III Part A LEP	School Added
Greenacre Homes, Inc.	6906002	46	N		Y
Summerfield Waldorf School and Farm	6994164	385	Y		Y
Journey High	7056229	32	N		N

## California Department of Education

West Sonoma County Union High (49 70607 00000000)

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### 2013-14 Economic Impact Aid School Funding Plan

Based on information provided in the School Student Counts Projected data collection, the table below provides eligibility and ranking information.

#### CDE Program Contact:

Gustavo Gonzalez, EIA / LEP, [ggonzalez@cde.ca.gov](mailto:ggonzalez@cde.ca.gov), 916-319-0420  
Mark Klinesteker, EIA / SCE, [mklinesteker@cde.ca.gov](mailto:mklinesteker@cde.ca.gov), 916-319-0256

Group schools by grade span

Funding method

Yes

LEP Only

**NOTE:** If the LEA has selected to fund LEP Only, no additional action or data entry is required for the EIA School Allocation Plan. The Plan should be saved in order to certify the data collection.

School Name	School Code	Grade Span Group	Projected Enrollment	Projected Low Income Students	Low Income %	Projected LEP Students	LEP %
WSCUHSD Community Day	0116293	3	6	0	0.00	3	50.00
EI Molino High	4931507	3	674	0	0.00	35	5.19
Laguna High	4930327	3	94	0	0.00	3	3.19
Analy High	4930400	3	1355	0	0.00	20	1.48
West Sonoma County Consortium	0121038	3	47	0	0.00	0	0.00

**2013-14 Substitute System for Time Accounting**

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

**CDE Program Contact:**

Julie Brucklacher, Financial Accountability & Info Srv, [jbruckla@cde.ca.gov](mailto:jbruckla@cde.ca.gov), 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate.

2013-14 Request for authorization	No
2012-13 Request for authorization (Retroactive to July 1, 2012)	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

**2012-13 Title I, Part A School Program Improvement Activities**

Per ESEA Section 1116, LEAs must report school level Program Improvement (PI) activities related to Title I, Part A. This includes, but is not limited to, student participation and PI compliance activities based on the number of years a school is in PI status.

**CDE Program Contact:**

Judi Brown, District Innovation and Improvement Office, [JBrown@cde.ca.gov](mailto:JBrown@cde.ca.gov), 916-319-0942  
Stephanie Smith, Title I Policy & Program Guidance, [SSmith@cde.ca.gov](mailto:SSmith@cde.ca.gov), 916-319-0948

**El Molino High (49 70607 4931507)**

PI Year	2
Number of students in PI school who applied for public school choice provisions of ESEA Section 1116	61
Number of new and continuing students who transferred under ESEA	58
Number of new and continuing students who transferred under state or local choice programs	0
Number of students who applied for SES	3
Number of students who received SES	0
PI Activities Exception Comment	Only 3 students applied for SES. All were referred to an approved provider for services but none participated after referral.
Additional Comments	

**2012-13 Title I, Part A Program Improvement Expenditures and Reallocation Criteria**

Report of end-of-year expenditures for Title I, Part A Program Improvement funds and LEA reallocation criteria.

**CDE Program Contact:**

Stephanie Smith, Title I Policy & Program Guidance, [SSmith@cde.ca.gov](mailto:SSmith@cde.ca.gov), 916-319-0948  
 Lana Zhou, Title I Policy & Program Guidance, [lzhou@cde.ca.gov](mailto:lzhou@cde.ca.gov), 916-319-0956

Entitlement after transfers (Per certified 2012-13 Title I Part A LEA Allocations and entitlements as of 05/15/13)	\$148,928
Program Improvement set aside (Amount equivalent to 20% of 2012-13 Title I, Part A entitlement plus transfers in.)	\$29,786
Maximum allowable Parent Outreach (Amount equivalent to .2% of 2012-13 Title I, Part A entitlement plus transfers in or 1% of the 20% Program Improvement set aside.)	\$298

**Expenditures and Encumbrances**

Choice transportation using Title I Part A funds	\$0
Choice transportation using non-Title I Part A funds	\$29,786
SES using Title I Part A funds	\$0
SES using non-Title I Part A funds	\$0
Parent Outreach using Title I Part A funds	\$0
Parent Outreach using non-Title I Part A funds	\$0
Total expenditures and encumbrance using Title I Part A funds	\$0
Total expenditures and encumbrance using non-Title I Part A funds	\$29,786
Amount of Program Improvement set aside unspent	\$0
Expenditure comment A explanation is required if no program improvement expenditures or encumbrances have occurred.	
General comments	

**Reallocation Exemption**

The exemptions below are only applicable if the LEA did not meet it's 20% Program Improvement obligation (the amount of Program Improvement set aside unspent is greater than zero).

Provided Choice and or SES to all eligible students using less than the 20% obligation	Yes
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**2012-13 Title II, Part A Fiscal Year Expenditure Report, 12 Months**

A report of year-to-date expenditures and encumbrances by activity.

**CDE Program Contact:**

Jackie Rose, Title II Leadership, [jrose@cde.ca.gov](mailto:jrose@cde.ca.gov), 916-322-9503

2012-13 Title II, Part A entitlement	\$45,826
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**Professional Development Expenditures**

Professional development for teachers	\$19,303
Professional development for administrators	
Subject matter project	
Other professional development expenditures	

**Exams and Test Preparation Expenditures**

Exam fees, reimbursement	
Test preparation training and or materials	
Other exam and test preparation expenditures	

**Recruitment, Training, and Retaining Expenditures**

Recruitment activities	
Hiring incentive and or relocation allotment	
National Board Certification and or stipend	
Verification process for special settings (VPSS)	
University course work	
Other recruitment training and retaining expenditures	

**Miscellaneous Expenditures**

Class size reduction	
Administrative and indirect costs	
Other allowable expenditures or encumbrances	
Total expenditures and encumbrances	\$19,303
General Comment (Maximum 500 characters)	



### 2012-13 Homeless Education Policy, Requirements and Implementation

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

**CDE Program Contact:**

Leanne Wheeler, Improvement & Accountability Division, [lwheeler@cde.ca.gov](mailto:lwheeler@cde.ca.gov), 916-319-0383  
 Mary Donnelly-Ortega, Improvement & Accountability Division, [MDonnellyortega@cde.ca.gov](mailto:MDonnellyortega@cde.ca.gov), 916-323-5113

### Homeless Education Certification

The LEA hereby assures and certifies to the California State Board of Education that the LEA has met the following requirements:

1. Designated a staff person as the liaison for homeless children and youths
  
2. Developed a written policy that supports the enrollment and retention of homeless children and youths in schools of the LEA which:
  - a) Includes policies and practices to ensure that homeless children and youths are not stigmatized or segregated on the basis of their status as homeless
  - b) Includes a dispute resolution process
  - c) Ensures that transportation is provided for a homeless child or youth to and from the school of origin if requested by the parent, guardian or homeless liaison
  
3. Disseminated public notice of the educational rights of homeless children and youths where such children and youths receive services under the provisions of the Education for Homeless Children and Youths Act.

**Homeless Liaison Contact Information**

Contact first name	Keller
Contact last name	McDonald
Contact title	Superintendent
Contact email address (format: abc@xyz)	kmcdonald.do@wscuhd.k12.ca.us
Contact telephone number (format: 999-999-9999)	(707) 824-6412

**Homeless Education Policy and Requirements**

Does the LEA have a written homeless education policy	Yes
No policy comment	

**2012-13 Homeless Education Policy, Requirements and Implementation**

The purpose of this data collection is to meet federal requirements specified in ESEA Section 722. This collection includes 1) monitoring LEAs and their compliance with key provisions of the Education for Homeless Children and Youths Act and 2) collecting contact information for each required designated LEA's homeless liaison.

**CDE Program Contact:**

Leanne Wheeler, Improvement & Accountability Division, [lwheeler@cde.ca.gov](mailto:lwheeler@cde.ca.gov), 916-319-0383  
 Mary Donnelly-Ortega, Improvement & Accountability Division, [MDonnellyortega@cde.ca.gov](mailto:MDonnellyortega@cde.ca.gov), 916-323-5113

Provide an explanation why the LEA does not have a homeless education policy. (Maximum 500 characters)	
Date LEA's board approved the homeless education policy	09/13/2001
Does the LEA meet the above federal requirements	Yes
Compliance comment	
Provide an explanation why the LEA does not comply with federal requirements. (Maximum 500 characters)	

**Title I, Part A Homeless Expenditures**

2012-13 Title I, Part A Entitlement	\$135,222
2012-13 Title I, Part A direct or indirect services to homeless children reservation	\$500
Amount of 2012-13 Title I, Part funds expended or encumbered for direct or indirect services to homeless children	\$0
No expenditures or encumbrances comment	Homeless expenditures were not paid for out of Title I but were paid for out of the District General Fund.
Provide an explanation why there is no Title I, Part A expenditures or encumbrances for homeless services. (Maximum 500 characters)	

2012-13 Title I, Part A Parental Involvement Policies

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

CDE Program Contact:

Nancy Bodenhausen, Title I Policy & Program Guidance, NBodenhausen@cde.ca.gov, 916-445-4904

District Parental Involvement Certification

Each LEA shall develop jointly with, agree on with, and distribute to parents of Title I children, a written Title I parental involvement policy (ESEA Section 1118(a)). The policy describes how the LEA will:

- a) Involve parents in the joint development of the LEA Plan and the processes of school review and improvement for program improvement schools under ESEA Section 1116;
- b) Help schools to plan and implement effective parental involvement activities to improve student academic achievement and school performance;
- c) Build the schools' and parents' capacity for strong parental involvement;
- d) Coordinate and integrate parental involvement strategies under Part A and under other programs as specified;
- e) Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy and use the findings of the evaluation to design more effective parental involvement; and
- f) Involve parents in the activities of the Title I schools.

Does the district have a written parental involvement policy

Yes

LEA policy compliance

Yes

Does your current Title I district level parental involvement policy meet the above criteria

05/15/2013

Annual evaluation date

Annual Evaluation

Parental input on organizing and implementing programs took place at meeting on 5/15/13. They reviewed data and reflected on what improvements need to be made. Reviewed curriculum and talked about adding more tutoring.

Describe the involvement of parents during the policy evaluation process. If no evaluation occurred or if the evaluation date is not within the allowable range, provide an explanation why. (Maximum 500 char)

**California Department of Education**

West Sonoma County Union High (49 70607 0000000)

**Consolidated Application**

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**2012-13 Title I, Part A Parental Involvement Policies**

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

Parent Involvement Allocation

Describe parent involvement in decisions on the use of parental involvement set-aside.  
 (Maximum 500 characters)

**District Parental Involvement Contact Information**

Parental Involvement contact name: Dani Barese  
 Contact title: Teacher, Title I Coordinator  
 Contact email address: dbarese.ehs@wscuhd.k12.ca.us  
 (format abc@xyz.zyx)  
 Contact telephone number: (707) 824-6590  
 (format 999-999-9999)

**School Parental Involvement Policy Compliance Requirements**

The Title I, Part A school-level parental involvement policy describes the means to carry out:

- a) Involvement of parents in the development of the policy
- b) School-parent compacts
- c) Building of capacity for involvement of parents
- d) Accessibility and opportunities for participation of parents with limited English proficiency, parents with disabilities, and parents of migratory students

School Name	School Code	Parental Involvement Policy Exists	No Policy Comment (Max 250 char)	Meets Policy Requirements ?	Not Compliant Comment (Max 250 char)	Parental Involvement Contact Name	Parental Involvement Contact Title	Parental Involvement Contact Address (format abc@xyz)	Parental Involvement Contact Telephone Number (format 999-999-9999)
WSCUHSD Community Day	0116293	Y		Y		Celoria Arcadia	Parent	bhoff.lhs@wscuhd.k12.ca.us	(707) 327-7056
Laguna High	4930327	Y		Y		Kim Horn	Parent	bhoff.lhs@wscuhd.k12.ca.us	(707) 887-2073

2012-13 Title I, Part A Parental Involvement Policies

To meet federal requirements specified in ESEA Title I, Part A Section 1118(h) to review the LEAs parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118.

School Name	School Code	Parental Involvement Policy Exists	No Policy Comment (Max 250 char)	Meets Policy Requirements ?	Not Compliant Comment (Max 250 char)	Parental Involvement Contact Name	Parental involvement Contact Title	Parental Involvement Contact Email Address (format abc@xyz)	Parental Involvement Telephone Number (format 999-999-9999)
El Molino High	4931507	Y		Y		Ruth Cooper	Parent	ruth.cooper@sonoma.counity.org	(707) 632-5025

**California Department of Education**

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**2012-13 Title II, Part A School Class Size Reduction Report**

The ESEA Act of 2001, Title II, Part A, Section 2123(a)(2)(B) allows LEAs to use ESEA Title II, Part A funds to recruit and hire highly qualified teachers to reduce class size.

**CDE Program Contact:**

Jackie Rose, Title II Leadership, [jrose@cde.ca.gov](mailto:jrose@cde.ca.gov), 916-322-9503

School Name	School Code	Total Class Size Reduction Teacher Count	ESEA Title II Part A Funded Class Size Reduction Teacher Count	ESEA Teacher Count
Analy High	4930400	0	0	0
EI Molino High	4931507	0	0	0
Laguna High	4930327	0	0	0
West Sonoma County Consortium	0121038	0	0	0
WSCUHSD Community Day	0116293	0	0	0

2012-13 Title III, Part A LEP Nonprofit Private School Reimbursement

The purpose of this data collection is to capture the documentable number of private school English learners who received Title III services during the reported fiscal year.

CDE Program Contact:

Patty Stevens, Title III Language Policy & Leadership Office, [pstevens@cde.ca.gov](mailto:pstevens@cde.ca.gov), 916-323-5838

School Name	School Code	Enrollment	Flagged for LEP Participation	English Learner Students Served	Participation Explanation (max 500 char)
Journey High	7056229	32	N	0	

**California Department of Education**

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 Date: 6/24/2013 9:51 AM

**2012-13 Title I, Part A School Funded Staff Report**

To collect school level data, as required by ESEA, about teachers and instructional paraprofessionals in Title I, Part A programs.

**CDE Program Contact:**

Joshua Strong, Title I Policy & Program Guidance, [JStrong@cde.ca.gov](mailto:JStrong@cde.ca.gov), 916-319-0492

School Name	School Code	Public	Authorized SWP	New Title I, Part A Funded Teachers Hired	Non-ESEA Qualified Hired	Title I, Part A Funded Teachers (0.00)	Title I, Part A Funded FTE Paraprofessionals (0.00)	ESEA Qualified FTE Paraprofessionals (0.00)	ESEA Qualified FTE Paraprofessionals %	Title I, Part A Funded Administrators (0.00)	Title I, Part A Funded Support Staff (0.00)	Other Title I, Part A Funded Staff (0.00)
Laguna High	4930327	Y	N	0	0	1	0	0		0	0	0
El Molino High	4931507	Y	N	0	0	4	0.75	0.75	100.00%	1	0	0
WSCUHSD Community Day	0116293	Y	N	0	0	0	0	0		0	0	0



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**2012-13 Title I, Part A School Funded Staff Report**

To collect school level data, as required by ESEA, about teachers and instructional paraprofessionals in Title I, Part A programs.

**2011-12 Title II, Part A FY Expenditure Report, 24 Months**

A report of year-to-date expenditures and encumbrances by activity.

**CDE Program Contact:**

Jackie Rose, Title II Leadership, [jrose@cde.ca.gov](mailto:jrose@cde.ca.gov), 916-322-9503

2011-12 Title II, Part A entitlement	\$47,317
Professional development	\$47,317
Exam and test preparation	\$0
Recruiting training and retaining	\$0
Class size reduction	\$0
Administrative and indirect costs	\$0
Other allowable expenditures or encumbrances	\$0
Total expenditures and encumbrances	\$47,317
General comment (Maximum 500 characters)	